


**M E M O R A N D U M**

**TO:** Honorable Adrienne E. Adams  
Speaker of the Council

**FROM:** Dawn M. Pinnock   
Commissioner

**DATE:** December 30, 2022

**SUBJECT:** Report on Provisionals

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The City Charter requires the DCAS Commissioner to report quarterly to the Mayor, the City Council, the City Civil Service Commission, and the Equal Employment Practices Commission on the number of provisionally appointed City employees (known as “provisionals”), the length of their provisional service, and the steps taken by the City to reduce their numbers and the length of their service. Attached is the quarterly report on provisional employees due on December 30, 2022 for the period ending November 30, 2022.

Since the last quarterly report, the total count of provisionals has increased by 241 from 10,131 to 10,372. The number of provisionals without a permanent title (7,330) increased by 193, while the number of provisionals with a permanent title (3,042) increased by 48, resulting in a net increase of 241. Provisionals without a permanent title (“pure” provisionals) represent 71% of the total and provisionals with a permanent title (“step-up” provisionals) represent 29% of the total.

The recent net increase in the provisional count has come mainly from hiring in the titles of Occupational Therapist (DOE), Transit Electrical Helper, and Car Inspector. Simultaneously, decreases in the number of provisional employees occurred primarily in the titles of Police Communications Technician and Housing Assistant. Decreases in these and a variety of other titles occurred as a result of the use of civil service lists to replace provisionals or to convert provisionals on the lists to permanent status.

The City continues to take various actions intended to decrease the number of provisional appointees while minimizing the operational impact of their replacement by permanent employees. During this period, 24 exams were conducted, including exams for the titles of Occupational Therapist (DOE), Transportation Specialist, and Public Records Aide. Also, during this period a total of 51 exams were open for filing.

Additionally, 39 civil service lists were established, and 597 certifications were issued for 198 titles with provisionals serving.

Thank you.