


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

**TO:** Honorable Corey Johnson  
Speaker of the Council

**FROM:** Dawn M. Pinnock   
Executive Deputy Commissioner

**DATE:** June 30, 2021

**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 June 30, 2021 for the period ending May 31, 2021.

Since the last quarterly report, the total count of provisionals has decreased by 391 from 13,873 to 13,482. The number of provisionals without a permanent title (9,388) decreased by 328, while the number of provisionals with a permanent title (4,094) decreased by 63, resulting in a net decrease of 391. Provisionals without a permanent title (“pure” provisionals) represent 70% of the total and provisionals with a permanent title (“step-up” provisionals) represent 30% of the total.

Decreases in the number of provisional employees occurred primarily in the titles of Housing Assistant, Urban Park Ranger, and Youth Development Specialist. 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, 55 exams were conducted, including exams for the titles of Inspector (Construction), Occupational Therapist (DOE), Public Health Sanitarian, and Associate Retirement Benefits Examiner. Also, during this period a total of 61 exams were open for filing.

Additionally, 77 civil service lists were established, and 196 certifications were issued for 82 titles with provisionals serving.

Thank you.