


MEMORANDUM

TO: Honorable Adrienne E. Adams
Speaker of the Council

FROM: Dawn M. Pinnock 
Commissioner

DATE: September 30, 2022

SUBJECT: Report on Provisionals

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 September 30, 2022 for the period ending August 31, 2022.

Since the last quarterly report, the total count of provisionals has decreased by six from 10,137 to 10,131. The number of provisionals without a permanent title (7,137) decreased by 60, while the number of provisionals with a permanent title (2,994) increased by 54, resulting in a net decrease of six. 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 Police Communications Technician, Occupational Therapist (DOE), and Reporter/Stenographer (DA). 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, 46 exams were conducted, including exams for the titles of Inspector (Housing), Customer Information Representative, and Auto Mechanic. Also, during this period, a total of 41 exams were open for filing.

Additionally, 44 civil service lists were established, and 620 certifications were issued for 194 titles with provisionals serving.

Thank you.