


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: June 30, 2023

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 June 30, 2023 for the period ending May 31, 2023.

Since the last quarterly report, the total count of provisionals has increased by 805 from 10,689 to 11,494. The number of provisionals without a permanent title (8,052) increased by 595, while the number of provisionals with a permanent title (3,442) increased by 210, resulting in a net increase of 805. 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.

The recent net increase in the provisional count has come mainly from hiring in the titles of Maintenance Worker, Secretary, and Park Supervisor. Simultaneously, decreases in the number of provisional employees occurred primarily in the titles of Customer Information Representative, Electrician, and Warden (Correction). 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, 45 exams were conducted, including exams for the titles of Police Communications Technician, Electrician’s Helper, and Procurement Analyst. Also, during this period a total of 43 exams were open for filing.

Additionally, 43 civil service lists were established, and 533 certifications were issued for 186 titles with provisionals serving.

Thank you.