

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

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

**FROM:** Louis A. Molina  
Commissioner



**DATE:** March 31, 2025

**SUBJECT:** Report on Provisionals

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The City Charter requires the Department of Citywide Administrative Services (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 (“provisionals”), the length of their provisional service, and the steps taken by the City to reduce both their numbers and the length of their provisional service.

Attached is the quarterly report on provisional employees, due on March 31, 2025, covering the period ending February 28, 2025.

Since the last quarterly report, the total count of provisionals increased by 640, rising from 11,630 to 12,270. The number of provisionals without a permanent title (“pure provisionals”) increased by 502, reaching 9,188, while the number of provisionals with a permanent title (“step-up provisionals”) increased by 138, totaling 3,082. As a result, pure provisionals now account for 75% of all provisionals, while step-up provisionals make up 25%.

The recent net increase in provisional employees is primarily due to hiring in the titles of Bus Operator, Associate Benefits Opportunity Specialist, and Benefits Opportunity Specialist. Meanwhile, reductions in provisional employees occurred primarily in the titles of Transit Electrical Helper, Assistant Resident Buildings Superintendent, and Maintainer (Bridges and Tunnels). These decreases, along with reductions in other titles, resulted from the use of civil service lists to replace provisionals or convert provisionals on lists to permanent status.

The City remains committed to reducing the number of provisional appointees while ensuring a smooth transition to permanent employment with minimal operational disruption. During this period, 40 exams were administered for titles including Police Administrative Aide, Occupational Therapist (DOE), and Photographer, while 34 exams were open for filing during this period.

Additionally, 27 civil service lists were established, and 304 certifications were issued for 158 titles in which provisionals are currently serving.

Thank you.