

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: September 29, 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 September 30, 2023, for the period ending August 31, 2023.

Since the last quarterly report, the total count of provisionals has decreased by 324 from 11,494 to 11,170. The number of provisionals without a permanent title (8,032) decreased by 20, while the number of provisionals with a permanent title (3,138) decreased by 304, resulting in a net decrease of 324. Provisionals without a permanent title (“pure” provisionals) represent 72% of the total and provisionals with a permanent title (“step-up” provisionals) represent 28% of the total.

Decreases in the number of provisional employees occurred primarily in the titles of Secretary, Inspector (Construction), and Assistant Resident Buildings Superintendent. 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, 61 exams were conducted, including exams for the titles of Cyber Security Analyst, Special Officer, and Housing Assistant. Also, during this period a total of 55 exams were open for filing.

Additionally, 51 civil service lists were established, and 262 certifications were issued for 134 titles with provisionals serving.

Thank you.