

**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:** March 29, 2024

**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 March 29, 2024, for the period ending February 29, 2024.

Since the last quarterly report, the total count of provisionals decreased by 320 from 11,677 to 11,357. The number of provisionals without a permanent title (8,455) decreased by 191, while the number of provisionals with a permanent title (2,902) decreased by 129, resulting in a net decrease of 320. Provisionals without a permanent title (“pure” provisionals) represent 74% of the total and provisionals with a permanent title (“step-up” provisionals) represent 26% of the total.

Decreases in the number of provisional employees occurred in titles such as Urban Park Ranger, Gardener, and Occupational Therapist (DOE). 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. Also, the State approved non-competitive classification for Emergency Preparedness Specialist (OEM) and Emergency Preparedness Manager (OEM).

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, 39 exams were conducted, including exams for the titles of Police Administrative Aide, Administrative Housing Superintendent, and Assistant Plan Examiner (Buildings). Also, during this period a total of 50 exams were open for filing.

Additionally, 54 civil service lists were established, and 445 certifications were issued for 173 titles with provisionals serving.

Thank you.