


**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 31, 2022

**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 31, 2022 for the period ending February 28, 2022.

Since the last quarterly report, the total count of provisionals has decreased by 667 from 11,224 to 10,557. The number of provisionals without a permanent title (7,335) decreased by 353, while the number of provisionals with a permanent title (3,222) decreased by 314, resulting in a net decrease of 667. Provisionals without a permanent title (“pure” provisionals) represent 69% of the total and provisionals with a permanent title (“step-up” provisionals) represent 31% of the total.

Decreases in the number of provisional employees occurred primarily in the titles of Administrative Education Officer, Power Distribution Maintainer, and Structure Maintainer – Group C. 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, 34 exams were conducted, including exams for the titles of Electrician, Occupational Therapist (DOE), Police Communications Technician, and Resident Buildings Superintendent. Also, during this period a total of 41 exams were open for filing.

Additionally, 64 civil service lists were established, and 89 certifications were issued for 65 titles with provisionals serving.

Thank you.