

**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, 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, 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, 2022 for the period ending May 31, 2022.

Since the last quarterly report, the total count of provisionals has decreased by 420 from 10,557 to 10,137. The number of provisionals without a permanent title (7,197) decreased by 138, while the number of provisionals with a permanent title (2,940) decreased by 282, resulting in a net decrease of 420. Provisionals without a permanent title (“pure” provisionals) represent 71% of the total and provisionals with a permanent title (“step-up” provisionals) represent 29% of the total.

Decreases in the number of provisional employees occurred primarily in the titles of Inspector (Construction), Program Evaluator (ACS), and Supervising Housing Groundskeeper. 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, 35 civil service exams were conducted including for titles with provisionals such as Police Communications Technician, Painter, and Carpenter. Also, during this period a total of 22 exams were open for filing. Included in these exams was the New York City (NYC) Bridge Exam, which opened for filing on 4/6/2022. The NYC Bridge Exam is unique in that it allows qualified applicants to apply for one exam, pay one fee, and take one multiple-choice exam for multiple civil service

titles that may result in eligibles having their name appear on multiple civil service lists provided they pass and meet the minimum qualification requirements for the title. This new and innovative DCAS exam highlights the City's commitment and continued efforts to streamline and modernize the civil service exam administration process, reduce the application and exam taking process on applicants and test takers, ensure a continuous eligible pipeline to City agencies, and ensure the availability of civil service lists for agencies to replace or minimize the appointment of provisionals. The NYC Bridge Exam administered during this reporting period encompassed the following 10 civil service titles: Asbestos Hazard Investigator, Cashier, Clerical Aide, Computer Aide, Education Analyst Trainee, Investigator, Maintenance Worker, Office Machine Aide, Radio Repair Mechanic, and Secretary. Future iterations of the NYC Bridge exam will include other civil service titles.

Additionally, 43 civil service lists were established, and 477 certifications were issued for 171 titles with provisionals serving.

Thank you.