


**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:** December 31, 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 December 31, 2024, for the period ending November 30, 2024.

Since the last quarterly report, the total count of provisionals increased by 293 from 11,337 to 11,630. The number of provisionals without a permanent title (8,686) increased by 198, while the number of provisionals with a permanent title (2,944) increased by 95, resulting in a net increase of 293. Provisionals without a permanent title (“pure” provisionals) represent 75% of the total and provisionals with a permanent title (“step-up” provisionals) represent 25% of the total.

The recent net increase in the provisional count has come mainly from hiring in the titles of Bus Operator, Benefits Opportunity Specialist, and Eligibility Specialist. Simultaneously, decreases in the number of provisional employees occurred primarily in the titles of Project Manager, Civil Engineer, and Automotive Service Worker. 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, 49 exams were conducted, including exams for the titles of Eligibility Specialist, Police Administrative Aide, and Caseworker. Also, during this period a total of 50 exams were open for filing.

Additionally, 24 civil service lists were established, and 346 certifications were issued for 151 titles with provisionals serving.

Thank you.