



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER

One Centre Street, 17<sup>th</sup> Floor  
New York, NY 10007  
(212) 669-7111 • Fax: (212) 669-8992  
Email: [mhirst@dcas.nyc.gov](mailto:mhirst@dcas.nyc.gov)

**Martha K. Hirst**  
Commissioner

RECEIVED

JUL 15 2009

OCO & MA  
July 14, 2009

Citywide Personnel  
Services

Mr. Richard Ciprioni  
Director, Commission Operations and Municipal Assistance  
NYS Civil Service Commission  
Alfred E. Smith State Office Building  
Albany, NY 12239

Facilities  
Management &  
Construction

Subject: Amendment to the Classification of the City of New York: under the heading ALL CITY AGENCIES (999) in the Non-Competitive Class: under Rule X, Part I: the managerial titles of Agency Security Director, with an unlimited number of positions authorized, and Director (Employee Assistance Program), with one position authorized per agency; and, under Rule XI, Part II, with an unlimited number of positions authorized: Employee Assistance Program Specialist and High School Student Aide.

Municipal Supply  
Services

Real Estate Services

Dear Mr. Ciprioni:

Forwarded herewith for the approval of the State Civil Service Commission is a classification resolution approved by the Mayor to amend the classification of the Classified Service of the City of New York by classifying the above titles in the Non-Competitive Class.

Citywide Equal  
Employment  
Opportunity

A public hearing was held on May 4, 2009 to consider this proposal, and the record was held open for written submissions until May 8, 2009. As part of the DCAS Five-Year Plan to reduce the number of provisional employees, we proposed a number of classification actions to classify current temporary titles in the non-competitive class. This is one such action.

Citywide  
Occupational Safety  
& Health

In addition to the classification resolution for commission approval, enclosed for your information are the following: the transcript of the public hearing and written submissions; DCAS public hearing summary and statement in support of the proposal and the class specifications for the four titles.

Transportation  
Services

I recommend that you approve this resolution. Once the resolution is approved, it should be filed with the Secretary of State and returned to the Department of Citywide Administrative Services.

The City Record

Sincerely,

Martha K. Hirst

CityStore

Enclosures

RESOLVED, That the Classification of the Classified Service of the City of New York is hereby amended by including the titles indicated below:

I. By establishing in the Non-Competitive Class, under the heading ALL CITY AGENCIES (999), subject to Rule X, Part I, the following titles:

<u>Title Code Number</u>	<u>No. of Positions</u>	<u>Class of Positions</u>	<u>Annual Salary</u>
MXXXXX	unl.	Agency Security Director	These are Management classes of positions paid in accordance with the Pay Plan for Management Employees. Salaries for these positions are set at a rate in accordance with duties and responsibilities.
MXXXXX	1 per agency	Director (Employee Assistance Program)	

Part I positions are excluded from Civil Service Law Section 75 disciplinary procedures, pursuant to Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York.

II. By establishing in the Non-Competitive Class, under the heading ALL CITY AGENCIES (999), subject to Rule X, Part II, the following title:

<u>Title Code Number</u>	<u>No. of Positions</u>	<u>Class of Positions</u>	<u>Hourly Salary Rate effective 1.01.07</u>
XXXXX	unl.	High School Student Aide	\$7.15 per hour

Employees in this title may not work more than 20 hours per week when school is in session.

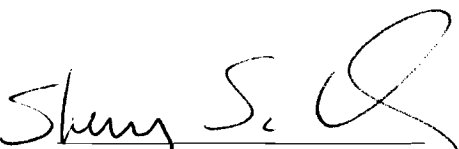
III. By establishing in the Non-Competitive Class, under the heading ALL CITY AGENCIES (999), subject to Rule XI, Part II, the following title:

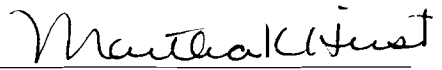
Title Code Number	No. of Positions	Class of Positions	Annual Salary Range eff. 2.01.07		
			#Hired After 2.01.07 Minimum	Incumbent Minimum	Maximum
XXXXX	unl.	Employee Assistance Program Specialist	\$42,779	\$46,133	\$76,813

Part II positions receive Civil Service Law Section 75 disciplinary procedures, pursuant to Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York, after 5 years of service.

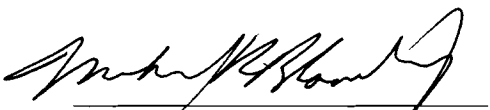
# Employees hired into City Service on or after 2.01.07 shall be paid at least the "Hired After 2.01.07 Minimum" rate. Upon completion of two years of active or qualified inactive service, such employees shall be paid no less than the indicated "Incumbent Minimum" for the applicable title that is in effect on the two year anniversary of their original appointments. In no case shall an employee receive less than the stated hiring minimum.

I hereby approve the foregoing resolution.

ATTEST:   
Sherry Schultz  
Calendar Secretary

  
Martha K. Hirst  
Commissioner of Citywide  
Administrative Services  
7/9/09  
Date

I hereby approve the foregoing resolution.

  
Michael R. Bloomberg  
M A Y O R  
City of New York  
7/10/09  
Date

NEW YORK STATE CIVIL SERVICE COMMISSION  
At a meeting of the New York State Civil Service  
Commission held  
the foregoing resolution was

ATTEST: \_\_\_\_\_  
For the Commission

Filed with the Secretary of State