



**Citywide Administrative
Services**

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DEC 07 2012

COMMISSIONER'S OFFICE

Edna Wells Handy
Commissioner

December 4, 2012

1 Centre Street
17th Floor
New York, NY 10007

Mr. Jerry Boone
President
NYS Civil Service Commission
Agency Building One – 9th Floor
Empire State Plaza
Albany, NY 12239

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CCO & MA

212 386-0201 tel
212 669-8992 fax

Subject: City of New York, under the heading DEPARTMENT OF EDUCATION (DOE) (740) (DH-1 2012), proposal to classify the titles set forth in the enclosed Resolution in the Exempt Class and in the Non-Competitive Class.

Dear Mr. Boone:

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 subject titles for use by DOE.

A public hearing was held on October 2, 2012 to consider this proposal, and the record was held open for written submissions until October 5, 2012. This action is part of the DCAS Five-Year Plan to reduce the number of provisional employees.

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

I recommend approval of 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. Thank you.

Sincerely,


Edna Wells Handy

Enclosures

**AMENDMENT TO CLASSIFICATION
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES**

RESOLVED, That the classification of the Classified Service of The City of New York is hereby amended under the heading DEPARTMENT OF EDUCATION (740) as follows:

I. By including in the Exempt Class, subject to Rule X, the following:

Title Code Number	Number of Positions Authorized	Class of Positions
M	1	Director of Parent Involvement (DOE)
M	2	Executive Assistant to the Chancellor (DOE)

II. By including in the Non-Competitive Class, subject to Rule X, Part I, the following:

Title Code Number	Number of Positions Authorized	Class of Positions	Annual Salary Range
M	1	Assistant Executive Director (Board of Education Retirement System)	These are management classes of positions paid in accordance with the Department of Education Pay Plan for Management Employees. Salaries for individual positions will be set at an Assignment Level and rate in accordance with duties and responsibilities.
M	1	Auditor General (DOE)	
M	1	Chief Administrator of Impartial Hearings (DOE)	
M	1	Chief Information Technology Officer (DOE)	
M	2	Deputy Auditor General (DOE)	
M	1	Deputy Director for Maintenance (DOE)	
M	1	Deputy Executive Director (Board of Education Retirement System)	
M	1	Deputy Executive Director of Financial Operations (DOE)	
M	1	Director of Artworks (DOE)	
M	62	Director of Operations (DOE)	
M	1	Director of Plant Operations (DOE)	
M 13304	10 ##	Special Assistant to the Chancellor (DOE)	

Increase from 1 to 10 positions

III. By including in the Non-Competitive Class, subject to Rule X, Part I, the following:

Title Code Number	Number of Positions Authorized	Class of Positions	Salary Range		
			New Hire# Minimum	Incumbent Minimum	Maximum
	1 per Council	Administrative Assistant to Community Education Council (DOE)	\$25,366	\$27,355	\$46,609
31143	100 ##	Confidential Investigator Assignment Level I	\$38,039	\$41,021	\$76,913
		Assignment Level II	\$45,492	\$49,059	\$61,668
		Assignment Level III	\$54,155	\$58,401	\$76,913

Part I positions are designated as confidential or policy influencing under Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York and therefore are not covered by Section 75 of the Civil Service Law.

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

Increase from 70 to 100 positions

IV. By including in the Non-Competitive Class, subject to Rule X, Part II, the following:

Title Code Number	Number of Positions Authorized	Class of Positions	Salary Range		
			New Hire# Minimum	Incumbent Minimum	Maximum
	50	Interpreter (Hourly) (DOE)	\$20.67 /Hr	\$23.77 /Hr	\$27.96 /Hr
	300	School Health Services Aide (DOE)	-	\$12.30 /Hr	\$14.39 /Hr
	100	Sign Language Interpreter (DOE)	-	\$42,788	\$89,084

Part II positions are covered by Section 75 of the Civil Service Law Disciplinary procedures after 5 years of service.

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

V. By including in the Non-Competitive Class, subject to Rule XI, Part I, the following:

Title Code Number	Number of Positions Authorized	Class of Positions	Salary Range		
			New Hire# Minimum	Incumbent Minimum	Maximum
	2	Associate Arts Program Specialist (DOE)	Effective 2/1/2007 \$42,584	\$45,923	\$61,516
	1 per School	School Business Manager (DOE)	Effective 10/6/2009 \$50,548	\$58,131	\$93,819
		Assignment Level I	\$50,548	\$58,131	\$76,138
		Assignment Level II	\$65,610	\$75,452	\$93,819
	1	Secretary to the Chancellor (DOE)	Effective 2/1/2007 \$54,867	\$59,169	\$78,629
	1	Secretary to the Counsel to the Chancellor (DOE)	Effective 2/1/2007 \$49,882	\$53,793	\$75,059
	7	Secretary to the Deputy Chancellor (DOE)	Effective 2/1/2007 \$48,902	\$52,736	\$74,536
	1	Secretary to the Special Commissioner of Investigation (NYC School District) (DOE)	Effective 2/1/2007 \$49,882	\$53,793	\$71,486

Part I positions are designated as confidential or policy influencing under Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York and therefore are not covered by Section 75 of the Civil Service Law.

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

VI. By including in the Non-Competitive Class, subject to Rule XI, Part II, the following:

Title Code Number	Number of Positions Authorized	Class of Positions	Salary Range		
			New Hire# Minimum	Incumbent Minimum	Maximum
			Effective 2/1/2007		
	25	Equal Rights Compliance Specialist (DOE)	\$39,496	\$42,592	\$79,860
		Assignment Level I	\$39,496	\$42,592	\$58,564
		Assignment Level II	\$54,306	\$58,564	\$79,860
			Effective 3/3/2009		
	50	Interpreter/Translator (DOE)	\$38,884	\$44,717	\$62,411
			Effective 6/5/2011		
	500	School Computer Technology Specialist (DOE)	\$34,563	\$39,474	\$77,224
		Assignment Level I	\$34,563	\$39,474	\$44,739
		Assignment Level II	\$37,440	\$43,056	\$55,553
		Assignment Level III	\$51,830	\$59,604	\$77,224


Part II positions are covered by Section 75 of the Civil Service Law Disciplinary procedures after 5 years of service.

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

VII. By deleting from the Non-Competitive Class, subject to Rule X, Part I, the following:

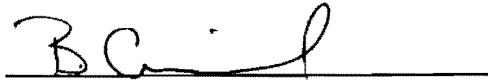
Title Code Number	Number of Positions Authorized	Class of Positions	Annual Salary Range
M 91399	1	Director (Division of Maintenance and Operations)	These are management classes of positions paid in accordance with the Department of Education Pay Plan for Management Employees. Salaries for individual positions set at an Assignment Level and rate in accordance with duties and responsibilities.
M 91410	1	Executive Director (School Buildings)	

I hereby approve the foregoing resolution.


Edna Wells Handy
Commissioner of Citywide Administrative Services


11/27/12
Date

ATTEST:


Barbara Carnival
Calendar Secretary

11/28/12
Date

I hereby approve the foregoing resolution.


Michael R. Bloomberg
MAYOR
City of New York

29th of November, 2012
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:

Date