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August 13, 2010

Mr. James G. Hein
Deputy Commissioner
New York City Department of Citywide
Administrative Services
Room 2100 South
One Centre Street
New York, New York 10007

Dear Mr. Hein:

This is in follow-up to the conference between the New York State Department of Citywide Administrative Services (DCAS), representatives of the New York City Transit Authority (TA), and the New York State Civil Service Commission (Commission), at its meeting of July 27, 2010.

As you know, the purpose of the meeting was to address the Commission's concern over the apparent slowing of DCAS' progress in reducing provisional appointments to achieve the statutory goal of a five percent provisional rate. The Commission also expressed special concern over the increase of provisional appointments to titles for which mandatory eligible lists exist in the TA. The Commission specifically asked whether DCAS and TA officials believed the actions planned were still sufficient to reach the statutory goal.

The Commission accepted the assurances of DCAS and TA officials that progress was continuing, and that the actions currently planned for the remainder of the Plan would provide for a successful implementation of the Plan.

Also discussed were DCAS' concerns regarding the status of its resolutions proposing removal of a number of titles from the competitive class. The DCAS resolution proposing removal of 12 information technology titles from the competitive class was specifically discussed at length. Commission staff indicated that analysis of DCAS' proposals is ongoing, and the resolutions will be presented to the Commission for action at the earliest opportunity.

In addition, the Commission advised your agency that the State Department of Civil Service has developed a position specific testing method to competitively examine many information technology titles which DCAS could consider adopting. This method allows for competitive examination of candidates, while allowing appointing authorities to identify specific skill sets that are needed to successfully perform specific positions in their agencies.

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As directed by the Commission, arrangements will be made for Department of Civil Service staff to meet with DCAS staff to discuss position-specific testing.

As previously noted, the Commission recognizes the progress made to date by DCAS in implementing the Provisional Reduction Plan, and would like to thank you and DCAS staff for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Nancy B. Kiyonaga".

Nancy B. Kiyonaga
Director, Commission Operations
& Municipal Assistance