



ANDREW M. CUOMO  
GOVERNOR

STATE OF NEW YORK  
**CIVIL SERVICE COMMISSION**  
ALFRED E. SMITH STATE OFFICE BUILDING  
ALBANY, NEW YORK 12239

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NANCY B. KIYONAGA  
DIRECTOR, COMMISSION OPERATIONS  
& MUNICIPAL ASSISTANCE

April 11, 2012

Ms. Edna Wells Handy  
Commissioner  
New York City Department of Citywide Administrative Services  
Room 2100 South  
1 Centre Street  
New York, New York 10007

Dear Commissioner Wells Handy:

This is to inform you that the State Civil Service Commission, at its March 13, 2012 meeting, reviewed the six-month progress report submitted by the New York City Department of Citywide Administrative Services (DCAS) concerning its provisional reduction efforts during the time period beginning June 1, 2011 and ending November 30, 2011.

The State Civil Service Commission recognized that DCAS exceeded its provisional reduction performance target for the reporting interval ending November 30, 2011, but noted also that DCAS has not met its overall performance target for this point in the Provisional Reduction Plan. The State Commission also recognized the challenges faced by DCAS in implementing its Plan. One area of particular concern is the number of provisional appointees serving in positions in the Department of Education, where the number of provisional appointees appears to exceed the number of permanent competitive appointees. The State Civil Service Commission instructed its staff to continue communicating with DCAS regarding the implementation of the Plan and the proposals submitted by DCAS for removal of positions from the competitive class.

State Commission staff will maintain close contact with your agency regarding the progress made to achieve the statutory goal of the Provisional Reduction Plan, and to provide feedback regarding the proposals submitted by DCAS for removal of positions from the competitive class.

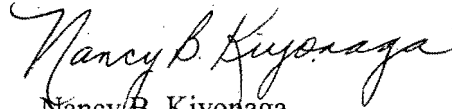
Ms. Edna Wells Handy

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If you or your staff have any questions, please contact Tom Falcon or myself at  
(518) 473-5022.

Sincerely,

A handwritten signature in cursive script, reading "Nancy B. Kiyonaga".

Nancy B. Kiyonaga  
Director, Commission Operations  
& Municipal Assistance

cc: Maria DiPaola, Chief Human Capital Officer, New York City Department  
of Citywide Administrative Services

Item No. 1.20