

Edna Wells Handy
Commissioner

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March 26, 2013

Jerry Boone, Commissioner and President
New York State Civil Service Commission
New York State Department of Civil Service
Alfred E. Smith State Office Building
Albany, New York 12239

Dear Commissioner Boone:

This letter follows-up on our recent discussion regarding the City's need for a 1-year extension to implement the Five-Year Provisional Reduction Plan (Plan) that the City adopted pursuant to New York State Civil Service Law Section 65(5)(b). The City formally requests a 1-year extension to implement the Plan. While we have reduced the number of provisional employees serving in City government by nearly 45% since the Plan was initiated in October of 2008, considerable work remains to be done. As we discussed, a primary driver of the City's need for an extension is because the Civil Service Commission has not acted on a number of resolutions submitted by the City, many of which have been pending since 2009. Moreover, the Commission has not used the \$600,000 of City funds at its disposal to assist in acting on those resolutions, as well as other work related to the Plan.

Prior to your appointment, we submitted numerous resolutions to the Commission for approval. Resolution DH 1-2009, a proposal to create 12 computer and information technology titles in the non-competitive class (1,800 provisionals), and Resolution DH 3-2009, a proposal to classify 15 temporary titles in the NYPD into the Non-Competitive and Exempt classes, are two examples that have been before the Commission since 2009.

While we have made significant progress since your appointment, the City's proposals are still subject to significant delays. We believe that this work can be done quickly if the Commission would use the \$600,000 of City funding made available by law and through the Plan. To date, however, the Commission has used only a small amount of that funding for work performed by existing staff.

Competition is a core principal of the civil service system, and the majority of Civil Service positions in the City (as elsewhere in New York State) are administered through competitive examination. DCAS administers competitive exams for more than 182,000 competitive class positions. But certain jobs should be non-competitive or exempt to fill specific strategic roles. The City's Plan focuses mostly on administering additional exams—and we have administered an average of 20 additional tests per year above the historical average since the plan was launched. But the resolutions before the Commission

are also critical components of the Plan, and we seek an expedited review and approval of our classification proposals so that we can fully implement it as soon as possible.

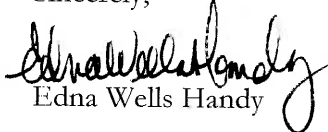
At our October 2012 meeting, we indicated that we would seek the State's approval of our request for an extension of time to complete the Plan. In support of that request, we have attached two Plan modifications:

- A list of classification actions that we will be withdrawing (101 titles)
- A list of competitive exams that we plan to conduct during the next year and a half to address significant numbers of provisionals (82 exams).

We are pleased to have reduced the number of provisional employees serving in City government by 44 percent in four years, from 37,797 down to 21,237, as of the end of our last reporting period. I am confident with your partnership we will reduce that number even further in the coming year.

Thank you for your continued assistance and support.

Sincerely,



Edna Wells Handy

C: Nancy B. Kiyonaga, Director, Commission Operations & Municipal Assistance
Caswell F. Holloway, Deputy Mayor for Operations
Michael A. Cardozo, Corporation Counsel
James F. Hanley, Commissioner of Labor Relations
Maria DiPaola, Chief Human Capital Officer

Revised Plan Actions for Titles included in Long Beach Plan

Title Code	Title Description	# of Provisionals	Remove from SCSC Submission	Original Planned Action	Revised Plan Action
10072	Administrative Park and Recreation Manager	57		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
31313	Asbestos Handler	2		Reclassification (Non-Competitive)	Withdraw Proposal
31314	Asbestos Handler Supervisor	11		Reclassification (Non-Competitive)	Withdraw Proposal
31312	Asbestos Hazard Investigator	5		Reclassification (Non-Competitive)	Withdraw Proposal
20817	Assistant Environmental Engineer	1		Reclassification (Non-Competitive)	Exam Held, List Established
92122	Assistant Printing Press Operator	11		Position Classification (Consolidation)	Withdraw Proposal
10271	Associate Call Center Representative	0		Reclassification (Non-Competitive)	Exam Held, List Established
22508	Associate Housing Development Specialist	23		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
55038	Associate Human Rights Specialist	1		Reclassification (Non-Competitive)	Withdraw Proposal
92238	Associate Landmarks Preservationist	0		Reclassification (Non-Competitive)	Withdraw Proposal
81106	Associate Park Service Worker	60		Reclassification (Non-Competitive)	Exam Held, List Established
92501	Auto Body Worker	18		Reclassification (Non-Competitive)	Exam Scheduled (Spring 2013)
92306	Blacksmith's Helper	3		Position Classification (Consolidation)	Withdraw Proposal
92105	Bookbinder	5		Reclassification (Non-Competitive)	Withdraw Proposal
91805	Bridge Painter	0		Reclassification (Non-Competitive)	Exam Held, List Established
92310	Bridge Repairer and Riveter	20		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
10260	Call Center Representative	17		Reclassification (Non-Competitive)	Exam Held, List Established
91516	Captain (Sludge Boat)	7		Reclassification (Non-Competitive)	Withdraw Proposal
92005	Carpenter	22		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
52366	Child Protective Specialist	0		Reclassification (Non-Competitive)	Exam Held, List Established
52367	Child Protective Specialist Supervisor	2		Reclassification (Non-Competitive)	Withdraw Proposal
90756	Construction Laborer	22		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
91611	Crane Operator (Any Motive Power Except Steam)	5		Reclassification (Non-Competitive)	Withdraw Proposal
60888	Customer Information Representative	126		Reclassification (Non-Competitive)	Exam Scheduled (Spring 2013)
50101	Dental Assistant	0		Reclassification (Non-Competitive)	Withdraw Proposal
50102	Dental Hygienist	0		Reclassification (Non-Competitive)	Withdraw Proposal
50310	Dietitian	6		Reclassification (Non-Competitive)	Exam Held (Fall 2012)
12750	Education Analyst Trainee	7		Reclassification (Non-Competitive)	Withdraw Proposal
91717	Electrician	3		Reclassification (Non-Competitive)	Withdraw Proposal
53053	Emergency Medical Specialist - EMT	66		Reclassification (Non-Competitive)	Exam Held, List Established
53054	Emergency Medical Specialist - Paramedic	117		Reclassification (Non-Competitive)	Exam Held, List Established
20618	Environmental Engineer	15		Reclassification (Non-Competitive)	Exam Held (Winter 2012-13)
90510	Exterminator	15		Reclassification (Non-Competitive)	Exam Held, List Established
71010	Fire Alarm Dispatcher	0		Reclassification (Non-Competitive)	Exam Held, List Established
31113	Fraud Investigator	0		Reclassification (Non-Competitive)	Exam Held, List Established
91415	Graphic Artist	2		Reclassification (Non-Competitive)	Withdraw Proposal
10069	Health Services Manager	152		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
92406	Highway Repairer	12		Reclassification (Non-Competitive)	Withdraw Proposal
22507	Housing Development Specialist	15		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
22506	Housing Development Specialist Trainee	5		Reclassification (Non-Competitive)	Withdraw Proposal
91000	Instrumentation Specialist Trainee	1		Reclassification (Non-Competitive)	Withdraw Proposal
31105	Investigator	39		Position Classification (Consolidation)	Withdraw Proposal
52285	Juvenile Counselor	38		Reclassification (Non-Competitive)	Exam Held, List Established
12752	Labor Relations Analyst Trainee	8		Reclassification (Non-Competitive)	Withdraw Proposal
92237	Landmarks Preservationist	1		Reclassification (Non-Competitive)	Withdraw Proposal
91825	Letterer and Sign Painter	6		Reclassification (Non-Competitive)	Withdraw Proposal
90723	Locksmith	14		Reclassification (Non-Competitive)	Exam Held, List Published
92610	Machinist	51		Reclassification (Non-Competitive)	Exam Planned (Spring 2014)
92611	Machinist's Helper	16		Reclassification (Non-Competitive)	Exam Planned (Spring 2014)
90698	Maintenance Worker	15		Reclassification (Non-Competitive)	Exam Held, List Established
40501	Management Auditor Trainee	32		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
91542	Marine Engineer	14		Reclassification (Non-Competitive)	Exam Held (Spring 2012)
91544	Marine Engineer (DC)	3		Reclassification (Non-Competitive)	Withdraw Proposal
70316	Marine Engineer (Uniformed - Fire Department)	2		Reclassification (Non-Competitive)	Exam Held (Spring 2012)
91212	Motor Vehicle Operator	4		Reclassification (Non-Competitive)	Exam Held, List Established
06216	Occupational Therapist (Board of Education)	194		TTC to be Classified (Non-Competitive)	Exam Scheduled (Spring 2013)
91830	Painter	36		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
06218	Physical Therapist (Board of Education)	42		TTC to be Classified (Non-Competitive)	Exam Scheduled (Spring 2013)
92235	Plasterer	61		Reclassification (Non-Competitive)	Exams Held (Winter 2012)
91915	Plumber	0		Reclassification (Non-Competitive)	Withdraw Proposal
91916	Plumber's Helper	0		Position Classification (Consolidation)	Withdraw Proposal
71012	Police Communications Technician	0		Reclassification (Non-Competitive)	Exam Held, List Established
92123	Printing Press Operator	2		Reclassification (Non-Competitive)	Exam Held, List Established
51105	Public Health Education Trainee	1		Reclassification (Non-Competitive)	Withdraw Proposal
90734	Rigger	6		Reclassification (Non-Competitive)	Withdraw Proposal
60331	Senior Institutional Trades Instructor (Tailoring)	1		Reclassification (Non-Competitive)	Withdraw Proposal
06217	Senior Occupational Therapist (Board of Education)	882		TTC to be Classified (Non-Competitive)	Exam Scheduled (Spring 2013)
06219	Senior Physical Therapist (Board of Education)	530		TTC to be Classified (Non-Competitive)	Exam Scheduled (Spring 2013)
90767	Senior Sewage Treatment Worker	0		Reclassification (Non-Competitive)	Withdraw Proposal
90739	Sewage Treatment Worker	157		Reclassification (Non-Competitive)	Exam Held, List Established
92340	Sheet Metal Worker	8		Reclassification (Non-Competitive)	Withdraw Proposal
12749	Staff Analyst Trainee	52		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
91926	Steam Fitter's Helper	0		Position Classification (Consolidation)	Withdraw Proposal
12200	Stock Worker	0		Reclassification (Non-Competitive)	Withdraw Proposal
13616	Supervising Computer Service Technician	106		Reclassification (Non-Competitive)	Exam Scheduled (Spring 2013)
53055	Supervising Emergency Medical Service Specialist	0		Reclassification (Non-Competitive)	Exam Scheduled (Spring 2013)
71060	Supervising Fire Alarm Dispatcher	1		Reclassification (Non-Competitive)	Withdraw Proposal
71013	Supervising Police Communications Technician	0		Reclassification (Non-Competitive)	Exam Held, List Established
91310	Supervisor	14		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
90535	Supervisor (Exterminators)	10		Reclassification (Non-Competitive)	Withdraw Proposal
91314	Supervisor (Watershed Maintenance)	25		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
92271	Supervisor Bricklayer	4		Position Classification (Consolidation)	Withdraw Proposal
91871	Supervisor Bridge Painter	3		Reclassification (Non-Competitive)	Withdraw Proposal
92372	Supervisor Bridge Repairer and Riveter	4		Reclassification (Non-Competitive)	Withdraw Proposal
92071	Supervisor Carpenter	15		Reclassification (Non-Competitive)	Exam Planned (Winter 2013-14)
91769	Supervisor Electrician	23		Reclassification (Non-Competitive)	Exam Planned (Fall 2013)
92472	Supervisor Highway Repairer	0		Reclassification (Non-Competitive)	Withdraw Proposal
34205	Supervisor of Electrical Installations and Maintenance	39		Position Classification (Broadband)	Exam Planned (Fall 2013)
34221	Supervisor of Mechanical Installations and Maintenance	8		Position Classification (Broadband)	Withdraw Proposal
12202	Supervisor of Stock Workers	63		Reclassification (Non-Competitive)	Exam Held (Fall 2012)
91873	Supervisor Painter	0		Reclassification (Non-Competitive)	Withdraw Proposal
92272	Supervisor Plasterer	1		Reclassification (Non-Competitive)	Withdraw Proposal
91972	Supervisor Plumber	4		Reclassification (Non-Competitive)	Withdraw Proposal
92343	Supervisor Sheet Metal Worker	2		Reclassification (Non-Competitive)	Withdraw Proposal
92073	Supervisor Ship Carpenter	1		Position Classification (Consolidation)	Withdraw Proposal
91971	Supervisor Steam Fitter	8		Position Classification (Consolidation)	Withdraw Proposal
91964	Supervisor Thermostat Repairer	0		Position Classification (Consolidation)	Withdraw Proposal
91215	Tractor Operator	7		Reclassification (Non-Competitive)	Withdraw Proposal
90910	Traffic Device Maintainer	0		Reclassification (Non-Competitive)	Exam Held, List Established
91011	Watershed Maintainer	54		Reclassification (Non-Competitive)	Exam Held (Spring 2012)
92355	Welder	10		Reclassification (Non-Competitive)	Withdraw Proposal

PROPOSED EXAM SCHEDULE
for Revised 5-YEAR PLAN

Year 5		
Fall		Winter
Title	# of Provisionals	Title
Caseworker	0	Assistant Superintendent of Welfare Shelters
Child Protective Specialist	0	Associate Chemist
Eligibility Specialist	0	Associate Public Information Specialist
Job Opportunity Specialist	71	Customer Information Representative
Procurement Analyst	101	Auto Body Worker
School Food Service Manager	45	Civil Engineering Intern
Supervisor of Stock Workers	63	Engineering Technician
Chemical Engineer	3	Heating Plant Technician
Civil Engineer	32	
Electrical Engineer	29	
Environmental Engineer	15	
Mechanical Engineer	23	
High Pressure Plant Tender	64	

Spring	
Title	# of Provisionals
Assistant Housing Manager	56
Associate Public Health Sanitarian	73
Clerical Associate	0
Secretary	0
Supervising Computer Service Technician	106
Auto Mechanic	72
Auto Mechanic (Diesel)	116
Custodian Engineer (BOE)	46
Occupational Therapist (Board of Education)	1,076
Physical Therapist (Board of Education)	572

Year 6		
Fall		Winter
Title	# of Provisionals	Title
Caseworker	0	Administrative Contract Specialist
Child Protective Specialist	0	Administrative Job Opportunity Specialist
Eligibility Specialist	0	Administrative Manager
Job Opportunity Specialist	0	Administrative Park And Recreation Manager
Associate Housing Development Specialist	23	Administrative Procurement Analyst
Management Auditor Trainee	32	Administrative Architect
Bridge Repairer and Riveter	20	Administrative Engineer
Supervisor of Electrical Installations and Maintenance	39	Administrative Project Manager
Supervisor (Watershed Maintenance)	25	Administrative Housing Superintendent
Supervisor Electrician	23	Computer Aide
Senior Quality Control Specialist	47	Painter
Congregate Care Specialist	32	Carpenter
		Construction Laborer
		Supervisor Carpenter
		Supervisor
		Mariner
		Associate Real Property Manager
		Associate Retirement Benefits Examiner
		Housing Development Specialist
		Machinist
		Machinist's Helper

Spring	
Title	# of Provisionals
Administrative Accountant	117
Administrative Education Analyst	349
Administrative Education Officer	245
Administrative Director Of Social Services	392
Administrative Public Information Specialist	85
Administrative Staff Analyst	2,277
Computer Programmer Analyst Trainee	33
Associate Inspector (Construction)	51
Oiler	21
Inspector (Plumbing)	21
Senior Stationary Engineer (Electric)	18
Supervisor of Bridge Operations	16
Mate (Ferry)	29
Mate (DEP)	13
Recreation Supervisor	55
Staff Analyst Trainee	52
Supervisor of Office Machine Operations	34
Health Services Manager	152

Total # of Provisionals to be Addressed: 9,485