



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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COMMISSIONER

J. DENNIS HANRAHAN  
COMMISSIONER

NANCY B. KIYONAGA  
DIRECTOR, COMMISSION OPERATIONS  
& MUNICIPAL ASSISTANCE

June 17, 2011

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

Dear Commissioner Wells Handy:

Please be advised that, at its meeting of May 18, 2011, the New York State Civil Service Commission (Commission) reviewed the January 15, 2011 progress report submitted by your Department describing the actions taken to reduce provisional appointments between May 31, 2010 and November 30, 2010. The Commission acted on 19 titles proposed for removal from the competitive class.

With regard to the progress report, the Commission commended DCAS' efforts to implement the five-year provisional reduction plan and recognized the challenges faced by DCAS in effectuating a timely implementation of the plan.

With regard to the 19 titles proposed for removal from the competitive class, the Commission took the following actions:

Resolution DH-3 (2009)

The Commission approved placement of the titles of Chief of Staff—PD, Deputy Commissioner (Counterterrorism)—PD, and Deputy Commissioner (Intelligence)—PD in the exempt jurisdictional class. The remaining titles from that resolution were not presented to the Commission due to the need for additional information from DCAS.

Resolution DH-2 (2009)

The Commission approved non-competitive classification of the title School Student Aide in all city agencies based upon the requirements that these positions may be filled only by high school students and on the nature of the duties performed.

The Commission calendared the proposals for non-competitive (confidential/policy influencing) classification of the titles Director (Employee Assistance Program) and Employee Assistance Program Specialist in all city agencies to provide DCAS time to review the duties of the positions in the agencies where they exist and classify the positions in a manner which reflects the duties performed and qualifications needed to meet the specific agencies' needs.

The Commission disapproved without prejudice the proposal for non-competitive (confidential/policy influencing) classification of the title Agency Security Director on an unlimited basis in all city agencies. In so doing, the Commission acknowledged that select positions in specific agencies may be appropriate for removal from the competitive class, but noted that the information provided did not demonstrate that all positions in the title warranted such classification. It was noted that it may be appropriate for DCAS to modify its approach to classifying these positions to address the different needs of agencies where the positions exist.

Resolution DH-1 (2009)

The Commission calendared the proposals for non-competitive classification of the titles:

Computer Technical Support Associate (3 Assignment Levels);  
Information Technology Programmer Analyst (3 Assignment Levels);  
Computer Operations Associate (3 Assignment Levels);  
Computer Operations Specialist, Information Technology Software Associate (3 Assignment Levels);  
Information Technology Software Specialist (4 Assignment Levels);  
LAN Administrator – Certified (4 Assignment Levels);  
WAN Administrator – Certified (4 Assignment Levels);  
Applications Developer – Certified (4 Assignment Levels); and  
Database Administrator – Certified (4 Assignments Levels).

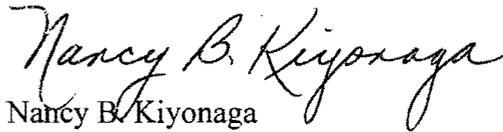
The Commission also calendared the proposals for non-competitive (confidential/policy influencing) classification of the titles Information Technology Operations Manager and Information Technology Systems Manager. In doing so, the Commission directed Commission staff and DCAS staff to discuss the progress made by DCAS to develop a position-specific competitive testing program for these positions and the need for additional information to justify DCAS' requests.

Ms. Edna Wells Handy  
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It is our standard practice to provide copies of resolutions which contain titles on which the Commission has either approved or disapproved. Therefore, we are providing copies of Resolution DH-3 (2009) and Resolution DH-2 (2009), which indicate the actions taken by the Commission. Since the Commission has calendared action on Resolution DH-1 (2009) to provide Commission staff and your staff time to discuss position-specific competitive testing, the Commission will retain this resolution in its files pending the outcome of the discussions to be held and any subsequent Commission action to either approve or disapprove the titles.

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

Sincerely,



Nancy B. Kiyonaga  
Director, Commission Operations  
& Municipal Assistance

Enclosures

cc: Maria DiPaola, Assistant Commissioner for Civil Service Administration, New York City  
Department of Citywide Administrative Services

Re: Item Nos. 1.40, 1.41, 1.42 and 1.43

**RESOLVED**, That the classification of the Classified Service of The City of New York is hereby amended under the heading POLICE DEPARTMENT (056) as follows:

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

Title Code Number	Number of Positions Authorized	Class of Positions
M	1	Chief of Staff - PD - Extracted 5/18/11 SCSC Mtg. <i>-APPROVED (ST.CSC 5/18/11)</i>
M	1	Deputy Commissioner (Counterterrorism) - PD - Extracted 5/18/11 SCSC Mtg. <i>-APPROVED (ST.CSC 5/18/11)</i>
M	1	Deputy Commissioner (Intelligence) - PD - Extracted 5/18/11 SCSC Mtg. <i>-APPROVED (ST.CSC 5/18/11)</i>
M	1	Director of Internal Affairs - PD **
M	1	Director of Organized Crime Control - PD **
	1	Secretary to the First Deputy Commissioner - PD **

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

Title Code Number	Number of Positions Authorized	Class of Positions	Annual Salary Range
M	1	Civilianization Manager - PD **	These are management classes of positions paid in accordance with the Pay Plan for Management Employees. Salaries for individual positions will be set at a level and rate in accordance with duties and responsibilities (PPME).
M	1	Director for Equal Employment Opportunity - PD **	
M	1	Director of Photographic Services - PD **	
M	1	Director of Support Services - PD **	
M	1	Director of Technology Development - PD **	
M	25	Intelligence Research Manager - PD **	

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.

\*\* PENDING FUTURE STATE CIVIL SERVICE ACTION

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

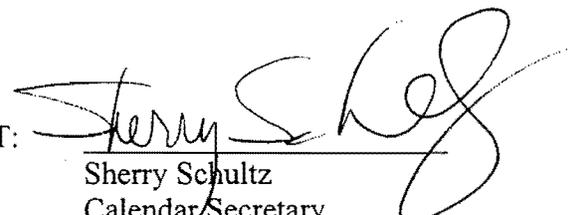
Title Code Number	Number of Positions Authorized	Class of Positions	Salary Range Effective 2/1/2007		
			New Hire# Minimum	Incumbent Minimum	Maximum
	50	Assistant Advocate - PD **	\$52,367	\$56,473	\$110,641
		Assignment Level I	\$52,367	\$56,473	\$ 82,236
		Assignment Level II	\$60,745	\$65,508	\$ 95,381
		Assignment Level III	\$70,465	\$75,990	\$110,641
	10	Assistant Counsel - PD **	\$70,470	\$75,995	\$99,862
	125	Intelligence Research Specialist - PD **	\$46,158	\$49,777	\$96,178
		Assignment Level I	\$46,158	\$49,777	\$69,008
		Assignment Level II	\$58,746	\$63,352	\$82,583
		Assignment Level III	\$71,348	\$76,942	\$96,178

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 on or after 2/1/2007 shall be paid at least the "New Hire Minimum" effective 2/1/2007. 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 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".

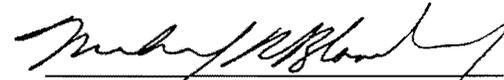
I hereby approve the foregoing resolution.

  
 Martha K. Hirst  
 Commissioner of Citywide  
 Administrative Services

ATTEST:   
 Sherry Schultz  
 Calendar Secretary

July 27, 2009  
 Date

I hereby approve the foregoing resolution.

  
 Michael R. Bloomberg  
 M A Y O R  
 City of New York

August 4, 2009  
 Date

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

ATTEST: (SEE REVERSE SIDE FOR ST. CSC ACTION)  
 For the Commission

Filed with the Secretary of State 6-13-11  
 Date

\*\* PENDING FUTURE STATE CIVIL SERVICE ACTION

NEW YORK STATE CIVIL SERVICE COMMISSION

At a meeting of the State Civil Service Commission held **May 18, 2011**,  
the following positions were APPROVED in the exempt class:

Chief of Staff – PD (1)  
Deputy Commissioner (Counterterrorism) – PD (1)  
Deputy Commissioner (Intelligence) – PD (1)

The following positions, also included in this resolution, were not acted on  
but will be presented to the State Civil Service Commission for consideration at a later  
date:

Exempt classification

Director of Internal Affairs – PD (1)  
Director of Organized Crime Control – PD (1)  
Secretary to the First Deputy Commissioner – PD (1)

Non-competitive classification

Civilianization Manager – PD (1)  
Director for Equal Employment Opportunity – PD (1)  
Director of Photographic Services – PD (1)  
Director of Support Services – PD (1)  
Director of Technology Development – PD (1)  
Intelligence Research Manager – PD (25)  
Assistant Advocate – PD (Assignment Levels I – III) (50)  
Assistant Counsel – PD (10)  
Intelligence Research Specialist – PD (Assignment Levels I – III) (125)

ATTEST:

  
For the Commission

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.	<del>Agency Security Director</del> DISAPPROVED 5/18/11 ST.CSC	These are Management classes of 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) Calendared 5/18/11 ST.CSC	

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 APPROVED 5/18/11 ST.CSC	\$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

*Calendar 5/18/11 ST-CSC*

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.

*Martha K. Hirst*

Martha K. Hirst  
Commissioner of Citywide  
Administrative Services

ATTEST:

*Sherry Schultz*  
Sherry Schultz  
Calendar Secretary

*7/9/09*

Date

I hereby approve the foregoing resolution.

*Michael R. Bloomberg*

Michael R. Bloomberg  
MAYOR  
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:

*SEE REVERSE SIDE FOR ST. CSC ACTION*  
For the Commission

Filed with the Secretary of State

*6-13-11*

Date

NEW YORK STATE CIVIL SERVICE COMMISSION

At a meeting of the State Civil Service Commission held  
May 18, 2011, the foregoing resolution was APPROVED  
with the following exception which was DISAPPROVED:

Non-competitive classification of the following position:

Agency Security Director

and the following exceptions which were CALENDARED:

Director (Employee Assistance Program)  
Employee Assistance Program Specialist

ATTEST:

*Nancy B. Kiyonaga*  
For the Commission