

January 30, 2015

Stacey Cumberbatch
Commissioner

Dawn M. Pinnock
Deputy Commissioner
Human Capital

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21st Floor
New York, NY 10007

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Nancy B. Kiyonaga
Director, Commission Operations & Municipal Assistance
New York State Department of Civil Service
Alfred E. Smith State Office Building
Albany, New York 12239

Dear Ms. Kiyonaga:

I am forwarding to you the DCAS Baseline Report on Provisionals. This submission establishes the baseline data for all future progress reports under the two-year Provisional Reduction Plan extension, and reflects data as of 10/31/2014. This submission includes the following:

- ◆ **Timeline:** a timeline for completing the various activities listed in the plan.
- ◆ **Baseline Report - Total Workforce:** The total active workforce in the classified service for all agencies under DCAS's jurisdiction, with counts of the competitive class, the number of provisionals, and number of provisionals by length of provisional appointment, and retirement eligibility data.
- ◆ **Progress Report**
 - **Provisional Counts:** This report includes a total count of provisionals and the count of provisionals serving grouped by agency and by title. Provisionals added and provisionals reduced (with reason) will be reported in future Progress Reports.
 - **Civil Service Lists:** A report of all open competitive and promotional civil service lists.
 - **Exams in Progress:** A list of all exams held pending list establishment and exams scheduled to be held during the reporting period ending 2/28/2015, and their status.

Changes Requested:

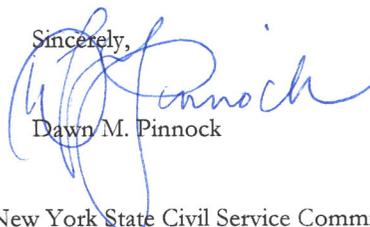
As requested in your letter dated December 8, 2014, DCAS will provide six progress reports over two years, at four months intervals, to the Commission. Because all of our reporting is conducted as of the last day of a given month we request that the reporting periods be changed to one day earlier.

In addition, we propose that rather than only reporting on exams held during the reporting interval that we report on all exams for which lists have not yet been established. We believe this would provide a comprehensive look, including the ability for completed exams to remain on the report.

If you have any questions please call me at (212) 386-6367.

Thank you.

Sincerely,



Dawn M. Pinnock

C: Jerry Boone, President, New York State Civil Service Commission
Anthony E. Shorris, First Deputy Mayor
Stacey Cumberbatch, Commissioner of DCAS
Zachary W. Carter, Corporation Counsel
Robert W. Linn, Commissioner of Labor Relations

Attachments