


MEMORANDUM

To: All Interested Parties

From: Sadé V. Mc Intosh 
Director, Classification and Compensation

Date: January 3, 2019

Subject: Notice of Public hearing on a proposal to amend the classification of the Classified Service of the City of New York under the heading OFFICE OF THE CITY CLERK [103] by increasing positions in one existing title and classifying six new titles in the Exempt and Non-Competitive classes.

The Commissioner of the Department of Citywide Administrative Services has scheduled a Public Hearing to be held on January 22, 2020, at 10:00 AM, at 22 Reade Street, Spector Hall, New York, NY 10007, on a proposal to amend the classification of the Classified Service of the City of New York.

We propose to classify the following managerial title in the Exempt Class, subject to Rule X:

M12930 Deputy City Clerk (6# positions)

increase from 3 to 6 positions

We propose to classify the following non-managerial title, in the Exempt Class, subject to Rule X:

XXXXX Executive Assistant to the First Deputy City Clerk (1 position)

We propose to classify the following managerial title, in the Non-Competitive Class, subject to Rule X, Part I:

MXXXXX Chief of Staff (Office of the City Clerk) (1 position)

Management Classes of position are paid in accordance with the Pay Plan for management Employees. Salary for these positions are set at a rate in accordance with duties and responsibilities.

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.

We propose to classify the following non-managerial titles, in the Non-Competitive Class, subject to Rule X, Part I:

XXXXX	Special Advisor to the City Clerk	(1 position)
XXXXX	Executive Assistant to the City Clerk	(1 position)
XXXXX	Assistant Administrator (Office of the City Clerk)	(1 position)
XXXXX	Executive Assistant to the Director of Administration	(1 position)

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.

Copies of the proposal memorandum, the proposed classification resolution, and the proposed class specification for the above titles will be available on the DCAS Website at: http://www.nyc.gov/html/dcas/html/work/Public_Hearing.shtml.

Those wishing to testify should contact Lamont Wilson of my staff at (212) 386-0344, email address: lawwilson@dcas.nyc.gov as soon as possible. Written statements may be submitted to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street – Room 1448 South, New York, NY 10007 and must be postmarked no later than January 27, 2020.



Accessibility Questions? Contact DCAS Accessibility at 212-386-0256, or accessibility@dcas.nyc.gov by January 14, 2020.