



**Department of Citywide Administrative Services  
Division of Citywide Personnel Services**

Municipal Building  
One Centre Street, 21<sup>st</sup> Floor  
New York, N.Y. 10007  
(212) 669-2244 Fax: (212) 669-3101/2  
E-Mail: [jdemarco@dcaas.nyc.gov](mailto:jdemarco@dcaas.nyc.gov)

*Martha K. Hirst  
Commissioner*

*Joseph A. De Marco  
Deputy Commissioner*

**TO:**  
**FROM:** Joseph A. De Marco  
**DATE:** April 16, 2002  
**SUBJECT:** Associate Staff Analyst, Exam No. 0509

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As you may know, the eligible list resulting from the subject examination was established October 24, 2001 and was certified to all agencies which were identified as having provisionals serving in the title as well as to those agencies which had budgetary authorization to fill vacancies. I would like to thank you for your efforts in using your agency lists to make promotions and returning the dispositions.

Our certification records indicate that nearly all agencies made some promotions. However, given the short time frame between list establishment and list certification, many agencies did not have sufficient time to obtain the budgetary authorization required to make "cost" actions, i.e., promotion of an employee which would have incurred a personnel cost. In an effort to make as many promotions as possible within budgetary guidelines, some employees on the certification may have been considered and not selected three times in order to reach and promote those employees on the certification who were "no cost" actions. It should be noted that those employees who were considered and not selected three times are no longer eligible for certification from the promotion list.

Pursuant to the Personnel Rules and Regulations of the City of New York, your agency is provided with discretionary authority to request that these employees again be certified to your agency for consideration for promotion. If there are employees who you wish to consider for promotion, please have your agency Personnel Officer write to the Certification Unit at the Department of Citywide Personnel Services and request to have these employees certified again to your agency.

I want to emphasize that the request to have an employee certified again to your agency after having been considered and not selected three times is discretionary and within the managerial prerogative of the agency hiring officer. There may be situations in which the agency no longer wishes to consider an employee for promotion. However, we do encourage you to consider requesting restoration for employees who were passed over three times and whose job performance would merit further consideration for promotion.

If you have any questions regarding the above, please call Assistant Commissioner Maria DiPaola at (212) 669-2429.

cc: Agency Personnel Officer