

To: All candidates who are on an open-competitive civil service list

From : Michael J. Schady

Subject: Appointment to a permanent civil service title via a DP-72

You are currently on a civil service open competitive list awaiting appointment. It is possible that you may become permanent in the title without having to appear at the hiring pool. This happens when your list number is reached and you are notified by an Agency to come to their hiring pool for an interview. Your home Agency submits a form DP-72 to the call-in Agency to appoint you. Since you can have only one permanent civil service title at any given time, by requesting that your Agency do a DP-72, you are thereby relinquishing your current permanent title for the new civil service title with permanent status. If you are in a higher provisional title you will continue to be on leave from your new permanent title, and stay in your higher provisional title. THIS IS A NO COST BUDGET ITEM!

The criteria to take such action, is the following:

- 1-You must currently be employed in a Mayoral agency and that which is conducting the hiring pool must also be a Mayoral agency.
- 2-You can be either be a permanent or provisional in a civil service competitive title.
- 3-Your current salary must be equal to or higher than the salary of the title being offered at the hiring pool. If your salary is lower, your Agency must have hiring authority.
- 4-After alerting your own Agency's Personal/Human Resources staff that you have been notified that a City Agency has called you to a hiring pool, your Agency must agree to fill out and forward the form DP-72 to the Agency conducting the hiring pool. This must be done as soon as possible via E-MAIL to the representative running the pool.
- 5-The Agency who has the certified list and has notified you of the hiring pool, must **(a)** reach your list number in the interview process in sequential order and **(b)** agree to process the form DP-72.

Once an Agency reaches your list number on the certification and processes the DP-72, you will be notified by your home Agency HR staff of your new permanent title on leave to your current provisional civil service title. It may take a few weeks or a few months.

This action can and should be repeated each time you receive notice to report to a hiring pool, until such time as an Agency reaches your list number and appoints you to the permanent title via the DP-72.

If you have any and all questions pertaining to this issue, please call the Union at (212) 686-1229 and ask for Sheila Gorsky or Michael Schady.