



ORGANIZATION OF STAFF ANALYSTS

220 EAST 23rd STREET - SUITE 707
NEW YORK, NEW YORK 10010
TEL.: (212) 686-1229 • FAX: (212) 686-1231
WEB: WWW.OSAUNION.ORG
HOTLINE: (212) 330-8833

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May 4, 2011

Dear Member:

Provisionals are not always safe in this current economic environment. You are currently working as a provisional Analyst but also have a permanent title. This may make you eligible to be made permanent in the Analyst title series (Staff Analyst, Associate Staff Analyst, or Administrative Staff Analyst) through the DCAS Personnel **Rule 6.1.9.** which allows the change from one permanent title to another permanent title.

To qualify, certain relatively simple criteria must be met. The criteria are: the maximum salary of your permanent title (the title that you were appointed to due to the movement of a Civil Service list) must be equal to or greater than the minimum salary of the proposed permanent title (the permanent Analyst series). You also must meet the basic qualifications for the title based on your own education and experience.

It was suggested by your Agency that you discuss this with your immediate supervisor and your Human Resources representative/liaison. In this discussion, indicate that this personnel action is a no cost item to your Agency.

Not everyone is eligible to have a change in title (to be 6.1.9.'d) and not every Agency is willing to approve and process this type of action. If a problem arises concerning this issue, please call us as soon as possible so we can either assist you or intervene on your behalf in this process. We are enclosing a copy of Personnel Rule 6.1.9. Transfer and Change of Title and the Personnel Form DP 72 which is used to facilitate this action.

Yours truly,

Sheila Gorsky,
Executive Director,
Organization of Staff Analysts

CC SG/mjs

THE CITY OF NEW YORK
DEPARTMENT OF PERSONNEL
PERSONNEL POLICY and PROCEDURE

DATE: November 20, 1995

SUBJECT: Transfer and Change of Title
Supersedes: Personnel Policy and Procedure No. 589-85
Source: Rules and Regulations of the City Personnel Director, Section 6.1.9

I. Background

The Rules and Regulations of the City Personnel Director allow an agency with the approval of the City Personnel Director/Commissioner to change an employee's title under certain conditions. City Personnel Director Rule 6.1.9. states that "... any permanent employee in the competitive class who meets all of the requirements for a competitive examination, and is otherwise qualified as determined by the City Personnel Director/Commissioner, shall be eligible for participation in a non-competitive examination in a different position classification, provided that such employee is holding a position in a similar grade."

II. Policy

At the request of the agency head and with the approval of the City Personnel Director/Commissioner, the Department of Personnel will conduct a non-competitive examination for an employee, pursuant to Rule 6.1.9, provided that the following conditions are met:

1. The employee has been permanently appointed to a competitive class position and has successfully completed the probationary period for that position;
2. The employee meets all of the open-competitive requirements for appointment to the position sought;
3. No preferred list or departmental promotion list exists for the title to which the employee seeks appointment;
4. The employee agrees to the transfer;
5. The position sought is not in a direct line of promotion from the employee's current position;

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6. The minimum salary of the assignment level, or title (if the title has no assignment levels) to which the employee wishes to be transferred, is not greater than the maximum salary of the employee's current assignment level or title (if the title has no assignment levels);
7. If the Rule 6.1.9 criteria would permit the transfer to more than one assignment level, or title within a title series, the transfer would generally be permissible only to the title or assignment level comparable to the employee's current salary and assignment level;
8. The employee is not transferring to or from the management class of positions;
9. If the employee is being transferred to another agency, the head of that agency has agreed to the transfer; and
10. The change in title cannot be construed as a promotion.

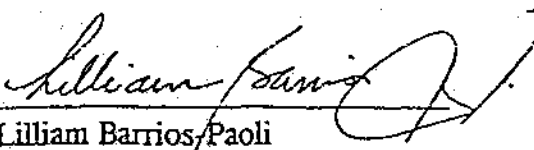
III. Procedure

1. Change of Title

To change an employee's title under Rule 6.1.9, both agencies, or the one agency if the change is internal, must complete the appropriate forms (DP-72 and Experience Paper Form A) after reviewing the employee's qualifications for the new position and send them to the Department of Personnel's Control and Service Division along with the appropriate processing fee and a rationale for the request.

2. Probationary Period

When an employee's title is changed in accordance with Rule 6.1.9, the employee is subject to a probationary period unless the City Personnel Director/Commissioner notifies the employee in writing that the probationary period is being waived. Waivers will be granted only in exceptional circumstances. Where a waiver is granted, the employee must resign the previously held title and the agency(s) must payroll both the resignation and title change action immediately. Where a waiver is not granted, the employee must resign the previously held title and serve a probationary period in the new title and the agency(s) must payroll both actions immediately. Employees whose titles change in accordance with Rule 6.1.9 will not be granted leaves of absence from former titles.


Lilliam Barrios-Paoli
City Personnel Director/Commissioner

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**THE NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES
1 CENTRE STREET, 21ST FLOOR, NEW YORK, NY 10007**

REQUEST FOR TRANSFER OR REDEPLOYMENT AND/OR CHANGE OF TITLE

Request is hereby made for a certificate of <input type="checkbox"/> TRANSFER OR <input type="checkbox"/> REDEPLOYMENT AND/OR <input type="checkbox"/> CHANGE OF TITLE			
Name of Employee		Social Security Number	
PRESENT STATUS		PROPOSED STATUS	
AGENCY		AGENCY	
TITLE & LEVEL		TITLE & LEVEL	
TITLE CODE #	SALARY \$	TITLE CODE #	SALARY \$
Signature of Agency Head or Designee _____		Signature of Agency Head or Designee _____	
Date _____		Date _____	

I have read and understand the terms and conditions as set forth on the reverse side of this form and all rules and regulations governing transfer, redeployment and/or change of title. If this action is payrolled in the City's Payroll Management System (PMS), I authorize the payroll deduction of the required Personnel processing fee.

I hereby consent to this ☐ TRANSFER OR ☐ REDEPLOYMENT AND/OR ☐ CHANGE OF TITLE

Signature of Employee _____ Date _____

THE SPACE BELOW IS FOR USE BY THE DIVISION OF CITYWIDE PERSONNEL SERVICES

Preferred List in Existence? Promotion List in Existence? Permanent Employee (completed probation in present title)?
☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Promotion rights reviewed.

Rule: _____ Subject to: _____

Reason: _____

Control & Service Authorized Signature _____ Date _____

RECOMMENDATION TO ORDER A RULE 6.1.9 EXAMINATION

Exam. No. _____

Is maximum salary of present title \$ _____ equal to or greater than minimum salary of proposed title \$ _____ ?
☐ YES ☐ NO

Is proposed title in a direct promotional line from present title or construed as a promotion?
☐ YES ☐ NO

Is proposed title and level comparable to present title and level?
☐ YES ☐ NO

Is candidate transferring to or from the management class?
☐ YES ☐ NO

Does candidate meet the minimum qualification requirements for requested position?
☐ YES ☐ NO

Bureau of Examinations Authorized Signature _____ Date _____

☐ APPROVED ☐ DISAPPROVED

Deputy Commissioner for Citywide Personnel Services

Date _____

TERMS AND CONDITIONS

1. It is important that this form be filled out completely before it is submitted to the Division of Citywide Personnel Services for consideration.
2. An application for transfer can be approved while the applicant is on probation. On transfer, the probationary period starts anew, as the one year period must be served completely in the same agency. (Exception: Redeployment is governed by the Memorandum of Agreement).
3. An application for transfer shall not be approved whenever there exists a departmental promotion or a preferred list for the position to which transfer is sought unless, in the case of a promotion list, such list consists of fewer than three available eligibles.
4. Transfers are subject to the applicable Personnel Rules and Regulations of the City of New York, Rule VI, Section I, Rules 6.1.1 through 6.1.9.
5. An application for a title change cannot be approved while the applicant is on probation. In addition, a title change is subject to a one-year probationary period unless waived by the Commissioner of the Department of Citywide Administrative Services. (Exception: Redeployment title changes are governed by the Memorandum of Agreement.)

BUREAU OF EXAMINATIONS COMMENTS
