



Citywide Administrative  
Services

Stacey Cumberbatch  
Commissioner

Dawn M. Pinnock  
Deputy Commissioner  
Human Capital

1 Centre Street  
21<sup>st</sup> Floor  
New York, NY 10007

(212) 386 6367 tel  
nyc.gov/dcas

DRAFT  
MEMORANDUM

To: All Interested Parties

From: Tanu Rupani   
Deputy Director of Classification and Compensation

Date: March 25, 2015

Subject: Notice of Public Hearing on a proposal to amend the classification of the Classified Service of the City of New York by including new titles for the Department of Health and Mental Hygiene in the Non-Competitive Class.

---

The Commissioner of the Department of Citywide Administrative Services has scheduled a Public Hearing to be held on April 1, 2015, at 10:00 AM, at 1 Centre Street, North Mezzanine, New York, NY 10007 on a proposal to amend the Classified Service of the City of New York as follows:

- I. By establishing in the Non-Competitive Class, subject to Rule X, Part I, under the heading DEPARTMENT OF HEALTH AND MENTAL HYGIENE (816), the following titles and positions:

Assistant Commissioner for Policy and Community Resilience (HMH), 1 position;

Assistant Commissioner for Agency Preparedness and Response (HMH), 1 position;

Executive Director of Healthcare Systems Readiness (HMH), 1 position;

Executive Director of Grants Management and Administration (HMH), 1 position

Director of Interagency Planning (HMH), 1 position

Director of Biodetection and Response (HMH), 1 position

Director of Community Engagement and Response (HMH), 1 position

Director of NYC Medical Reserve Corps (HMH), 1 position

Director of Countermeasures and Response (HMH), 1 position

Director of Healthcare Facilities and Provider Readiness (HMH), 1 position

Director of Public Health Emergency Planning (HMH), 1 position

Director of Exercises and Training (HMH), 1 position

Director of Public Health Emergency Evaluation (HMH), 1 position

Director of Mental Health Disaster Preparedness (HMH), 1 position

Deputy Director of Emergency Management (OCME), 1 position

Deputy Director of Health and Safety (OCME), 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.

II. By establishing in the Non-Competitive Class, subject to Rule XI, Part II, under the heading DEPARTMENT OF HEALTH AND MENTAL HYGIENE (816), the following title and positions:

Public Health Emergency Preparedness Specialist (HMH), 40 positions

Part II positions are covered by Section 75 of the Civil Service Law Disciplinary procedures after 5 years of service.

Copies of the proposed classification resolution and proposed class specifications for the above titles can be viewed on the DCAS Website at <http://www.nyc.gov/html/dcas/html/work/five-yearplan.shtml>

Those wishing to testify should contact Carol Gold of my staff at (212) 386-0344, e-mail address: [cgold@dcas.nyc.gov](mailto:cgold@dcas.nyc.gov), as soon as possible, before April 1, 2015. Written statements may be submitted to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street – Room 2100 South, New York, NY 10007 and must be postmarked no later than April 6, 2015.