

OFFICE OF COLLECTIVE BARGAINING
BOARD OF CERTIFICATION

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In the Matter of	:		
	:		
THE CITY OF NEW YORK	:		:
AND THE NEW YORK CITY	:		
DEPARTMENT OF RECORDS AND	:		
INFORMATION SERVICES	:		:
	:		
-and-	:	DECISION NO. 7-2001	
	:		
ORGANIZATION OF STAFF	:	DOCKET NO. RE-170-95	
ANALYSTS	:		
	:		
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ORDER

On June 20, 1995, the Office of Labor Relations of the City of New York, on behalf of the City of New York and its Department of Records and Information Services (“Petitioner”), filed a petition requesting that the position of Associate Staff Analyst detailed as the Director of Administration in the Department of Records and Information Services be designated managerial and/or confidential within the meaning of Section 201.7(a) of the Taylor Law. This title is represented by Organization of Staff Analysts (“OSA”) pursuant to Cert. No. 3-88. On or about June 28, 1995, OSA signed a stipulation agreeing to the designation of this position as managerial/confidential.

Based on the parties stipulation it appears that the position of Associate Staff Analyst detailed as the Director of Administration in the Department of Records and Information Services is managerial and/or confidential within the meaning of §12-305 of the New York City Collective Bargaining Law. The Director of Administration in the Department of Records and Information Services acts with independent initiative and assists in the formulation, implementation and interpretation of departmental policies, procedures, and regulations; handles personnel and

grievance matters, including determining appropriate disciplinary penalties; attends and participates in meetings on behalf of the Department at the Mayor's Office and the Office of Management and Budget; maintains the payroll and timekeeping; and analyzes other budget data for the Commissioner. The Director of Administration also is the Equal Employment Opportunity Officer for the Department and assists in the development, implementation and review of affirmative action plans, hiring and promotion guidelines, and provides training and advice regarding employment practices.

NOW, THEREFORE, pursuant to the powers vested in the Board of Certification by the New York City Collective Bargaining Law - New York City Administrative Code, Chapter 3, §§12-301 et seq., it is hereby

DETERMINED, that the position of Associate Staff Analyst detailed as the Director of Administration in the Department of Records and Information Services is managerial and/or confidential within the meaning of §12-305 of the New York City Collective Bargaining Law and Section 201.7(a) of the Taylor Law, and are exempt from collective bargaining.

DATED: June 14, 2001
New York, New York

MARLENE A.GOLD
Chairperson

GEORGE NICOLAU
Member

DANIEL G. COLLINS
Member

NOTICE OF DESIGNATION

This notice is to acknowledge that the Board of Certification has issued an Order designating a position managerial and/or confidential as follows:

DATE: June 14, 2001

DOCKET #: RE-170-95

DECISION NUMBER: 7 -2001

EMPLOYER: The City of New York and the City of New York Department of Records and Information Services, 31 Chambers Street, New York, New York 10007

CERTIFIED/RECOGNIZED BARGAINING

REPRESENTATIVE: Organization of Staff Analysts, 220 East 23rd Street, Suite 707, New York, New York 10010 [pursuant to Cert. No. 3-88.]

DESIGNATION: The position of Associate Staff Analyst detailed as the Director of Administration in the Department of Records and Information Services is designated managerial and/or confidential and is therefore excluded from collective bargaining.