



Legislation Details (With Text)

File #: Int 0658-2022 **Version:** A **Name:** Requiring the department of citywide administrative services to establish a civil service ambassador program.

Type: Introduction **Status:** Enacted
In control: Committee on Civil Service and Labor

On agenda: 9/14/2022

Enactment date: 1/7/2023 **Enactment #:** 2023/002

Title: A Local Law to amend the administrative code of the city of New York, in relation to requiring the department of citywide administrative services to establish a civil service ambassador program

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Indexes: Report Required

Attachments: 1. Summary of Int. No. 658-A, 2. Summary of Int. No. 658, 3. Int. No. 658, 4. September 14, 2022 - Stated Meeting Agenda, 5. Hearing Transcript - Stated Meeting 9-14-22, 6. Minutes of the Stated Meeting - September 14, 2022, 7. Committee Report 10/26/22, 8. Hearing Testimony 10/26/22, 9. Hearing Transcript 10/26/22, 10. Proposed Int. No. 658-A - 11/17/22, 11. Committee Report 12/7/22, 12. Hearing Transcript 12/7/22, 13. Committee Report - Stated Meeting, 14. December 7, 2022 - Stated Meeting Agenda, 15. Hearing Transcript - Stated Meeting 12-7-22, 16. Minutes of the Stated Meeting - December 7, 2022, 17. Int. No. 658-A (FINAL), 18. Fiscal Impact Statement, 19. Legislative Documents - Letter to the Mayor, 20. Local Law 2

Date	Ver.	Action By	Action	Result
9/14/2022	*	City Council	Introduced by Council	
9/14/2022	*	City Council	Referred to Comm by Council	
10/26/2022	*	Committee on Civil Service and Labor	Hearing Held by Committee	
10/26/2022	*	Committee on Civil Service and Labor	Laid Over by Committee	
10/26/2022	*	Committee on Governmental Operations	Hearing Held by Committee	
10/26/2022	*	Committee on Governmental Operations	Laid Over by Committee	
12/7/2022	*	Committee on Civil Service and Labor	Hearing Held by Committee	
12/7/2022	*	Committee on Civil Service and Labor	Amendment Proposed by Comm	
12/7/2022	*	Committee on Civil Service and Labor	Amended by Committee	
12/7/2022	A	Committee on Civil Service and Labor	Approved by Committee	Pass
12/7/2022	A	City Council	Approved by Council	Pass
12/7/2022	A	City Council	Sent to Mayor by Council	
1/7/2023	A	Administration	City Charter Rule Adopted	
1/10/2023	A	City Council	Returned Unsigned by Mayor	

Int. No. 658-A

By Council Members De La Rosa, Louis, Restler, Joseph, Ung, Sanchez, Gutiérrez, Hanif, Farías, Narcisse, Hudson, Nurse, Brannan, Brooks-Powers, Dinowitz and Mealy

A Local Law to amend the administrative code of the city of New York, in relation to requiring the department of citywide administrative services to establish a civil service ambassador program

Be it enacted by the Council as follows:

Section 1. Chapter 2 of title 12 of the administrative code of the city of New York is amended by adding a new section 12-204 to read as follows:

§ 12-204 Civil service ambassador program. a. Definitions. For purposes of this section, the following terms have the following meanings:

Civil service. The term “civil service” means all positions in the competitive class of the city’s classified service.

Civil service examination. The term “civil service examination” means a competitive examination administered in accordance with the civil service law to determine the merit and fitness of applicants for the civil service.

Civil service pathway. The term “civil service pathway” means any facility or program operated, funded, or contracted by the city that serves a population that the commissioner determines could benefit from access to information regarding the civil service system and civil service examinations, and includes, but is not limited to, high schools, colleges, universities, trade schools, mental health programs, social work programs, juvenile justice facilities, foster care programs, shelters, and drop-in centers.

Commissioner. The term “commissioner” means the commissioner of citywide administrative services.

Department. The term “department” means the department of citywide administrative services.

b. The department shall establish and implement a civil service ambassador program to provide education and outreach at civil service pathways. Such education and outreach shall include, but need not be limited to, presentations conducted by current or former appointees to the civil service, and distribution of

educational materials. Such education and outreach shall provide the following information, and any additional information that the commissioner determines is appropriate:

1. The benefits of joining the civil service system;

2. Requirements, instructions, and timelines applicable to civil service examinations, including examination fees and fee waivers; and

3. The post-civil service examination process, including opportunities to seek review of civil service examination results, certification of eligible candidates, interviews, and employment offers.

c. The department shall conduct the presentations required by subdivision b of this section in no fewer than 10 different civil service pathways each quarter. At least 1 such presentation shall be conducted in each borough each quarter.

d. The department shall make best efforts to distribute the educational materials required by subdivision b of this section to as many civil service pathways as practicable. Such materials shall be posted on the department's website. The commissioner shall review such materials on an annual basis and make updates as the commissioner deems necessary.

e. No later than December 31, 2023, and annually thereafter, the commissioner shall submit to the mayor and the speaker of the council a report on the education and outreach performed pursuant to this section during the preceding fiscal year. Such report shall include, but need not be limited to, the number of presentations conducted, disaggregated by the type of civil service pathway and borough where each such presentation was conducted, and a description of any other education and outreach performed.

§ 2. This local law takes effect immediately.

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