



Legislation Text

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A Local Law in relation to requiring the department of citywide administrative services to develop 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 the purposes of this section, the following terms have the following meanings:

City agency. The term “city agency” means any agency, office, department, division, bureau or institution of government, the expenses of which are paid in whole or in part from the city treasury.

Civil service. The term “civil service” means the competitive class as defined by section 44 of the civil service law.

Civil service exam. The term “civil service exam” means those examinations conducted by the commissioner pursuant to section 50 of the civil service law.

Civil service pathway. The term “civil service pathway” means high schools, colleges, universities, trade schools, mental health or social work programs, juvenile justice facilities and foster care programs subject to the administration for children’s services, shelters and other facilities subject to the department of homeless services, and any facilities or programs managed by a city agency which serve a population which the commissioner believes has insufficient or reduced access to information regarding the civil service exam and which would benefit from improved access to such information.

Commissioner. The term “commissioner” means the commissioner of the department 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 presentations conducted by current members of the civil service on a quarterly basis and provide, at a minimum, the following information:

1. the benefits of joining the civil service;

2. instructions, timelines, and advice for taking the civil service exams; and

3. the post-exam process through which employment offers to join the civil service are made.

c. The department shall conduct the presentations in subdivision b in at least 10 different civil service pathways and in at least one civil service pathway in each of the five boroughs each quarter.

d. The department shall develop and produce educational materials on the civil service and civil service exam to be distributed as part of the education and outreach conducted pursuant to subdivision b of this section. The commissioner shall make best efforts to make these educational materials available at every civil service pathway. These materials shall also be made available on the department’s website. The commissioner shall review these materials on an annual basis and updated the materials as needed.

e. No later than one year after the effective date of this local law, and annually thereafter, the department shall submit to the mayor and the speaker of the council a report on education and outreach performed as part of the civil service ambassador program, including the number of presentations conducted, disaggregated by the type of civil service pathway and borough, and any other factors that may be appropriate.

Session 12

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