

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2023**

No. 28

Introduced by Council Members De La Rosa, Louis, Hanif, Abreu, Gutiérrez, Hudson, Restler, Sanchez, Farías, Menin, Brannan, Cabán, Avilés, Narcisse, Nurse, Velázquez, Rivera and Gennaro.

A LOCAL LAW

To amend the New York city charter and the administrative code of the city of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government

Be it enacted by the Council as follows:

Section 1. Paragraph 9 of subdivision c of section 814.1 of the New York city charter is redesignated paragraph 10, and a new paragraph 9 is added to such subdivision to read as follows:

(9) Train city agencies on how to review and evaluate whether job postings and recruitment materials for civil service positions reflect unconscious bias that could discourage a diverse pool of applicants from applying, and how to amend such postings and materials accordingly, if applicable.

§ 2. Chapter 2 of title 12 of the administrative code of the city of New York is amended by adding a new section 12-213 to read as follows:

§ 12-213 Data on applicants for civil service examinations and admission and graduation statistics from agency training programs. a. No later than January 1, 2024, and each January 1 thereafter, the department of citywide administrative services shall submit to the mayor and the speaker of the council a report containing the following information for the prior fiscal year:

1. The total number of applicants for open-competitive civil service examinations, promotion civil service examinations, and qualified incumbent examinations, and the number of such applicants who:

(a) Took the computer-based multiple-choice portion of such examination;

(b) Achieved a passing score on the computer-based multiple-choice portion of such examination;

(c) Took the computer-based rated education and experience portion of such examination;

(d) Achieved a passing score on the computer-based rated education and experience portion of such examination;

(e) Were invited to take the physical portion of such examination, if applicable;

(f) Took or began to take the physical portion of such examination, if applicable;

(g) Passed the physical portion of such examination, if applicable;

(h) Were certified on an eligible list, if applicable;

(i) Accepted any appointment to a position that was offered; and

(j) For promotion lists, were on an existing eligible candidate list;

2. For each agency training program that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, the name of the agency training program, the total number of applicants enrolled in such program, and the number of applicants who:

(a) Completed the program;

(b) Passed and graduated from the program, if applicable;

(c) Passed but did not graduate from the program, if applicable;

(d) Did not pass or graduate from the program, if applicable;

(e) Accepted any appointment offered based on graduation from the program, if applicable;

3. All information received by the department of citywide administrative services pursuant to subdivision c of this section; and

4. A written analysis based upon the information required by paragraphs 1, 2, and 3 of this subdivision that evaluates the department's efforts to provide equal opportunity for a diverse universe of municipal employees and applicants for employment.

b. All data reported pursuant to subdivision a of this section shall be aggregated by borough, and disaggregated by gender and by race or ethnicity.

c. Each agency shall collect and submit to the department of citywide administrative services by August 31, 2023, and annually thereafter, the following information for the prior fiscal year:

1. Expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations. Such expenditures shall be aggregated citywide and disaggregated by borough;

2. A list of recruiting events, including location, held by the agency to promote open-competitive civil service examinations; and

3. A list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations.

d. No report required pursuant to this section shall contain personally identifiable information. If any category requested contains between 1 and 5 individuals, the number of such individuals shall be replaced with a symbol. A category that contains 0 individuals shall be reported as 0.

§ 3. Subdivision b of section 21-991 of the administrative code of the city of New York, as added by local law number 173 for the year 2018, is amended to read as follows:

b. No later than November 1, 2019, and annually thereafter no later than November 1 of each year, the department of citywide administrative services shall provide and the department shall distribute to each *high* school, to be shared with every student of such school who will be graduating from high school in the current *or following* school year, the following information in writing, in hard copy or electronically if availability of similar documents occurs electronically, using plain and simple language:

1. General information about the city's civil service process, including the related application process, hiring system, descriptions of what such tests will include and the scoring process for such examinations;

2. [The title of each upcoming civil service examination that is open to high school graduates, along with the relevant job descriptions and the relevant salaries;

3. The testing period for each such civil service examination and the related application and scheduling period, with a note that exact dates and times for both periods are usually released online each month;

4. Applicable fees for each such civil service examination, including information on fee waivers;

5. A link to the online application system for civil service examinations;

- 6.] A link to the civil service examination information page of the department of citywide administrative services website, with a note that this online page contains additional and

up-to-date information about examination locations and timing and job eligibility requirements
and a link to the exam schedules; and

[7] 3. Any other information that the department deems relevant.

§ 4. This local law takes effect 120 days after it becomes law.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on February 2, 2023 and approved by the Mayor on February 21, 2023.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 28 of 2023, Council Int. No. 527-A of 2022) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council and approved by the Mayor.

STEPHEN LOUIS, Acting Corporation Counsel.