

Be it enacted by the Council as follows:

Section 1. Title 21-A of the administrative code of the city of New York is amended by adding a new chapter 24 to read as follows:

CHAPTER 24

DISTRIBUTION OF INFORMATION REGARDING CIVIL SERVICE EXAMINATIONS

§ 21-991 Distribution of information regarding civil service examinations administered by the department of citywide administrative services. a. Definitions. For purposes of this section, the term “school” means a school of the city school district of the city of New York.

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 school, to be shared with every student of such school who will be graduating from high school in the current 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

7. Any other information that the department deems relevant.

§ 2. This local law takes effect 120 days after it becomes law, except that the department of education may take such measures as are necessary for the implementation of this local law, including the promulgation of rules, before such date.

JJ/BG
LS #5105
9/18/18 2:45p