



Legislation Text

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Int. No. 527

By Council Members De La Rosa, Louis, Hanif, Abreu, Gutiérrez, Hudson, Restler, Sanchez, Farías, Menin and Brannan

A Local Law to amend the New York city charter, 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. Chapter 2 of title 12 of the administrative code of the city of New York is amended by adding a new section 12-212 to read as follows:

§ 12-212 Data on applicants for civil service examinations and admission and graduation statistics from agency training programs. a. Each executive agency and department that requires applicants to take a civil service examination shall collect, in a non-personally identifiable manner, and submit to the department of citywide administrative services, on or before June 1 of each year, a report containing the following information for the prior calendar year:

1. The total number of applicants for the department's open-competitive civil service examination, any promotion civil service examinations and any qualified incumbent examinations, and the number of applicants who:

- (a) Took the computer-based portion of such examination;
- (b) Achieved a passing score on the computer-based portion of such examination;
- (c) Failed to achieve a passing score on the computer-based portion of such examination;
- (d) Were invited to take the physical portion of such examination, if applicable;
- (e) Took or began to take the physical portion of such examination, if applicable;

- (f) Passed the physical portion of such examination, if applicable;
- (g) Failed the physical portion of such examination, if applicable;
- (h) Were offered appointment to a position;
- (i) Accepted any appointment to a position that was offered; and
- (j) The number of people on the department's existing eligible candidate list.

2. The total number of candidates in any city agency or department training program, including the name of the training program and the number of applicants who:

- (a) Completed the program;
- (b) Did not complete the program;
- (c) Passed and graduated from the program;
- (d) Passed and did not graduate from the program;
- (e) Did not pass or graduate from the program;
- (f) Were offered appointment based on graduation from the program; and
- (g) Accepted any appointment offered based on graduation from the program.

3. All data provided pursuant to this subdivision shall be aggregated citywide and by borough and disaggregated by gender and by race or ethnicity.

4. The information received by the department of citywide administrative services pursuant to this subdivision shall be reported to the speaker of the council by September 1, and annually thereafter. Such report shall also contain the following elements in narrative format:

- (a) Executive summary;
- (b) Overview of findings; and
- (c) Conclusion.

b. In addition to the reporting requirement pursuant so subdivision a of this section, each city agency/department shall collect and submit to the department of citywide administrative services by June 1, and

annually thereafter, the following information for the prior calendar year:

1. Each department's expenditures on recruiting candidates for the open-competitive civil service examination and any promotion civil service examination. Such expenditures shall be aggregated citywide and disaggregated by borough;

2. A list of the recruiting events, including location, in which the department has participated for the open-competitive civil service examination; and

3. A list of the preparatory materials for applicants the department has prepared to help candidates for the open-competitive civil service examination and any promotion civil service examination.

The information received by the department of citywide administrative services pursuant to this subdivision, shall be included in its report due to the speaker of the council pursuant to subdivision a of this section.

§ 2. Subdivision b of section 21-991 of the administrative code of the city of New York, as added by local law 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] 2. 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.

§ 3. Paragraph 9 of subdivision c of Section 814.1 of chapter 35 of the New York city charter is renumbered as paragraph 10 and a new paragraph 9 is added to such subdivision to read as follows:

(9) Review job postings and recruitment materials for municipal jobs to evaluate whether such postings and materials display unconscious bias that discourages diverse applicants who might otherwise apply, and amend the postings and materials accordingly, if applicable.

[(9)](10) No later than September 30, 2020, and no later than September 30 annually thereafter, publish and submit to the mayor, council and the commission on equal employment practices a report on the activities of the department of citywide administrative services and city agencies to provide fair and effective affirmative employment practices to ensure equal employment opportunity for minority group members and women who are employed by, or who seek employment with, city agencies. Such report shall include, but not be limited to, an analysis of the city government workforce and applicants for such employment by agency, title and classification except where a civil service exam was the basis of appointment; statistics relating to hiring, salary and promotion for all city agencies disaggregated by race, gender, and civil service classification and other categories as appropriate; a description of each agency's employment practices, policies and programs; an analysis of the effectiveness of the city's efforts to provide fair and effective affirmative employment practices to ensure equal employment opportunity for minority group members and women who are employed by, or who seek employment with, city agencies; an analysis of employee response rates to efforts to collect demographic information over time, and whether changes in the racial and ethnic classification categories used

to collect demographic information have had an impact on employee response rates; a review of racial and ethnic classification categories used to collect demographic information and recommendations for how to improve the use of such categories to reflect the city government workforce; and such legislative, programmatic and budgetary recommendations for the development, implementation or improvement of such activities as the commissioner deems appropriate.

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

Session 12

MMB

LS #6237, 6238, 6239, 6240 and 8334

6/7/22; 3:29 p.m.

Session 11

NJC

LS #18031, 18033, 18034 and 18035

9/1/21