

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

No. 2

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.

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 December 7, 2022 and returned unsigned by the Mayor on January 10, 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. 2 of 2023, Council Int. No. 658-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, presented to the Mayor and neither approved nor disapproved within thirty days thereafter.

STEPHEN LOUIS, Acting Corporation Counsel.