

PERSONNEL SERVICES BULLETINS (PSBs)

200-9

Subject: Posting of Vacant Positions

Supersedes: Personnel Policy and Procedure No. 561-83

Date: June 30, 1998

Policy and Procedure

When an agency decides to fill a vacant position and has received authorization to fill it, the following procedure will apply:

1. The agency determines if a civil service eligible list exists for the requested title.
 2. If no eligible list exists and the agency decides to fill from within, the agency should post a Vacancy Notice within the agency for a period of ten (10) working days.
 3. Concurrently, the agency may submit a Vacancy Notice to the Department of Citywide Administrative Services (DCAS) Redeployment Services.
 4. If Redeployment Services determines that the position cannot be filled through redeployment of excess staff from another agency in the requested title or similar title, it will authorize the agency to post the vacancy Citywide. Use the attached sample [Vacancy Notice](#) format for distribution of the posting to City agencies, and send a copy of the Vacancy Notice to Redeployment Services. **If an open competitive eligible list exists for the requested title, posting must indicate that only permanent competitive employees in that title may apply.**
 5. The date for posting should begin no later than three (3) working days after the Vacancy Notice is distributed to agencies.
 6. City agencies should post such Citywide Vacancy Notices prominently within each agency for a period of ten (10) working days.
 7. Upon filling the vacancy, the agency must complete and return the Citywide Posting Disposition form to Redeployment Services ([copy attached](#)).
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William J. Diamond
Commissioner

Inquiries: Redeployment Services (212) 232-1006

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