

PERSONNEL SERVICES BULLETINS (PSBs)

200-12

Subject: Managing Vacant Positions

Supersedes: Personnel Services Bulletin No. 200-12 issued May 31, 2022

Source: Local law 59 of 2022, New York City Administrative Code § 8-107(32)

Date: November 9, 2022

I. Introduction

To support the City of New York's commitment to increased transparency and accountability, all agencies must follow the following standardized posting process for all vacancies.

II. Definitions

"Job Opening" means any vacant position posted or advertised by a City agency to recruit applicants, including, but not limited to, the vacant positions entered and maintained by agencies in the New York City Automated Personnel System (NYCAPS).

"Senior Leadership role" means a position that requires vetting by the Mayor's Office of Appointments (MOA). This includes positions whose office and/or civil service titles are equivalent to an Assistant Commissioner level or above.

"Vacancy" means a job within the agency that has not been filled due to a separation or because it is a newly created position.

"Salary range" means the minimum and maximum annual salary or hourly wage for the job opening.

III. Procedure

1. Effective immediately, all approved vacant positions must be posted in NYCAPS or advertised publicly.
2. Agencies who maintain their personnel records in NYCAPS must create a job opening in NYCAPS for each vacant position.
3. All internal and external job postings and advertisements must include the salary range for the job opening, regardless of whether the position is posted in NYCAPS.

4. When seeking to fill a vacant position, agencies will forward the Job Opening (or Employee Transaction, as appropriate) to the Office of Management and Budget (OMB) for approval.
5. The agency will proceed with posting the position. All job postings must be posted both internally and externally via NYC Careers and Employee Self-Service (ESS).
6. Once a candidate is identified, proceed to Step #7 for Senior Leadership roles, or proceed to Step #8 to fill all other approved vacancies.
7. For Senior Leadership roles:
 - a. Agencies must enter the job opening number and upload vetting documents (e.g., candidate resume, justification memo) into the [Preliminary Approval for Hiring, Promotions and Vetting Request](#) form.
 - b. Upon receipt of conditional approval from the Mayor's Office, the vetting process with the MOA will commence.
 - c. Upon MOA approval, OMB will approve the transaction in NYCAPS.
 - d. If the candidate completes the vetting process successfully, the requesting agency should proceed to Step #8, and suspend the posting in NYCAPS.
 - i. Postings must be suspended in NYCAPS within three business days.
 - e. If the candidate does not successfully complete the vetting process, the requesting agency should continue with the posting/interview processes to identify an alternate candidate for consideration.
8. Agencies should follow their established onboarding process.
9. For postings involving a title for which there is a civil service list:
 - a. The following language must be added to the job posting to provide current permanent incumbents the opportunity to be considered for vacancies in their title:

Only permanent employees in the title and those that are reachable on the civil service list are eligible to apply.

- IV.** Agencies must maintain an accurate account of all vacancies by routinely reconciling their job openings to reflect any adjustments to their budget or other changes.

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Inquiries:

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