

## PERSONNEL SERVICES BULLETINS (PSBs)

**200-12**

**Subject:** Managing Vacant Positions

**Supersedes:** Personnel Services Bulletin No. 200-12 issued March 13, 2023

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

**Date:** February 12, 2024

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### **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 and service level agreement 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. When a Vacancy or a new hire is authorized for an agency, Agency HR should move expeditiously through the process to create the Job Opening in NYCAPS. All approved vacant positions must be posted in NYCAPS or advertised publicly.
2. Agencies that maintain their personnel records in NYCAPS must create a Job Opening in NYCAPS for each vacant position. Agencies should develop their own process and timelines for internal approval.

- **Human Resources ensures that the Personnel Action Request (PAR) meets the Mayor's Office of Management and Budget's (OMB) guidelines**
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. It is up to the agency to determine when to post the position. Positions that are posted should be for a minimum of 10 days.
    - **It is the agency's discretion to determine whether to forward to OMB for approval (1) before identifying a candidate, go to Step #4; or (2) when a candidate is selected, go to Step #8.**
  4. If agency is sending before identifying a candidate, the agency will forward the Job Opening to 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:
    - **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.**
    - **Upon receipt of conditional approval from the Mayor's Office, the vetting process with the MOA will commence.**
    - **Upon MOA approval, OMB will approve the transaction in NYCAPS.**
    - **If the candidate completes the vetting process successfully, the requesting agency should proceed to Step #8, and suspend the posting in NYCAPS.**
    - **Postings must be suspended in NYCAPS within three business days.**
    - **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. When a candidate is selected: Once a conditional offer has been extended to the candidate and approved by HR, agencies must submit the job offer or employee transaction (whichever is appropriate) to OMB for approval, if approval of the Job Opening was not previously given. In cases where agencies are proposing salaries outside of the guidelines, they should not extend a final offer until OMB's review is complete.

9. Agencies should follow their established onboarding process.
  10. For postings involving a title for which there is a civil service list, 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.
- V.** Hiring and promotion guidelines will be sent by OMB to agencies.

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Commissioner

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