



Local Law 113 (2023)

2024 Report

Annual Report on Local Law 113 of 2023 (LL 113)

Reporting period: Fiscal Year 2024 (FY2024)

Submission Date: January 31, 2025

I. Introduction

This report is submitted pursuant to Local Law 113 of 2023 (LL 113). LL 113 mandates that the Department of Citywide Administrative Services (DCAS), in collaboration with the Department of Correction (DOC), administer civil service examinations for individuals incarcerated for 10 days or longer in any city correctional facility.

Additionally, it requires DCAS and DOC to provide these individuals with comprehensive information about the City's civil service examination process. This includes introductory sessions on civil service, guidance on applying for exams, and schedules of upcoming exams. DCAS is also required to conduct quarterly presentations on the civil service examination and appointment processes for these individuals.

The law further requires DCAS and the Mayor's Office of Criminal Justice (MOCJ) to deliver presentations and distribute written materials about civil service exams and the appointment process to individuals who have been arrested, prosecuted, or incarcerated ("justice-involved" individuals). MOCJ is also tasked with ensuring that city-contracted programs serving justice-involved individuals receive information on civil service exams and the appointment process, including civil service exam announcements.

LL 113 directs DCAS, in collaboration with DOC and MOCJ, to submit an annual report to the mayor and the speaker of the city council by January 31 of each year. This report must detail any civil service examinations administered pursuant to the law and include the following information for the previous fiscal year, where applicable and not otherwise prohibited by law:

- *The number of individuals who sat for a civil service examination while incarcerated in a city correctional facility, disaggregated by the corresponding civil service title;*
- *The number of individuals who sat for a civil service examination within twelve months of release from the custody of the Department of Correction, disaggregated by the corresponding civil service title;*
- *The number of individuals who participated in a civil service examination information session while incarcerated in a city correctional facility;*
- *The number of individuals enrolled in a city-contracted program that serves justice-involved individuals who sat for a civil service examination, disaggregated by the corresponding civil service title; and*
- *The number of individuals enrolled in a city-contracted program that serves justice-involved individuals who attended a civil service examination information session.*

This local law took effect in February 2024; as a result, this report covers initiatives conducted during fiscal year 2024, specifically from March 2024 through June 2024.

The requirement to provide civil service examinations within correctional facilities applies once the city correctional facilities located on Rikers Island are no longer in active use for the housing of incarcerated individuals. As a result, this report does not include data on how many exams were administered to individuals currently in DOC custody. Additionally, DOC does not maintain contact with individuals after their release from custody. DCAS does not ask civil service examination candidates if they have been released from custody, owing in part to concerns that such inquiries could violate the Fair Chance Act's (Local Law 63 of 2015) prohibition on asking about criminal records prior to a conditional offer of employment.

II. Overview

The initiatives mandated by LL 113 are implemented by DCAS, DOC and MOCJ.

DCAS

Established in 2015, DCAS' Office of Citywide Recruitment (OCR) leads major recruitment efforts to position the City of New York as an employer of choice, committed to building a talented and diverse workforce. Since its inception and through June 30, 2024, OCR has participated in 2,069 events, engaging approximately 123,000 participants. The team strives to develop a diverse and inclusive workforce pipeline for city agencies by conducting broad outreach to inform historically underserved and underrepresented communities, including justice-involved individuals, about city government careers, the civil service system and its examination processes. OCR also supports agencies with innovative recruitment strategies, offering diverse and inclusive recruitment guidelines and training. In collaboration with multiple agencies, DCAS extends outreach to build pathways for entry into government careers, including targeted support for qualified individuals with disabilities.

DCAS is committed to bridging the gap between City government and historically underserved communities, forging relationships with educational institutions, community organizations, faith-based groups, and elected officials to facilitate meaningful outreach. Each month, OCR participates in various engagements ranging from career fairs and panel discussions to workshops and *Civil Service 101* ("CS101") presentations, providing participants with essential resources and guidance.

DOC

DOC plays a critical role in connecting individuals in custody with employment resources as they prepare for reentry. DOC facilitates OCR's access to those in custody for CS101 information

sessions and ensures that individuals receive civil service materials during their time in custody and upon release, equipping them with the tools needed to transition into the workforce.

MOCJ

MOCJ provides strategic oversight and policy coordination for LL 113 initiatives. MOCJ ensures that resources are deployed equitably and aligns agency efforts with the broader goals of justice reform. MOCJ also develops partnerships with community organizations that serve justice-involved individuals to expand the reach of outreach programs and monitors the effectiveness of these efforts.

III. Outreach and Educational Materials

OCR hosts CS101 sessions to simplify and demystify the civil service process, showcasing the benefits of a career in municipal government. These CS101 sessions serve as the cornerstone of DCAS' outreach efforts and have been highly effective in educating candidates about career opportunities within city government.

CS 101 sessions provide a comprehensive overview of the City's hiring process, including the advantages of city employment, pathways into government careers, and the examination requirements for competitive positions. Participants gain insights into key topics such as reviewing the annual examination schedule, understanding application timelines, applying for and taking exams, available fee waivers, and the steps to follow after passing an exam. The sessions also feature an introduction to the City's job board (nyc.gov/jobs), which lists discretionary positions available for immediate hire.

Attendees are encouraged to ask questions throughout the session, ensuring they leave with a thorough understanding of the civil service system and the steps needed to navigate it effectively. After the session, participants receive a copy of the presentation, a Frequently Asked Questions (FAQ) sheet, and a CS101 summary sheet to support their journey into city government.

Through these efforts, DCAS continues to empower individuals from diverse backgrounds, including justice-involved populations, to pursue meaningful and equitable careers within City government.

IV. Progress and Next Steps

DCAS collaborated with DOC to organize and host a CS101 information session at Rikers Island in June 2024, engaging 19 individuals currently in DOC custody. The information session was tailored to include information about the Fair Chance Act (Local Law 63 of 2015), emphasizing the City's criminal background check process and highlighting opportunities for justice-involved

individuals to pursue employment within city government. The number of sessions and participants was limited due to the unique setting, and security considerations. DCAS anticipates greater outreach in fiscal year 2025, the first full fiscal year of reporting, as strategies to address these concerns are refined and workstreams established. Additionally, DCAS has also briefed the Local Law 16 of 2021 mandated Rikers Island Advisory Committee on LL 113 progress. Beyond the scope of LL 113, OCR also regularly partners with various city agencies and educational institutions to conduct presentations to justice-involved youths and adults.

In addition to the information session, DCAS provided DOC with civil service exam-related materials, including the monthly exam schedule, FAQs, a CS101 summary sheet, and detailed written instructions on accessing the DCAS examination page and subscribing to the NYC Jobs Newsletter. The NYC Jobs Newsletter provides monthly updates on current job openings and exams available with open application periods. DOC disseminates this information to individuals in custody on a monthly basis through DOC-issued tablets.

In the fourth quarter of fiscal year 2024, DCAS collaborated with MOCJ to develop strategies for engaging city-contracted partners and the justice-involved individuals they serve, with a focus on sharing critical information about the civil service examination process. While efforts were made to arrange a kick-off meeting with these programs in fiscal year 2024, scheduling constraints delayed the start of activities until quarter one of fiscal year 2025. Activities included several group info sessions with providers and individual follow-up engagement. The outcomes of these initiatives, including data on the number of justice-involved individuals who attended the information sessions and participated in the exams, will be detailed in future reports.

These efforts mark a significant first step toward creating more equitable opportunities for justice-involved individuals to engage with the civil service examination process. Looking ahead, DCAS, DOC, and MOCJ are committed to expanding outreach efforts, leveraging data and partnerships to ensure that civil service opportunities are accessible to all justice-impacted individuals.

DCAS, DOC, and MOCJ have laid a strong foundation for continued progress and are working toward the following key milestones:

1. Expanding in-person engagement with justice-impacted individuals through direct outreach events.
2. Strengthening interagency collaboration to ensure seamless delivery of services.
3. Developing virtual outreach opportunities to accommodate broader accessibility needs.

Moving forward, DCAS, DOC, and MOCJ will continue to focus on scaling these initiatives, leveraging data to identify underserved populations, and refining outreach strategies to maximize the impact of LL 113. Together, these agencies remain committed to fostering equity and creating meaningful opportunities for justice-involved individuals.

DCAS

nyc.gov/dcas

NYC[®] Citywide
Administrative
Services