



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE

## JURISDICTIONAL CLASS ACKNOWLEDGEMENT

The City of New York fills many of its employment positions utilizing the Civil Service Process, a process guided by the New York State Civil Service Law, which is intended to help ensure that the hiring process is competitive and fair. The City administers employment examinations to measure a potential candidate's merit and fitness to occupy a particular job title. In most instances, taking an examination is the beginning of the hiring process that may lead to employment with the City.

After each exam, the City establishes an “eligible to hire” list. This eligible list consists of all candidates who passed the exam, ranked in score order and is available to each City agency having available positions in the corresponding title. Eligible lists usually remain active for four years from the date of establishment.

Most NYC government jobs are in job titles that are part of the competitive class, requiring the taking and passing of a competitive civil service examination in order to obtain permanent appointment. For titles where eligible lists from civil service exams are not in existence, City agencies are permitted to consider and appoint qualified individuals who apply directly to vacant positions to ensure that essential agency functions are executed. Qualified individuals may be provisionally appointed to a competitive position while waiting for an exam to be given for their title or for a similar title.

Civil service titles fall into one of four jurisdictional classifications: competitive, noncompetitive, labor and exempt. Under the New York State Constitution, competitive titles must be filled by competitive exams, which are used to create lists of eligible candidates for competitive civil service jobs. Often, as noted above, vacancies arise and must be filled before an exam can be administered to create a new civil service list for a particular title. To address this issue, Section 5.5.1 of the Personnel Rules and Regulations for the City of New York provides for the appointment of “provisional” employees for a short period of time, while a new civil service list is promulgated.

For the reasons mentioned above, it is very important that all newly appointed employees hired in provisional and non-competitive positions apply for and take civil service examinations for which they are qualified so as not to place their jobs at risk and have a better chance at maintaining their employment status.

I have read and understand that I am being hired in a competitive or non-competitive title and that it is very important, as a City employee, I apply for, take and pass civil service examinations for which I am qualified.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_