

**Citywide Administrative
Services**


CIVIL SERVICE LIST CERTIFICATION OVERVIEW

February 22, 2016



Certification Unit Overview

Functions of Certification Unit:

- Make public civil service lists
 - Establish civil service lists
 - Create certifications from eligible lists
 - Monitor use of certifications by city agencies
 - Process dispositions
 - Maintain eligible lists: update names, addresses, social security numbers
 - Restore eligible to civil service list
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Eligible List: Open Competitive vs. Promotion

For Promotion Examinations:

- Separate promotion eligible lists are created for and used separately by each agency
- All names on an agency's promotion list must be considered by that agency before the agency can consider any names on the open-competitive list (if there is one)


For Open-Competitive ("O/C") Examinations:

- Only one eligible list is created and that one list is used by all agencies

DCAS sometimes offers an O/C and promotion examination at the same time, and will, therefore, establish the promotion list followed by the O/C list



Important Points – Certification Process

- A certification is only viable for 30 days and cannot be extended beyond existence of an eligible list. Also, until an existing certification is returned to DCAS, no new certification shall be made for the same position in the same agency.
 - A certification is officially called “Certification/Disposition Turnaround Document” because the document is referred to as a “certification” upon creation by the Certification Unit, and then later referred to as a “disposition” once an agency has returned the document back to DCAS.
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Civil Service List Call Guidelines (continued)

Notification to Candidates Pre-List Call (HC-0001)

Agencies should notify certified list eligibles of upcoming civil service list calls by sending a "Notice of Hiring Pool" letter, by mail, at least ten days prior to the list call. The letter should:

- Provide information regarding the position, such as: title, hours, location, and salary
- ask the eligible whether he or she is interested in the position, and
- provide a date, time and location for the interview

A Call Letter is **not** an offer for employment or notice of an appointment!

Civil Service List Call Guidelines (continued)

Notification to Candidates Post-List Call

Notice of Non-Selection (HC-0002)

- Agency notifies candidates through a formal written communication (per Personnel Services Bulletin (PSB) 200-7 “Notice to Candidates of Non-Selection”)

Candidate Found Not Qualified for Appointment (NQA)

- Agency must provide a Notice of Proposed Disqualification which allows candidate to contest the proposed disqualification (HC-0003)
- Proposed medical and psychological disqualification should comply with PSB-100-10R
 - Agency provides to the candidate a final Notice of Disqualification with reasons for the NQA along with instructions on how to appeal to the City Civil Service Commission (HC-0004)

Commonly Used Rules

The 1 in 3 Rule, Rule 4.7.1

In order to fill one vacancy (or replace one provisional), DCAS will “certify” to an Agency the names of the three highest scoring people still on an eligible list.

- An Agency may consider all three eligibles, and can select any one of them, even the third-highest scorer (the “1-in-3” Rule).
- After eligibles have been considered and not selected for three positions, they are said to have been “Considered, and Not Selected,” or “CNS-ed.”

Commonly Used Definitions and Codes

On-side

Eligible is included in the certification and thus can be considered for possible appointment

Off-side

Eligible is not included in the certification and thus cannot be considered for possible appointment

NOTE: An eligible is always a part of the eligible list, but due to certain actions (e.g. DEA, FTR, FRM, CNS), the eligible may be in the “off-side” position for certifications.

CNS: Considered, but not selected

- Can occur 3x for one vacancy, then off-side for that particular hiring agency (but still on the eligible list for other city agencies)

FTR: Failure to report for interview

- Candidate is now considered off-side and must request restoration

FRM: Failure to report for medical

- Candidate is now considered off-side and must request restoration

Interactive Voice Response System (IVR) 212-669-1357

The IVR is a telephone answering system that provides caller with access to civil service information 24 hours a day / 7 days a week. Callers can obtain specific civil service information by entering their social security numbers and the exam number of the examination they applied for.

General Information Provided
✓ City hiring and civil service procedures
✓ How to apply for CS exams that are open for filing, exam dates
✓ How veteran's credits and seniority scores are calculated
✓ How to obtain duplicate mail notifications (examination results, eligible list status)
✓ How to file protests and appeals, special military rights
✓ Procedures on change of title, probationary period extensions, and information for those who are disqualified from City service as a result of investigation

