

**May 30, 2025**

Hon. Eric Adams  
Mayor  
City of New York  
City Hall  
New York, NY 10007

**Re: Local Law 50 of 2004 (“LL50”) Annual Report**

Dear Mayor Eric Adams,

New York City Administrative Code Section 12-206, added by Local Law 50 of 2004 (“LL50”), requires the Commissioner of the New York City Department of Citywide Administrative Services (“DCAS”) to report annually by June 1 to the Mayor, Comptroller, Public Advocate, and Speaker of the Council of the City of New York on Civil Service eligible lists established during the previous calendar year and on various information related to the use of eligible lists by agencies.

The four (4) attached reports provide the required information:

- “ELIGIBLE LISTS ESTABLISHED IN CALENDAR YEAR 2024”,
- “2024 DISPOSITION ACTIONS FOR CIVIL SERVICE LISTS”,
- “REPORT ON REMOVALS”
- “PROVISIONAL APPOINTMENTS AND PROMOTIONS IN THE YEAR 2024”

Summaries of each report, along with relevant data, are presented throughout this document. Additionally, for your convenience, an accompanying “Agency Code Table” has also been included.

**I. “ELIGIBLE LISTS ESTABLISHED IN CALENDAR YEAR 2024”**

This report provides information required by Administrative Code 12-206, subsections (b)(1) and (b)(2). These subsections require information regarding “each eligible list established during the reporting year by DCAS” and “the dates such lists were established”. During reporting year 2024, 94 open-competitive eligible lists were established, and 159 agency and division promotion lists were established.

Some key explanatory points with respect to information for subsections (b)(1) and (b)(2):

- Eligible lists are referred to by the four-digit number given to the examination that resulted in the eligible list. On the attached report, an eligible list resulting from an open-

competitive examination is designated (“OC”); eligible lists resulting from a promotional examination are designated (“PROM”).

- The eligible lists on this report are arranged in alphabetical order by title. If more than one (1) eligible list was established for a title in 2024, then the lists for that title are arranged in order of the examination number. For example, two (2) eligible lists were established for the civil service title, Correction Officer - identified as Exam No. 3317 and Exam No. 4300.
- One (1) Citywide OC eligible list is established after the administration of an OC examination. For example, after the administration of OC Examination No. 3143 for the civil service title of Probation Officer, one (1) Citywide OC eligible list for that title was created in 2024.
- By contrast, one (1) or more promotional eligible lists may be created after the administration of a promotional examination, depending on which agencies had employees who took and passed the examination. For example, after the administration of Promotional Examination No. 3570 for Steamfitter, five (5) agency promotion lists for that title were created in 2024. Agency promotion lists are arranged in order of agency code.
- Once established, eligible lists must, by State law, remain in existence for at least one (1) year however, no more than four (4) years.

## **II. “2024 DISPOSITION ACTIONS FOR CIVIL SERVICE LISTS”**

This report provides information required by Administrative Code Section 12-206, subsections (b)(3), (b)(5), and (b)(7).

Subsection (b)(3) requires information regarding “the number of persons appointed or promoted from each eligible list and the agencies to which such appointments or promotions were made”. This information is reflected in the “Appointment Count” column and is reported, first by eligible list and then within eligible list, by agency. In 2024, there were a total of 9,933 such appointments and promotions.

Subsection (b)(5) requires information regarding “the number of persons who, during the reporting year, were considered and not selected (“CNS”) three (3) times from promotion lists.” This information is reflected in the “CNS Count” column and is reported, first by eligible list then within eligible list, by agency. There were 697 candidates that fell into the CNS category for a third time in 2024.

Some key explanatory points with respect to information for subsection (b)(5):

- A person may not necessarily fall into the CNS category for three (3) vacancies in one (1) reporting year. This may occur over the life of the eligible list.
- The third instance of being CNS will remove a person from an eligible list. A third designation of CNS will remove a person from an eligible list, however, an agency may request that the person be restored to the list. In this sense, the removal is not final.
- For the purposes of this report, a person will only be counted as being CNS three (3) times from a promotion list if the third of the three (3) CNS designations (that is, the CNS which resulted in removal from the list) occurred in the reporting year.

Subsection (b)(7) requires information regarding “the number of persons restored to eligible lists and the number of persons restored to promotion lists after having been removed”.<sup>1</sup> The number of candidates restored at the request of an agency after having been designated CNS on three (3) occasions is reflected in the “CNS Restored Count” column. The number of persons restored after all other actions resulting in temporary or permanent removal is reflected in the “Elig. Restored Count” column. In 2024, there were 44 instances where individuals who were deemed CNS three (3) times were restored at the request of an agency and there were 4,661 instances where persons removed from lists were subsequently restored at their own request.

Some key explanatory points with respect to information for subsection (b)(7):

- As is explained below, with respect to “removals”, a person may be restored to a list on more than one (1) occasion in a reporting year. Therefore, the numbers reported in these two (2) columns must be understood to reflect the total number of restoration actions in the reporting year and not the number of persons restored to eligible lists.
- The numbers in these columns reflect restorations made to all eligible lists.
- Only an agency can request a candidate with a CNS designation be restored to a list. With respect to a restoration after three (3) CNS, a particular agency is associated with the restoration since only an agency can request restoration in such instances.
- By contrast, a restoration after a temporary removal action (or an “offside action”) can only be initiated by the candidate.

### **III. “REPORT ON REMOVALS”**

This report provides information required by Administrative Code Section 12-206, subsection (b)(6). This section requires “the number of persons removed from eligible lists and the number of persons removed from promotion lists and the reason reported to DCAS by the agency for such removal”. This information is reported, first by eligible list and then within eligible list, by agency, for each of the 17 reasons for removal. There were 37,849 persons “removed” from eligible lists in 2024.

Some key explanatory points for subsection (b)(6):

- For the purposes of this report, a person will be deemed to have been removed from a list if the person has been removed either permanently or temporarily from consideration. A temporary removal is termed an “offside” action.
- There are a variety of reasons why a person would be placed “offside” from a list, including, but not limited to, a failure to report for an interview, a failure to report for a medical or physical test, a declination of an appointment, and/or a failure to report for work after being appointed. A table of disposition codes is provided at the end of this report.
- A person who is placed “offside” is entitled to a total of three (3) restorations during

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<sup>1</sup>This report, “2024 DISPOSITION ACTIONS FOR CIVIL SERVICE LISTS,” contains, among other things, the information required by subsection (b)(7) regarding the restoration of persons to lists after having been removed from those lists. The report entitled “REPORT ON REMOVALS” provides information required by Administrative Code Section 12-206, subsection (b)(6), regarding the removal of persons from lists. Therefore, for the information provided in this report regarding restorations to read in chronological order, it may be useful to refer first to the information provided on removals.

the life of an established list. A fourth “offside” action will remove a person permanently from an established list.

- Because “removal” has not been defined for the purposes of this report as a permanent removal action, and because a person can be restored and potentially placed “offside” as many as four (4) times in one (1) reporting year, the number reported in response to this subsection must be understood to reflect a total number of actions, and not the number of persons removed from eligible lists.
- The numbers reflected on this report do not include the number of persons removed from a list because of three (3) CNS. That number is reflected in the “CNS Count” referenced above.

#### **IV. “PROVISIONAL APPOINTMENTS AND PROMOTIONS IN THE YEAR 2024”**

This report provides information required by Administrative Code Section 12-206, subsection (b)(4). This section requires information regarding “the number of persons appointed or promoted on a provisional basis during the reporting year and the agencies to which such appointments or promotions were made”.

During 2024, there were 7,302 provisional actions, of which 6,297 were provisional appointments and 1,055 were provisional promotions.

If you have any questions, please do not hesitate to contact DCAS.

Sincerely,



Louis A. Molina  
Commissioner

cc: Carmine Rivetti, Deputy Commissioner, Public Affairs, DCAS

Attachments:

Eligible Lists Established in Calendar Year 2024

2024 Disposition Actions for Civil Service Lists

Report on Removals

Report on Removals (Summary)

Provisional Appointments and Promotions in the Year 2024 (By Agency)

Provisional Appointments and Promotions in the Year 2024 (Summary)

Agency Code Reference Table