

Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

Fiscal Year 2026



**NEW YORK CITY
DEPARTMENT OF INVESTIGATION**

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I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that DOI will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women.

II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

DOI’s most important and valuable asset is its people and DOI is committed to creating a diverse and inclusive workforce and providing opportunities for professional development and advancement to all employees. Our strength is in our diversity – teams that include, and value, employees with different backgrounds and perspectives perform better. It is my responsibility, with the support of our EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors, to ensure that our agency does not discriminate against employees or applicants for employment and supports our diversity and inclusion initiatives by observing EEO regulations and working toward attaining agency goals in this area. All agency staff must comply with the City’s EEO Policy and support our implementation of the FY 2026 Diversity and EEO Plan.

The EEO Policy and law also prohibit sexual harassment, a form of employment discrimination. All DOI employees must familiarize themselves with the EEO Policy’s protections against sexual harassment. The EEO Policy incorporates the protection provided by federal, state, and local laws and enforces these provisions by imposing disciplinary action on employees who engage in sexual harassment. DOI employees have a responsibility to be respectful of all our co-workers and members of the public and to support our commitment to a work environment that values equity, inclusion, and respect for all.

The Agency EEO Officer, Philip Hung, serves as a resource for agency managers and supervisors by providing us with best practices and providing direction in addressing any identified EEO issues. If you have any questions about the EEO Policy, reasonable accommodations, or other EEO matters, you can reach Phil at (212) 825-2848 or phung@doi.nyc.gov. Phil reports directly to me on all matters, including EEO matters. Attached, you will find a list of the agency’s EEO Officer, EEO Counselors, the Disability Rights Coordinator, Disability Services Officer and the Career Counselor, which is also posted in your kitchen pantry and on the agency’s intranet at: <https://nycdoi365.sharepoint.com/sites/eeo1>.

Also attached is a copy of the EEO Policy and Reasonable Accommodations Procedural Guidelines. Our EEO staff is available to provide input on personnel matters in addressing EEO and diversity issues, and to investigate EEO complaints. Our EEO staff works closely with DCAS’s Office of Citywide Equity and Inclusion.

☒ This statement is the same as last year.

NOTE: If this statement has been in use for more than **two** years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

☒ Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Created three new ERGs – the Hispanic Heritage Committee ERG, the African American Heritage Group ERG, and the Irish American Heritage ERG.
2. At DOI's Annual Award Ceremony, DOI recognized exemplary employees who spearheaded the launch of six unique cultural, professional development, and wellness ERGs in the ERG program's inaugural year.
3. Hosted cultural events and activities in honor of various heritage months and other cultural holidays and celebrations, many of which were organized by DOI's ERGs and supported by the Agency. Together, these ERGs hosted agency activities for various cultural and employee wellness events, such as Hispanic Heritage Month, Hanukkah, Lunar New Year, Black History Month, St. Patrick's Day, Asian American and Pacific Islander Heritage Month, Jewish Heritage Month, and Caribbean Heritage Month.
4. Continued implementing DOI's Five-Year Accessibility plan to improve services to individuals with disabilities, including installing additional braille signage throughout DOI's offices, procuring portable assistive listening devices, rolling out additional disability awareness training to staff, and developing policies and procedures for interactions with people with disabilities in investigations.
5. Developed and issued a Hiring Manager Guidebook to provide hiring managers with general information on interview objectives, unconscious biases, structured interviewing tips, potential pitfalls, and specific do's and don'ts.
6. Utilized social media to communicate DOI's work and recruitment initiatives to the public.
7. Held quarterly Town Hall meetings with all agency staff for the Commissioner and agency leadership to communicate new developments, recognize employee achievements, and promote teamwork and collective accomplishments.
8. Successfully held annual employee-focused events, such as an Employee Appreciation Softball Game, as well as periodic events, such as monthly agency-wide gatherings to provide and promote convenient opportunities for employees to meet and talk with their colleagues and unit-specific workgroups with agency leadership for more focused discussions between teams and agency leadership.
9. Performed periodic audits of hiring packages to ensure that hiring practices continue to be fair, equitable, and non-discriminatory.
10. Successfully deployed the City's new learning management system, NYCityLearn, at DOI, with an enrollment rate of 100% (minus college aids and other temporary staff) as of August 21, 2025, and refined our approach to deployment of mandatory trainings, all of which helped DOI achieve an exceptionally high training compliance rate for all EEO-related trainings.

11. Successfully completed the Equal Employment Practices Commission's (EEPC) employment practices audit with zero corrective actions, one of just seven audited City entities to achieve this distinction.

IV. Workforce Review and Analysis

Total Headcount: 265

Unknown Race/Ethnicity 50 Unknown Gender 3 Unknown Both 3

Pursuant to Local Law 27 (2023) ** provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).¹*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

- [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
 - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
 - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

¹ Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

a) Analysis of Agency Compensation Data:

DOI's EEO Office examined pay and demographics data for major functional job groups within the Agency using data generated on August 18, 2025 for FY 25. The EEO Office found no pay disparity among functionally equivalent titles that cannot be attributed to length of service. In particular, recent cost of living adjustments pursuant to Mayor's Personnel Orders and, to a lesser extent, collective bargaining agreements, affected pay parity in all job categories. However, the impact corresponds to length of service and we observed no pay disparity based on any other factor. Among leadership roles, Commissioners, Directors, and Inspectors General all earn salaries in accordance with their functional titles, responsibilities, experience, and years of service. Inspectors General, in particular, are all paid the same or similar salaries – minor differences are wholly attributable to length of service. Among Investigative Supervisors, Deputy and Assistant Inspectors General are paid the same or similar salaries. With respect to DOI's largest job group, Confidential Investigators, the EEO Office found that all three levels within this group, as well as the Special Investigators, were all generally paid the same salary when compared to functional equivalents. Within the Investigative Specialist job group, the EEO Office found that Investigative Attorneys are generally paid similar salaries when compared to functional equivalents. As such, for the FY 2025 Local Law 27 Pay Parity Analysis, the EEO Office concluded that there is no pay disparity at DOI.

b) Indicators of Occupational Segregation:

The EEO Office found some indicators of occupational segregation in the Inspector General and Confidential Investigator job groups. Among Inspectors General, there is overrepresentation of one race category and underrepresentation among all others. While this job group is small, it nonetheless represents senior leadership at DOI and plays a major role in DOI's important investigative work. Among Confidential Investigators, DOI has been experiencing underutilization in one race category for several years.

c) Actions undertaken to reduce occupational segregation considering previous analyses:

DOI's EEO Office periodically reviews hiring packages and meets with HR on a monthly basis to determine causes for underutilization and to develop strategies to address them. In recent years, due to a variety of factors outside of DOI's control, DOI's hiring has been slow and limited. This has hindered DOI's ability to backfill vacancies to keep up with attrition, which in turn blunts DOI's efforts to address underutilization. DOI has and will continue to expand recruitment initiatives, including within these job groups, to ensure we continue attract diverse candidate pools to address indicators of occupational segregation.

- [Indicate, below, all steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means. Check all appropriate boxes.]

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

- **Review and Analysis of Workforce Reports**

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.
- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g. hiring patterns in specific job titles).

The EEO officer conducts workforce review with the following agency units:

Agency Head

- ☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

- ☒ Quarterly ☐ Semi-Annually ☐ Annually ☒ Other Monthly

General Counsel

- ☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (specify): Deputy Commissioner of Operations

- ☒ Quarterly ☐ Semi-Annually ☐ Annually ☒ Other Monthly

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

A. WORKFORCE

DOI's people are its greatest asset; DOI is committed to recruiting, developing and retaining a diverse and inclusive workforce that reflects the City's communities. DOI's goal is to recruit with diversity in mind by understanding hiring and recruitment data, communicating data and trends to relevant stakeholders, and designing and implementing strategic responses that target underutilization.

DOI values a strong and diverse workforce. DOI continues to maintain an overall highly diverse workforce by fostering a strong and collaborative working relationship between its EEO Office, Human Resources, Training Unit, and Executive Staff. This relationship ensures steadfast support of EEO and DEI initiatives at the highest levels of the Agency and promotes their success. As an example of this commitment to diversity in its workforce, DOI has two executive-level Deputy Commissioners leading all EEO, DEI, and HR initiatives. Through constant communication about underutilization statistics and recruitment and selection strategies, DOI continues to identify ways to improve diversity in its workforce.

Planned Programs, Initiatives, Actions aimed at Workforce:

While DOI is overall a highly diverse workplace, DOI continued to experience underutilization of Black employees within its "Technicians" job group in FY 2025. As the largest job category at DOI, comprised of DOI's Confidential Investigators and Special Investigators who are the foundation of DOI's important investigative work and who regularly interact with other City employees and the public, DOI recognizes the importance of diversity in this job category. As such, DOI seeks to address underutilization in FY 2026 through the following targeted strategies:

1. Human Resources will continue to perform targeted recruitment outreach to diversity focused applicant pools, such as diversity-focused job boards, schools, and professional organizations.
2. The EEO Office will continue to perform and report on quarterly demographics analysis of job applicants to ensure that DOI is receiving applications from diverse candidates.
3. The EEO Office will continue to perform quarterly reviews of select hirings and promotions in underutilized job groups to ensure that recruitment and selection practices promote equity and diversity.
4. DOI will require all hiring managers to complete Unconscious Bias and Structured Interview training, which is currently not a citywide requirement, at least once every two years.

5. DOI also implements various initiatives to develop and retain employees, including:
 - a. Formal and informal mentoring and coaching.
 - b. Opportunities for investigative staff to transfer to other units and squads.
 - c. Robust internship program, year-round, to expose students to DOI's work and form a pipeline for potential candidates for DOI's investigator classes.
 - d. Conduct pay assessments to ensure pay and promotions are equitable.

B. WORKPLACE

DOI seeks to attract and retain a diverse workforce by developing and enhancing its internal employee wellness and professional development programs, including its DEI, ERG, mentorship, and training programs, so that current employees and prospective employees continue to view DOI as an employer of choice.

DOI always has and will continue to value diversity and employee wellness in the workplace. It is DOI's belief that prioritizing the employee experience and workplace health and wellness – including by fostering diversity and inclusion and providing professional development and training opportunities – translates to better outcomes in DOI's investigative work and is conducive to DOI's overall success. DOI's EEO Officer and its Chief DEI Officer – both executive-level staff – will continue to drive initiatives and programs that build on these values.

Planned Programs, Initiatives, Actions aimed at Workplace:

In FY 2025, DOI staff, with Agency support, established three new cultural employee resource groups –the Hispanic Heritage Committee ERG, the African American Heritage Group ERG, and the Irish American Heritage ERG. DOI currently has 8 active ERGs. The employee wellness and professional development ERGs also coordinated events and activities intended to improve the employee experience and promote employee wellness, such as weekly runs and gym activities, and coordinating staff participating in the Tunnels to Towers 5K Walk & Run. DOI's Training Unit continues to identify and offer training opportunities for all DOI staff, on topics ranging from investigative techniques and CLEs, to leadership workshops and courses for development of practical skills (such as courses in Excel and other tools). In FY 2026, DOI will continue this trend and look for ways to expand on and improve these existing programs, initiatives, and actions.

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

- 1.Asian American Pacific Islander ERG (Cultural)
- 2.African American Heritage Committee ERG (Cultural)
- 3.Caribbean Heritage Committee ERG (Cultural)

4.Hispanic Heritage Committee ERG (Cultural)

5. Irish American Heritage ERG (Cultural)

6. Jewish Employee Resource Group (Cultural)

6. Health and Wellness ERG (Employee Wellness)

7. Assistant Inspector General / Deputy Inspector General ERG (Professional Development)

☐ Agency does not presently have any ERGs.

☒ Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

☒ Agency has an active Diversity Committee/Council

☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

☒ Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy

☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

DOI serves the City and the public primarily through its investigations, their outcomes, and DOI's public reports. Although DOI does not provide services or administer programs directly to the public, DOI's investigative work impacts delivery of services and programs by other City agencies and entities, many of which are designed to serve or intended to benefit underprivileged New Yorkers. DOI's work to combat fraud, waste, abuse and corruption helps to promote public trust in City agencies and services, and serves as a powerful way to build an environment and culture of accountability within City government, which ultimately benefits all New Yorkers, including those who are underprivileged and who depend on City services and programs. DOI's ability to impact community and equity, inclusion, and anti-racism is through its investigative mission, and as such it will remain DOI's primary focus.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

Aside from the impacts that DOI will continue to make in this area through its investigative work, in FY 2026, DOI will continue to implement its Five-Year Accessibility Plan, which was established in FY 2024 with the Mayor's Office of People with Disabilities. This Plan was designed to ensure equitable access to DOI's web content and other communications, facilities, and services. These include ensuring the availability of language access services and auxiliary aids, both of which DOI already has in place. DOI will continue to implement this Five-Year Plan in FY 2026. DOI will also continue to meet City and legal requirements with respect to M/WBE procurement and contracting.

In FY 2026, the agency will:

- ☐ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☒ Expand language services for the public

VI. Recruitment

A. Recruitment Efforts

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources.

DOI employs various recruitment strategies and practices that are designed to build and retain a diverse and inclusive workforce. The below are several of these strategies, which DOI continuously works to improve and refine as needed:

- Expanding internal and external applicant pools to address underutilization through strategies for broader recruitment. This includes posting on diversity-focused job boards and conducting outreach to schools, universities, and professional and bar associations.
- Using quarterly workforce reports and dashboards to identify specific job groups where underutilization exists and guide recruitment efforts. DOI's EEO Office meets quarterly with the Commissioner and all executive staff. The EEO Office and HR also meet monthly.

B. Recruitment for Civil Service Exams

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
10/30/25	NYU 2025 Global Careers Virtual Expo	Manhattan
10/15/25	John Jay College CareerCon	Manhattan
10/10/25	Pace University Recruitment Event	Manhattan
10/9/25	Brooklyn College Recruitment Event	Brooklyn
9/26/25	Columbia University Spring Undergrad Career Fair	Manhattan
9/26/25	Baruch College Recruitment Event	Manhattan
TBD	New York Law School Recruitment	Manhattan

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	\$900
Queens	
Staten Island	
Other (include online)	

C. Recruitment Sources

1. External Job Sites – LinkedIn, lawjobs.com, Indeed, Association of Inspectors General, City & State, Handshake, NACOLE, PSJD, Simplicity, and Professional Diversity Network. Through external postings, DOI seeks to attract minority applicants and has successfully hired employees through external postings.

2. Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI's Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.

3. Affinity Groups – at schools and minority bar associations. DOI's Career Development Unit and Human Resources engage with Affinity Groups at local colleges and universities as well as minority bar associations. DOI seeks minority applicants and has successfully hired employees through Affinity Group engagements.

D. Internships and Fellowships

Describe your agency plans to recruit interns for FY 2026 and provide a brief outline of how they will help support your agency's mission. How will your internship program enhance the interns' professional development?

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M __ F__ Non-Binary __ Other __ Unknown

6. Other (Fall Undergraduate Interns):	9	Black_1_ Hispanic_3_ Asian/Pacific Islander_2_ Native American_0_ White_3_ Two or more Races_1_	M_1_ F_8_ N-B ___ O ___ U ___
7. Other (Fall Graduate Interns):	8	Black_1_ Hispanic_0_ Asian/Pacific Islander_3_ Native American_1_ White_2_ Two or more Races_1_	M_4_ F_4_ N-B ___ O ___ U ___
8. Other (Fall Legal Interns):	4	Black_0_ Hispanic_1_ Asian/Pacific Islander_0_ Native American_0_ White_4_ Two or more Races_0_	M_2_ F_2_ N-B ___ O ___ U ___
9. Other (Spring Undergraduate Interns)	9	Black_1_ Hispanic_1_ Asian/Pacific Islander_1_ Native American___ White_5_ Two or more Races_1_	M_4_ F_5_ N-B ___ O ___ U ___
10. Other (Spring Graduate Interns)	5	Black___ Hispanic_1_ Asian/Pacific Islander_1_ Native American___ White_4_ Two or more Races___	M_1_ F_4_ N-B ___ O ___ U ___
11. Other (Spring Legal Interns)	1	Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White_1_ Two or more Races___	M_1_ F ___ N-B ___ O ___ U ___

12. Other (Summer Undergraduate Interns)	20	Black_1_ Hispanic_3_ Asian/Pacific Islander_4_ Native American____ White_14_ Two or more Races__	M_8_ F_12_ N-B ____ O ____ U ____
13. (Summer Graduate Interns)	2	Black__ Hispanic__ Asian/Pacific Islander__ Native American____ White_2_ Two or more Races__	M_2_ F ____ N-B ____ O ____ U ____
14. (Summer Legal Interns)	12	Black_1_ Hispanic____ Asian/Pacific Islander_1_ Native American____ White_8_ Two or more Races_2_	M_5_ F_7_ N-B ____ O ____ U ____

E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 0 [number] 55-a participants.
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

☒ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

VII. Selection (Hiring and Promotion)

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources, and must describe the activities and future plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

DOI's Career Counselors actively promote advancement opportunities within the agency. For example, DOI's Career Development Unit collects all open job opportunities and makes those opportunities available for both interns and staff. Human Resources sends agency-wide email notifications to communicate open job postings that are available to staff. In general, for the majority of open positions, DOI hiring managers interview all internal applicants who meet minimum qualifications. In FY 2026, DOI will continue to offer internal transfer and unit rotations as appropriate, to provide staff with opportunities to learn new skills and experiences. DOI will also continue to advertise promotional opportunities agency-wide via email, on DOI's internal Sharepoint page, and other methods as appropriate. Lastly, DOI's Training Unit will continue to identify and offer new and unique training opportunities for staff to develop and refine their skills.

B. New Hires and Promotions

In FY 2025, DOI continued to experience underutilization of Black employees in the Technicians job group. DOI understands the importance of diversity in this job group, since it forms the foundation of DOI's investigative core. In FY 2025, DOI developed and issued a Hiring Manager Guide to all hiring managers, with tips and guidance on interview best practices, unconscious biases, structured interview tips, potential pitfalls, and specific do's and don'ts. As such, in FY 2026, DOI will continue to address underutilization in a number of ways, including continuing to use data analysis of hiring trends and demographic data, communication of trends and data to relevant stakeholders, performing period audits of hiring packages to ensure fairness, and deployment of unconscious bias and structured interview training to hiring managers (which was deferred from FY 2025).

C. EEO Role in Hiring and Selection Process

In FY 2026, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- ☒ Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- ☒ Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.

- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any protected category groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VIII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	265	02/01/2027 (launch) 02/28/2027 (deadline)
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	0	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 8 runs between September 1, 2025 – August 31, 2026)	265	07/01/2026 (launch) 07/31/2026 (deadline)
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 8 runs between September 1, 2025 – August 31, 2026)	0	N/A
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	265	02/01/2026 (launch) 02/28/2026 (deadline)
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	N/A
7. Disability Awareness and Etiquette	All employees. Currently not a Citywide requirement, but DOI will mandate completion pursuant to our Five-Year Accessibility Plan	265	09/01/2026 (launch) 09/30/2026 (deadline)
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All Hiring Managers	100	TBD

IX. Reasonable Accommodation

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- ☒ The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- ☒ The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the Agency Head's designee²: Kaytlin Simmons, Deputy Commissioner of Operations
 - ☒ The designee reports directly to the Agency Head.
- ☒ The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

² To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 8 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- ☐ Reassignment
- ☐ Modification of Work Schedule
- ☐ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026

- ☒ List of diversity and inclusion training for FY 2026 is included in section VIII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- ☒ The agency has submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

H. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VIII Training above.

- ☒ The agency will ensure that the single-sex facility (e.g., Restroom Access) notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

XI. Audits and Corrective Measures

- ☒ The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2025 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency _____.
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect
- ☒ The agency received a Certificate of Compliance from the auditing agency.

XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)³

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency’s efforts during the previous quarter to implement the agency’s EEO Plan.

Jocelyn Strauber
Print Name of Agency Head



Signature of Agency Head

11/21/2025
Date

³ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

Appendix A: Contact Information for Agency EEO Personnel and Career Counselors*

Agency EEO Office mailing address:

New York City Department of Investigation
180 Maiden Lane, 24th Floor
New York, NY 10038
Attn: EEO Officer

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Philip Hung	phung@doi.nyc.gov	212-825-2848
2.	Agency Deputy EEO Officer	Patrick McGrath	pmcgrath@doi.nyc.gov	212-825-3722
3.	Agency (Chief) Diversity & Inclusion Officer	Kaytlin Simmons	ksimmons@doi.nyc.gov	212-825-2407
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kaytlin Simmons	ksimmons@doi.nyc.gov	212-825-2407
5.	ADA Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
6.	Disability Rights Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
7.	Disability Services Facilitator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
8.	55-a Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
9.	EEO Investigator(s)	None Designated	-	-
10.	EEO Counselor(s)	Celeste Sharpe Gladys Cambi Laura McCalla Shameika Nixon Katherine O'Toole Anais Holland-Rudd	csharpe@doi.nyc.gov gcambi@doi.nyc.gov lmccalla@doi.nyc.gov snixon@doi.nyc.gov kotoole@doi.nyc.gov aholland-rudd@doi.nyc.gov	718-901-6675 212-825-3240 212-825-2892 212-825-0812 212-825-3711 212-825-0142
11.	EEO Training Liaison(s)	Philip Hung Patrick McGrath	phung@doi.nyc.gov pmcgrath@doi.nyc.gov	212-825-2848 212-825-3722
12.	Career Counselor(s)*	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939