



OFFICE OF THE ACTUARY

255 GREENWICH STREET • 9TH FLOOR
NEW YORK, NY 10007
(212) 442-5775 • FAX: (212) 442-5777

Marek Tyszkiewicz
CHIEF ACTUARY

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2025

New York City Office of the Actuary



Table of Contents

I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).....	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	5
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025	7
V. Recruitment.....	11
VI. Selection (Hiring and Promotion).....	14
VII. Training.....	17
VIII. Reasonable Accommodation	19
IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	20
X. Audits and Corrective Measures	22
XI. Agency Head Signature	23
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *	24

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

The New York City Office of the Actuary (OA) is committed to preventing discrimination, harassment, and retaliation in the workplace by ensuring that all employees are aware of their rights and obligations under this Policy and by encouraging a work environment that values diversity, equity, and inclusion and appreciates differences among employees.

The OA is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, City employees and applicants for employment based on actual or perceived race, color, national origin or ethnicity, immigration or citizenship status, religion or creed, gender, including gender identity (which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), pregnancy, disability, age, military status, arrest, conviction record, or pending case, marital or partnership status, caregiver status, familial status, genetic information or predisposing genetic characteristic, sexual orientation, sexual and reproductive health decisions, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, salary history, and consumer credit history, coronavirus-related discrimination, cannabis use and pre-employment cannabis testing, weight and height. The OA further prohibits retaliation against anyone who reports such events. A description of the agency's procedure to address issues and complaints of discrimination is included in the agency's EEO Policy.

As Chief Actuary, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel should work to maintain an atmosphere of inclusiveness and appreciation of the diversity reflected in our staff, and to comply with the letter and the spirit of this Policy.

The OA is also committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of discrimination based on a person's sex, sexual orientation, gender identity, and the status of being transgender. It occurs when an employee is subjected to unwelcome verbal or physical conduct of a sexual nature because of their sex or gender and the following conditions are present: (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

It is the responsibility of managerial and supervisory staff to ensure that the OA maintains a work environment that is free from sexual harassment and that the OA is a discrimination-free workplace. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this Policy in their areas of responsibility.

All employees are encouraged to familiarize themselves with the sexual harassment policy and be aware of the complaint procedures outlined in the OA's EEO Policy. If you believe you have been subject to actions that violates the agency's EEO Policy or if you are aware of someone else having been subject to actions that violate the EEO Policy, it is incumbent upon you to bring this to the attention of your Supervisor, your Manager, or an OA EEO representative.

The agency's EEO Officer and Diversity Inclusion Officer is Marlene Markoe-Boyd and Marlene can be reached at 212-312-0119 or mmarkoe-boyd@actuary.nyc.gov.

All employees are encouraged to speak up in the face of inappropriate behavior that violates the OA's EEO Policy.

The implementation of the agency's Equal Employment Opportunity Policy is one of the OA's highest priorities and has my full support and is part of the agency's strategic mission.

☒ 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.

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

1. The OA trained all staff in Sexual Harassment Prevention Training and put an emphasis on getting the training completed before the deadline.
2. The OA's EEO Office hosted events for Black History Month and Hispanic Heritage Month, hosted our annual Multi-Cultural potluck event, and all agency staff were invited to participate in a leadership development program hosted by an actuarial organization which included a female manager from our agency as the moderator. This year we incorporated celebrating recognition months, like Black History Month, into our office's walking club and visiting monuments and neighborhood locations that represent Black history during our walks.

3. The OA's Actuarial Study Program was promoted to our staff and included the participation of many female actuaries. This program supports our staff in receiving actuarial credentials which assists in their career development and advancement.
4. For the first the OA had a representative at the International Association of Black Actuaries conference to network with aspiring actuaries to make them aware of our office and our work as they look for career opportunities.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 41

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[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 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields 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.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, 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 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
- The OA conducts an analysis of its compensation data through an equity review of salary and position considering experience, performance, and professional development relative to other similarly situated City employees.

- The OA's Human Resources Department, with oversight from the agency's Leadership Team, makes sure the OA conforms with collective bargaining agreements and the Mayor's Personnel Orders.

2. [Describe 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.]

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 2 Unknown Gender Unknown Both _____

[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- ☒ 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.

[Select the options that apply to your agency.]

Agency Head

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

Human Resources

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

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

- ☒ 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).

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

- Promoting upcoming Actuarial Specialist civil service examination expected to occur in FY25 which will include providing information about the exam to entities that reach the OA's underutilization populations.
- In addition to making employees aware of the DCAS-provided training courses, the OA will continue to be mindful of offering cross-training opportunities for staff so that new skills can be developed. This is important because we are a small agency and do not have a high turnover rate; promotion opportunities are limited.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

- The promotion of the Civil Service exam will include actions like advertising with actuarial affinity organizations like the International Association of Black Actuaries, the Organization of Latino Actuaries, Historically Black Colleges and Universities, and colleges and universities with actuarial and math programs and serving a diverse population.

- The agency's Leadership Team routinely discusses in-house projects/work to be done that can be offered to staff members so they can build their skills. This will continue.

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

The major groups experiencing underutilization are Blacks and female managers and this underutilization is reviewed with agency head, the EEO team, and Legal on a quarterly basis. That will continue in FY2025 using the DCAS-provided CEEDS reports. Targeted recruitment will be continued for open positions and once DCAS releases information on the upcoming Civil Service exam for Actuarial Specialists that will be promoted to actuarial affinity groups like the International Association of Black Actuaries, the Organization of Latino Actuaries, and colleges and universities with actuarial science and math programs in the New York area, paying particular attention to those schools who serve diverse populations. It will also be shared with Historically Black Colleges and Universities.

Professional Development through career development presentations at monthly staff meetings, the actuarial study program, and encouragement to sign up for DCAS-sponsored classes will continue.

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

The OA's EEO office will continue to host programs that enhance equity, inclusion, and race relations such as through webinars and through our monthly staff meeting encouraging staff to speak about their culture and background. The EEO office will continue to monitor offerings provided by OCEI and NYC WorkWell related to inclusion and race relations so that the EEO office can organize events in-house bringing the staff together to participate in these offerings. In FY24, based on a survey the agency sent to staff asking for suggestions about staff development speakers at the monthly meetings, an older staff member presented on her Egyptian background. We will continue to support and encourage more of these presentations.

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

In FY 24, our newer staff members hosted a self-driven and organized lunch and learn event celebrating Chinese Lunar New year which was the first time an event like this has been held in a few years. This example, and the one in the previous above paragraph, demonstrate the agency's commitment to inclusion and a welcoming workplace culture. In FY 25 we will continue to interact with staff to get their suggestions on cultural and inclusive activities to build on previous presentations/events. This will be done through one-on-one contact and/or a staff survey.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

Reaching out to staff for suggestions on speakers at monthly staff meetings that will build upon the agency's workplace culture of inclusion.

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The OA will continue to celebrate heritage months using the resources and interest from the agency's staff and the EEO Office to provide educational workshops and celebratory events like luncheons. We will also monitor the NYC WorkWell calendar to participate in webinars that they provide during the heritage months celebrated.

The OA will also use age-inclusive language on job postings. The EEO Office will also remind staff to bring to its attention any accommodations needed for participation at the worksite and in meetings. The OA's Accessibility Plan includes the agency's goals regarding accessibility. Whereas the building and agency office is designed with accessibility in mind, we will take steps to include instructions on how to reach our office (once off the elevator) for any guests we may have who are visually impaired.

[Please select below the options that apply to your agency.]

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

1.

2.

3.

4.

5.

- ☒ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will 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 RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

The OA is not a public-facing agency; therefore, community goals are not a natural fit for the agency. The agency head, the Chief Actuary, reports to the Boards of Trustees for the 5 major retirements systems – Police, Fire, BERS, NYCERS, and Teachers – so interaction with the community is limited.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The OA is not a public facing agency and does not offer direct services to the public.

[Please select below the options that apply to your agency.]

In FY 2025, 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

V. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.]

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

After the upcoming Actuarial Specialist civil service exam is conducted there will be limited or no discretionary positions however the OA will continue to meet quarterly to discuss underutilization reports which will guide any needed recruitment. The entities we use to promote positions targeted toward our underutilization areas have been previously identified.

In 2022 the agency's staff took the DCAS-sponsored structured interviewing course. There has not been turnover for managers and other staff members who routinely serve on hiring panels so there is no need at this point to offer the training again.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

Once the actuarial specialist exam is published in FY2025, the OA will notify our employees of the exam and promote it to the public via the established recruitment methods used in the past with the intent to address underutilization in our agency, like:

International Association of Black Actuaries
 Organization of Latino Actuaries
 LinkedIn
 Historically Black Colleges and Universities
 Colleges/Universities with actuarial science and math programs, especially those serving diverse populations.

In lieu of recruitment events noted below, the above is the best approach and investment to reach our targeted audience – actuaries.

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
	None	

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0
Other (include online)	0

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. International Association of Black Actuaries
2. Organization of Latino Actuaries – resulted in a previous hire.
3. Historically Black Colleges and Universities
4. Colleges/Universities serving diverse populations and offering actuarial science/math related programs.

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

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 (specify): SYEP interns, summer of 2024	2	Black Hispanic	M __ F 2 Non-Binary __ Other __ Unknown __

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** 55-a participants. [Enter '0' if none]
- There are **0** participants who have been in the program less than 2 years.
- In the last fiscal year, a total of **0** new applications for the program were received and **0** participants left the program due to [state reasons] _____.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ 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.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

The OA is a small agency. The advantage of that is that the agency's Career Counselor is known and available to all staff members to help with career growth. The Career Counselor advises on civil service exams that may interest staff members and align with their skills and career growth goals. The agency's Career Counselor is the Human Resources Director, and he is very proactive in engaging the staff on career development.

There are limited opportunities to transfer within our office and the turnover rate is low so promotional opportunities are limited as well, however, if any promotional opportunity becomes available in FY2025 the job posting will be shared with the staff. The staff is regularly provided

with the DCAS training catalogue and encouraged to speak to their managers about classes that interest them. Additionally, the speakers at our staff development meetings are often career development speakers e.g., speakers from the actuarial industry, speakers that help enhance a certain skill like FY24's Plain Language Speaker, and sometimes leadership development speakers. These types of speakers and activities will continue in FY25.

B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

Each year the EEO and HR team assesses the agency's hiring and promotion process.

For hiring:

- The OA's HR department conducts the initial review of candidates for open positions i.e., reviewing applicants' resumes and advancing those who meet the stated requirements and prerequisites for the position. Applying EEO best practices, before selected candidates are advanced certain personal information on their application materials are redacted to avoid any possible unconscious bias. The resumes of the candidates who advance are then reviewed by an interview selection committee to select candidates to be interviewed. The EEO works with HR to make sure the interview selection committee is diverse as possible.

After the interview selection committee selects their slate of candidates from the pool of candidates forwarded by HR, an independent review is conducted by the OA's EEO Office and Legal Department to ensure qualified candidates are not overlooked. Once this review is complete, the candidates chosen to move forward are interviewed by diverse hiring panels, depending on the unit of the open position, consisting of rotating veteran and newer employees as well as managers and non-managers.

- Prior to open position interviews, the questions asked of candidates are reviewed by different units within the OA such as Legal, HR, and EEO to ensure fairness and uniformity.
- Staff members involved in the interview process follow the principles of Structured Interviewing and Unconscious Bias, asking the same standard questions of all candidates vying for the position. Since our interviewing panels consist of rotating staff members, the entire OA staff in 2022 was trained by OCEI in the structured interviewing process.

For promotions:

The OA's Leadership Team has a defined internal annual review process to uniformly determine which staff has exhibited the ability to be placed in a position of additional responsibilities and possible higher management rank and stature.

Included in this internal review are:

- Individual performance measures as noted in annual performance evaluations that measure how goals and responsibilities have been met or exceeded.
- The opportunity for staff members to record, both before and after reviews, their accomplishments, and responses to reviews.
- Input from managerial employees who interact with the staff being evaluated during the assessment period.
- A review of accomplishments considering title specifications to ensure consistent ratings throughout the agency.
- An examination of individual self-driven paths to increased actuarial credentials by seeking inclusion in the OA's Actuarial Study Program which supports staff members in passing actuarial exams and furthering their actuarial education.
- An equity review of salary and position considering experience, performance, and professional development relative to other similarly situated City employees.

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review 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 and language that is age-inclusive).
- ☒ Actively monitor agency job postings 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? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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 2025.
- ☒ 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 of these 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).

VII. Training

*[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]*

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 – Biennially (Cycle 2 must be completed by March 31, 2025.)	35	By March 31, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	42	By August 31, 2025.
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		42	By April 1, 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

- ☒ 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 of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
 - ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

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

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

- ☒ 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 7 – September 1, 2024 – August 31, 2025) 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

- ☒ 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 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII 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.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☐ 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 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ 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, 2024.

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

Under LL 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 agency submitted all information required by LL 28 for FY 2024 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 Fiscal Year, 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 VII Training above.
- ☒ The agency will ensure that the Transgender 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.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

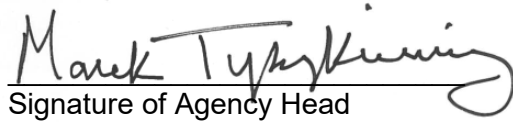
- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 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 [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Marek Tyszkiewicz

Print Name of Agency Head



Signature of Agency Head

February 26, 2025

Date

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

Agency EEO Office mailing address: 255 Greenwich Street, NY, NY 10007

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Marlene Markoe-Boyd	Mmarkoe-boyd@actuary.nyc.gov	212-312-0119
2.	Agency Deputy EEO Officer [if appointed]	Tony Wong	twong@actuary.nyc.gov	212-312-0119
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Marlene Markoe-Boyd		
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Marlene Markoe-Boyd		
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator			
8.	55-a Coordinator			
9.	EEO Investigator(s)			

10.	EEO Counselor(s)			
11.	EEO Training Liaison(s)			
12.	Career Counselor(s)	Tony Wong		
13.	Other (specify)			

***** We are a small agency; therefore, we have staff limitations. Tony Wong serves as Deputy EEO Officer and Career Counselor.**