

Memorandum

To: Department of Records and Information Services (DORIS)

From: Mayor's Office of Immigrant Affairs (MOIA)

Date: November 26, 2019

Re: Quarterly Equal Employment Opportunity and Diversity Plan Implementation

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to DORIS all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor.

Per the New York City Charter Chapter 35, Section 815(i), each agency is required to prepare and submit a report on its efforts during the previous quarter to implement the plan adopted pursuant to paragraph nineteen (annual plan) of Section 815(a). The report shall include details of each agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies

MOIA does not generate this report: the Mayor's Office compiles one report for the entire agency and it is put together by the Equal Employment Opportunity and Human Resources offices.