

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

Fiscal Year 2024

**Financial Information Services Agency
and
The Office of Payroll Administration**

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Financial Information Services Agency and the Office of Payroll Administration, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officers, all EEO professionals, human resources professionals, legal professionals, managers and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will drive accountability by involving the EEO Officers as the agency's makes critical human resources decisions, recruitment strategies, vacancy projections, succession planning, promotion of training/career development opportunities, and strategic planning.

My leadership team will implement the objectives and actions of this plan, as well as work to create a diversity and inclusion strategy based upon guidance provided by DCAS's Citywide Equity and Inclusion (CEI). We will conduct discussions throughout the year coinciding with the issuance of our quarterly workforce reports. We will continue to report on the steps undertaken to comply. We will review our achievements at the end of the fiscal year.

The Agency EEO Officers, Margaret Withers (FISA) and Lois Valero (OPA) will serve as primary resources for managers and supervisors by providing best practices and direction in addressing EEO issues. The EEO Officers' and EEO Counselors' contact information is always included in official agency-wide correspondence and is also prominently available on the Agency's intranet site (SharePoint) to all employees.

I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

This statement is the same as last year.

This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

1. In the first quarter of FY 2023, FISA-OPA facilitated its Agency Health Challenge, where fifty (57) employees participated in team activities, and shared information such as recipes, ideas and workout regimens that have repeatedly shown to improve one's physical and mental health. The event also allowed staff members to learn more about various cultural practices regarding health and wellness.
2. During the second and fourth quarters of FY 2023, FISA-OPA distributed the Agency Head's EEO Policy Commitment Statement, the City's EEO Policy, and EEO-related information and resources to all staff members.
3. During the fourth quarter of FY 2023, FISA-OPA distributed the Agency Head's Statement regarding the City's End Domestic and Gender-based Violence Workplace Policy (EO85) and the Agency's ENDGBV Liasion.
4. In the third quarter of FY 2023, FISA-OPA hosted its Annual Employee Recognition Ceremony as a virtual event. The Agency honored ninety-three (93) employees who have contributed a total of 1670 dedicated years of civil service to the City of New York. The event also covered the Agency's accomplishments in the prior year, as well as goals envisioned for 2023.
5. During the third quarters of FY 2023, FISA and OPA each received its formal Determination and Certificate of Compliance from the EEPC, specific to its focus on Job Group Underutilization.
6. Between and second and third quarters of FY 2023, FISA-OPA Managers and Supervisors conducted mandatory staff meetings to review the City's EEO Policy including details about where to find the Policy, EEO-related information, when and how to promptly report incidents, and how to contact FISA-OPA's EEO Team. Managers and Supervisors also received the annual review of their EEO compliance. For FY 2024, mandatory EEO Policy Review staff meetings are planned for October/November 2023 and April/May 2024.
7. In the fourth quarter of FY 2023, FISA-OPA Unit hosted FISA-OPA's "Take our Daughters and Sons to Work Day." The event gave seventy-nine (79) kids an opportunity to see what duties their respective parent performed at work, see how the agency operates, and allowed the kids to discover what types of work might be exciting to them. The one-day experience also provided the kids an opportunity to make new friends with other children from various nationalities, ethnic and cultural backgrounds.

8. During FY 2023, FISA-OPA hired two (2) staff members as part of the Silver Stars Recruitment Program. For FY 2024, the Agency will continue its recruitment efforts and will also seek to attend any future 55-a program events, as announced by DCAS.
9. Throughout FY 2023, FISA-OPA continuously posted on SharePoint and distributed information about various Cultural Heritage Celebrations, such as Women's History Month and Irish-American Heritage Month, Earth Day, Asian-American & Pacific Islander Heritage Month, Jewish-American Heritage Month, Older Americans Month, Caribbean-American Heritage Month, Juneteenth, and Pride Month. The Agency continues to honor the identified heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the heritage months listed.
10. During each quarter of FY 2023, FISA-OPA distributed Notices of Open and Upcoming Civil Service Examinations to all staff members. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.
11. In the third quarter of FY 2023, subsequent to the Mayor's announcement on 02/07/2023 that effective 02/10/2023, the COVID-19 vaccination is now optional for current and prospective City workers, FISA-OPA formally informed the specific staff members who received religious-based COVID-19 vaccination exempt accommodations, that effective February 10, 2023, they were no longer required to submit to weekly PCR testing and to wear a facemask except in circumstances outlined in the Commissioner's Directive 2020-1.
12. During the third quarter of FY 2023, FISA-OPA distributed information to staff about the City's Family Leave Primer for Employees. The primer gives a broad overview of various leave options available to NYC government employees who have either caregiver responsibilities or personal circumstances that require time away from work.
13. During the fourth quarter of FY 2023, FISA-OPA held its Annual Agency Update. The event highlights the agency's achievements over the past year and provides an opportunity to share the agency's projects for the upcoming year. EEO accomplishments were included in the presentation.
14. During the fourth quarter of FY 2023, fourteen (14) of FISA-OPA's staff members participated in the JPMorgan Corporate Challenge. The challenge is the world's largest corporate running event which encourages fitness, friendly competition and fun. The event also provided employees an opportunity to connect with other participants from various nationalities, ethnic and cultural backgrounds.
15. During the fourth quarter of FY 2023, thirty-eight (38) of FISA-OPA's staff members took part in the Let's Move NYC Step Challenge. As part of the City's efforts to promote health and well-being, the event also helped to foster comradery and support amongst the participants.

16. During the fourth quarter of FY 2023, FISA-OPA's EEO Office attended the following virtual events hosted by DCAS-CEI:

- ✓ Recruiting with an Intersectional Lens [6/8/2023]
- ✓ The EEPAC Audit and How an Effective EEO Program Complements HR and D&I Programs [06/13/2023]
- ✓ Intersectionality and EEO Investigations [06/23/2023]

17. The following mandatory training sessions have reached 100% completion and have fulfilled FY 2023's Mandatory EEO training compliance:

- ✓ Structured Interviewing & Unconscious Bias (100% completion achieved in Q2, FY 2023)
- ✓ Sexual Harassment Prevention (100% completion achieved in Q4, FY 2023)

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 561

[This figure is available on the total line for your agency in the FY 2023 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 2023. 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. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1. [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

FISA (Payroll 127) and OPA (Payroll 131) is a functionally-merged government agency with a combined total of 561 staff members as of Q4 FY 2023, per the CEEDS reports. At the Executive Management (Commissioner, Assistant Commissioner) level, there are three (3) staff members, two (2) males and one (1) female. The Agency Head/Executive Director (Commissioner) is a Black/African-American male; of the two First Deputy Executive Directors (Assistant Commissioners), one is a White female and the other is a

White male. The respective salaries for all three members of Executive Management fall within a similar pay range, which appears to be commensurate with the scope of their respective responsibilities. Per the CEEDS reports, FISA-OPA has a combined total of in 229 staff members in the Job Group=MANAGERS and 74 staff members in the Job Group=Management Specialists. The predominant civil service titles with a managerial indicator=Y and/or identified as having managerial responsibilities are Computer Systems Manager, Administrative Staff Analyst, Executive Agency Counsel and Administrative Accountant, among other managerial titles. FISA-OPA also has a significant number of staff members in the Management Specialists and Science Professionals job groups who perform managerial and supervisory duties.

For the purposes of this FY 2024 EEO plan, a preliminary pay parity analysis exercise was conducted for the Computer Systems Manager title. This subset has either:

(i) a managerial indicator=Y and/or (ii) are identified as having managerial responsibilities as a Computer Systems Manager. As such, some CSMs with Managerial Indicator=Y may not have additional staff reporting to them, nor may they have managerial responsibilities.

The following is a synopsis of this analysis:

As per the CEEDS Report for Q4 FY 2023, FISA-OPA had a total of 59 staff members in Computer Systems Manager, hereafter called CSM. Eighteen (18) CSMs are identified as female. Forty-one (41) are identified as male.

From the 41 male CSMs, 20 are Asian, 16 are White, three (3) are Black/African-American, two (2) are Hispanic and zero (0) are American-Indian. The average salary is \$157,827.44 and the median salary is \$154,348.00.

From the 18 female CSMs, eight (8) are White, eight (8) are Asian, two (2) are Black/African-American, zero (0) are Hispanic and zero (0) are American-Indian. The average salary is \$158,026.72 and the median salary is \$160,994.00.

Based on the CEEDS reports from previous fiscal years, the Agency has had some challenges with addressing the underutilization of females, Blacks/African-Americans and Hispanics in the Managers and Science Professionals job groups. Note for Q4 FY 2023, the Agency was able to mitigate the underutilization of Blacks/African-Americans in the Managers group and Females in the Science Professionals group. Regardless, a further analysis of females and minority groups specific to the Computer System Manager title produced the following:

- There are twelve (12) female CSMs with 10-20 years of service. The average salary is \$154,265.67 and the median salary is \$153,052.50.
- There are three (3) female CSMs with 20-30 years of service. The average salary is \$169,629.67 and the median salary is \$171,876.00.

- There are three (3) female CSMs with 30 years or more of service. The average salary is \$161,468.00 and the median salary is \$173,905.00.
- Regarding the two (2) Black/African-American female CSMs, they each have over 20 years of service. Both the average salary and the median salary is \$171,938.00.
- Per the CEEDS Reports as well as the NYCAPS Employee Demographics Report, there are no female CSMs that have self-identified as Hispanic or American-Indian.

Justifiable reasons for the diverse range of pay amongst the 18 female CSMs are possibly attributable to one, or a combination of the following:

- Scope of managerial responsibilities
- Number of staff members assigned
- Earnings/compensation measured based on the quantity and/or quality of production
- Education, training or experience

At FISA-OPA, all discretionary positions are posted in various places which serve to target minorities to both attract a wider pool of candidates and, in hopes to improve underutilization by finding interested and well-qualified candidates. FISA-OPA shares all of its discretionary job postings with the following recruitment organizations:

- Linked In
- Indeed
- Monster
- Dice
- Black Data Processing Association
- Society for Women Engineers (SWE)

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews. FISA-OPA continues to provide all employees with information regarding civil service exams, career opportunities in City government and career counseling.

The difficulty with addressing the underutilization that exists at the agency for instance, in the managerial group is that all the managerial titles that the agency is currently authorized to use have active civil service lists in existence. As such, targeted recruitment is nearly impossible for underutilized groups since the Agency cannot

advertise the managerial positions to outside organizations, and since the Agency cannot hire candidates that are not permanent or reachable on an active civil service list for the title(s).

Going forward, FISA-OPA intends to conduct additional pay parity analysis on other civil service titles to determine if any corrective action is required.

2. During first quarter of FY 2024, as well as the third quarter of FY 2023, FISA-OPA's Administration Unit distributed information to remind staff that they can use NYCAPS ESS to review and update their Emergency Contact Information.

For the remaining quarters of FY 2024, the agency will continue to 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 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. The Agency's Human Resources Office and EEO Office meet on a quarterly fiscal year basis to assess any underutilization identified and/or selections made that adversely impact EEO Job Groups, such as women and minorities. During these collaborative sessions, FISA-OPA's Diversity Workforce Dashboard Report' is compared to the 'NYCAPS e-Hire Interview Log Report' as well as the 'EBPPP961 CEEDS Workforce Report. The HR and EEO Offices also consult with Agency Executive Management to discuss and address other factors that may present challenges to resolving underutilization of women and minorities, and/or impacting Selection (Hiring and/or Promotion), such as the City's recovery efforts from the COVID-19 pandemic, high attrition, citywide budget restraints, headcount reductions, numerous budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, lack of competitive salaries in comparison to the private sector, the absence of a citywide telework policy, the need for rare technical skillsets and other upcoming policy updates that may impact the Agency's operations.

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources

that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews. FISA-OPA continues to provide all employees with information regarding civil service exams, career opportunities in City government and career counseling.

The difficulty with addressing the underutilization that exists at the agency for instance, in the managerial group is that all the managerial titles that the agency is currently authorized to use have active civil service lists in existence. As such, targeted recruitment is nearly impossible for underutilized groups since the Agency cannot advertise the managerial positions to outside organizations, and since the Agency cannot hire candidates that are not permanent or reachable on an active civil service list for the title(s).

- 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 2024

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

FISA-OPA will continue to execute DCAS-issued assessment analyses, climate survey(s) and where required, other relevant data collection/analysis/reporting which will focus on identifying and eliminating possible risks and/or conditions specific to the "Stop Sexual Harassment in New York City Act" and local laws 93, 95, 96 and 101, as well as the Pay Equity and the Recruitment & Retention directives per local laws 27 and 28.

The following training sessions have been targeted for deployment in FY 2024:

- Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members)
- IgbTq: The Power of Inclusion Training (all staff members)
- Sexual Harassment Prevention (all staff members)
- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV;EO85 (all staff members)
- ePerformance-NYCAPS (all staff members)
- Progressive Discipline (Managers and Supervisors)
- Fire Safety Training (all staff members)
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors)

Diversify our workforce demographic

- FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2024. FISA-OPA Human Resources will continue to send out monthly Notices of Examination for all Civil Service Exams open for filing. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. HR also holds periodic meetings with groups of staff members with questions about civil service lists and titles. HR advises employees which exams they should be filing for and serves as a resource for employees for information.

Succession Planning

- FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees' skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. For instance, in FY 2023, FISA-OPA management recognized the leadership talents of four (4) female staff members, one of whom is Black and the other, Hispanic. Through the City's established interview and hiring process, each of the female staff members were appointed to managerial positions, either through promotion within the same Division, or appointment to oversee another a Work Unit within FISA-OPA. During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees.

- During FY 2024, FISA-OPA management will continue to:
 - ✓ Identify those with the potential to assume greater responsibility in the organization.
 - ✓ Provide critical development experiences to those that can move into key roles.
 - ✓ Engage the leadership in supporting the development of high-potential leaders.

Target Work Units for FY 2024 succession planning efforts include the Agency's Technology Operations Division, Risk Management Division and the Payroll Banking and Accounting Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

Mentoring and leadership opportunities

- FISA-OPA sees intrinsic value in promoting an equitable and inclusive work environment that encourages employee participation, project collaboration and the exchange of ideas. In FY 2023, such mentorship activities were conducted within the Agency's Call Center Work Unit, the HR/Payroll Help Desk Work Unit, and the Technical Operations-Technical Services Work Unit. Their respective collaborations are ongoing into FY 2024. FISA-OPA will make efforts to continue to pair together experienced division managers with non-managerial employees , All Employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees may be appointed to team lead and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

For FY 2024, EEO will collaborate with HR to identify potential employees and/or other work units that could benefit from mentoring and leadership opportunities. The initiative is targeted to commence in Q3 FY 2024.

❖ **Workplace:**

FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City's EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA will train all new staff in VDT/Right to Know, Security Awareness, and Workplace Violence Prevention. FISA-OPA also plans to schedule the following training sessions in FY 2024 that support the City's DEI initiatives and improve supervisory skills for managing a diverse workforce:

- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV; EO85 (all staff members)
- ePerformance-NYCAPS (all staff members)
- Progressive Discipline (Managers and Supervisors)
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors)

For the FISA-OPA's professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. Out of the forty-one (41) available licenses, seventeen (17) employees or just over 3% of the Agency's workforce is actively using LinkedIn Learning. EEO will partner with HR to promote awareness of LinkedIn Learning and its various professional development courses. The Agency will continue to encourage staff to learn new skills that enhances their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.

- Our managers, Career Counselors, and the EEO Office will continue to have an open-door policy. Staff can use any of these avenues to get advice or to raise any issues.
- FISA-OPA will continue to stay current with EEO and Diversity training requirements provided by DCAS's Office of Citywide Equity and Inclusion. Over the past few years FISA-OPA has trained its staff on the Diversity and Inclusion CBT, the Basic EEO CBT, Structured Interviewing and Unconscious Bias, Transgender Inclusion, and how to do effective performance evaluations. For FY 2024, FISA-OPA staff will be scheduled to complete mandatory "Sexual Harassment Prevention Training," "Everybody Matters: EEO and Diversity & Inclusion Training" "IgbTq: The Power of Inclusion Training," and "Fundamentals of Supervision" all via e-Learning.

❖ **Community:**

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

- For FY 2024, the agency has combined target goal for both FISA and OPA to increase the percentage of contracts awarded to M/WBEs by 5%.

- In Q1 FY 2024, 38.46% of FISA's contracts were awarded to M/WBE vendors. The value of these contracts was 21.91% of FISA's procurement spend. FISA's M/WBE \$ as a percentage of total City M/WBE spend in Q1 FY 2024 was 0.66%, which represents a total of 50 out of 102 contracts awarded to M/WBE businesses.
- In Q1 FY 2024, 20% of OPA's contracts were awarded to M/WBE vendors. The value of these contracts was 0.54% of OPA's procurement spend. OPA's M/WBE \$ as a percentage of total City M/WBE spend in Q1 FY 2024 was 0.01%, which represents a total of 1 out of 5 contracts awarded to M/WBE businesses.

In order to learn of other ways FISA-OPA can increase its percentage of awarded contracts to M/WBEs, the Agency's EEO Office will also seek to attend M/WBE events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC). The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

❖ **Equity, Inclusion and Race Relations Initiatives:**

FISA-OPA's EEO Office with the Agency Head's authorization will continue to send periodic messages that support Equity, Diversity and Inclusion principles. Throughout FY 2023, FISA-OPA consistently distributed EEO-related information such as the City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy and all EEO-related information and resources.

- ✓ In Q2 FY 2024, FISA-OPA's EEO Office will announce to all staff members via email, that all levels of FISA-OPA leadership, managers and supervisors must conduct mandatory EEO Policy Review meetings with their respective staff members. The EEO Office will use www.surveymonkey.com to capture confirmation that these meetings with staff members occurred. The EEO Office's contact information is always provided as part of every email correspondence.

In FY 2024 FISA-OPA's EEO Office will also:

- Continue to participate in the City's Gender Equity Interagency Partnership sessions
- Continue to incorporate the Agency's Diversity and Inclusion efforts to the goals and responsibilities of managers and supervisors
- Consider either: (i) scheduling a "Come Talk with the EEO Officer Day," or (ii) do an agency-wide email distribution called "Send us your Diversity, Equity & Inclusion Suggestions or Concerns"
- Continue to encourage and support new and existing Employee Resource Groups (ERGs)

- Continue to highlight the Agency's progress and success to promote diversity and equity
- Make every effort to actively participate in the City's EEO and Diversity & Inclusion Community to learn and share best practices
- Consider distributing a new Employee Engagement Survey during FY 2024
- Distribute to all agency staff, any DEI-related information, events and resources from the Mayor's Office of Equity and its associate Commissions, such as the Commission on Gender Equity.
- Attend DEP's Zoom webinar called "International Day for the Remembrance of the Slave Trade and its Abolition" on 08/30/2023
- Attend The Mayor's Office END DV/GBV training webinar called "Introduction to Domestic and Gender-Based Violence" training on 09/21/2023
- Attend the 2023 DCAS HR and EEO Conference, being held from 09/26/2023-09/29/2023

2. Planned Programs, Initiatives, Actions

A. Workforce

FISA-OPA recognizes that employees are at the foundation that helps strengthen comradery and accomplish the goals of any organization, The Agency appreciates the importance of fostering a diverse and inclusive workforce that allows employees to demonstrate their expertise, ideas and open dialogue to present various perspectives towards completion of goal-oriented work assignments. With the agency's workforce becoming more multi-cultural, increasingly multi-generational and motivated to keep pace with ever-evolving technology, FISA-OPA reaffirms its commitment to improve equity and career growth opportunities for both its current and prospective employees.

To address underutilization in FY 2024, FISA-OPA will continue to expand internal and external applicant pools through outreach resources geared at broader recruitment, such as working with HR to find new job boards that focus on opportunities for minorities and women.

FISA-OPA will continue to notify and encourage its employees to prepare for and take open-competitive and promotional civil service exams.

In collaboration with HR, the EEO Office will review the quarterly workforce diversity reports and dashboards in order to identify and assess any specific job groups where underutilization may exist, and then develop a contingency plan to improve recruitment and retention activities accordingly.

FISA-OPA will also use the DCAS Retirement Forecasting tool to assess the impact of the impending retirement of employees, then devise and implement strategies to facilitate sufficient knowledge transfer, in order to mitigate potential loss in productivity, or gap in talent.

FISA-OPA will continue to integrate succession planning in the agency's activities with the goal of fortifying our workforce pipeline, and facilitate a seamless transition and continuity of service, especially for critical managerial positions.

FISA-OPA will make every effort to ensure that all employees receive an opportunity to improve their professional development and career growth. The EEO Office will collaborate with the HR Office on a quarterly basis to gauge that pay and promotions are equitable.

Workplace

[Select the options that apply to your agency.]

Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing and potential ERGs:

1. FISA-OPA Book Club
2. Annual Agency Health Challenge Group
3. Chess
4. Dungeons & Dragons
5. Exercise Class (plan to resume)
6. Knitting
7. Meditation (plan to resume)
8. Yoga

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

FISA-OPA's EEO Office, HR Office and Communications Team will continue to coordinate the distribution of agency-wide announcements that reaffirm our commitment to the City's Diversity and EEO Policy and Program.

B. Community

In FY 2024, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

- Promote participation with minority and women owned business enterprises (MWBES)

For FY 2024, the agency has combined target goal for both FISA and OPA to increase the percentage of contracts awarded to M/WBES by 5%.

During FY 2024, the Agency's EEO Office will also seek to attend M/WBE events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC) which could provide more insight about additional ways FISA-OPA can increase its percentage of awarded contracts to M/WBES. The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

V. Recruitment

A. Recruitment Efforts

Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

In FY 2024, FISA-OPA will continue to make use of a number of best practices and resources to retain and build a diverse and inclusive workforce. These include but are not limited to, announcing and encouraging employees to take civil service exams, posting discretionary positions, employing the CEEDS and Workforce Diversity reports to assess and plan recruitment efforts and provide training and tools to hiring managers such as Structured Interviewing and Unconscious Bias and Interview Process tips.

EEO in collaboration with HR, regularly reviews the Applicant Interview Log to monitor job applicants' self-identification trends, identify the demographic population regarding hiring managers' final recommendation/candidate to hire, and determine whether the recruitment sources are proving effective in providing the Agency with a more diverse pool of potential candidates.

FISA-OPA will continue to post all job notices on both the City's website, Jobs NYC and also the Agency's intranet site on SharePoint. In addition, FISA-OPA will also encourage staff to seek career growth through such avenues as mentorship, applying for posted vacancies, and professional development.

Both the HR Office and the EEO Office at FISA-OPA will continue to engage strategies to expand the Agency's recruitment efforts. Currently, FISA-OPA's Director of Human Resources, Ms. Kristel Simmonds-Cobb, serves as the Career Counselor. Along with Senior Director of Human Resources & Training Ms. Diana Bicchetti and members of the HR Team, they have deployed measures to better promote awareness of career growth opportunities within the Agency. FISA-OPA's Human Resources Office makes every effort to ensure that hiring processes are consistent with the City's recruitment policies, procedures and practices.

During FY 2024, FISA-OPA's EEO Office and the Human Resources Office will make every effort to collaborate with internal and external agency partners towards fortifying recruitment efforts. Such activities include:

Ensuring that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing & Unconscious Bias training, and Everybody Matters EEO and Diversity and Inclusion Training.

Attending recruitment and hiring hall events, based on the job categories being targeted and the Agency's job vacancy/headcount allotment, as determined by OMB.

Broadening the Agency’s participation in internship and fellowship programs geared towards attracting and hiring talent from diverse backgrounds.

Consider inviting potential job seekers to a Job & Career Fair at FISA-OPA’s office.

B. Recruitment for Civil Service Exams

Due to recent headcount reductions and hiring freeze, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

On a monthly basis, Human Resources sends out to the entire agency a list of exams open for filing – both open competitive and promotional opportunities. In addition, HR reaches out individually to staff who do not have a permanent title, who are serving provisionally in a title for which an exam is being offered or are serving in a title eligible to file for a promotional exam. The agency is confident that the outreach taken and communication about civil service exams is adequate and effective.

Event Date	Event Name	Borough
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams:

Due to recent headcount reductions and hiring freeze, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events in FY 2024. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

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

C. Recruitment Sources

At FISA-OPA, all positions are posted in various places which serve to target minorities to both attract a wider pool of candidates and in hopes to improve underutilization by finding interested and well-qualified candidates. The Agency will continue to post any job vacancies on the City's official job website, Jobs NYC.

For FY 2024, the EEO Office will consult with HR to determine if it's feasible to also post job vacancies with the following educational institutions:

1. CUNY and SUNY: A solid level of interest from students at these universities could be leveraged since many of the students reside in the metropolitan area.
2. VetConnect Program: This is offered by the Mayor's Office of Veteran's Services.
3. NYC AtWork Program: This is offered by the Mayor's Office for People with Disabilities.

For discretionary vacancies only, the following websites appear to allow FISA-OPA job postings to be available to a more diverse population of applicants. In the past, FISA-OPA was not able to easily track the job site source of candidates who applied. FISA-OPA can now periodically review the e-Hire applicant data report available through NYCAPS LRS, which should better help us assess the impact of our job postings via external recruiting sources.

- ✓ LinkedIn.com
- ✓ Indeed.com
- ✓ Monster.com
- ✓ Dice.com
- ✓ Indeed.com
- ✓ Glassdoor.com
- ✓ Black Data Processing Association of New York: <https://bdpa-ny.org/>
- ✓ Society for Women Engineers (SWE): <https://swe.org/>
- ✓ Women in Technology International: <https://witi.com/>

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	4	1, Female, Black/African-American 1, Female, Asian 2, Male, Asian	M <u>2</u> F <u>2</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify): Silver Stars Program	2	2, Male, White	M <u>2</u> F <u>0</u> 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 2 [number] 55-a participants. [Enter '0' if none]
- There are 1 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 1 [number] new applications for the program were received and 1 participants left the program due to [state reasons] Retired.

Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reductions, additional budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2024 are:

1. Attend 55-a training sessions and symposiums
2. Distribute 55-a information to Agency Staff

These goals are the same as last year.

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.

The Agency EEO Officers, Margaret Withers (FISA) and Lois Valero (OPA) also serve as FISA-OPA's 55-a Program Coordinators.

VI. Selection (Hiring and Promotion)

Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

A. Career Counselors

In FY 2024, FISA-OPA's Career Counselor Ms. Kristel Simmonds-Cobb, will continue to share opportunities for internal transfers, promotions, professional advancement, civil service exams announcements and other resources geared towards employees' ongoing career growth. Such strategies to be employed will include:

Reviewing policies, procedures and practices related to hiring, such as distributing job vacancy postings to all employees

Endorsing opportunities for promotions and internal transfers via agency-wide announcements and by coordinating transitional workforce realignment with the relevant department/division managers

Coordinate professional development sessions and resources in collaboration with FISA-OPA's Training & Development Director.

Encourage employees to take advantage of the Agency's Training and Professional Development resources as aids towards improving their respective skills, knowledge and job performance, thereby expanding their career opportunities.

Deliver and explain information about the City's civil service process to all employees, and when needed, facilitate technical assistance when applying for civil service exams.

Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.

Assist employees with assessing and creating a strategic plan that's focused on their respective career path aspirations.

Provide employees with access to the Agency's resources and support to help with targeted job searches, effective resume preparation and job interviewing techniques, as well as internship or fellowship exploration.

B. New Hires and Promotions

In FY 2024, FISA-OPA's Career Counselor and Human Resources Office will continue to foster employee advancement and facilitate internal transfers (if qualified and selected), inform employees of opportunities for promotion, announce upcoming civil service exams and informational civil service sessions and share resources with employees that aid their career growth. Such activities will include:

Collaborating with the Agency's Training & Development Director, Ms. Glenis Patterson to leverage available online, on-demand and/or classroom training sessions to improve employees' knowledge and skillsets, which can aid with overall job performance and expand potential career avenues.

Consult with employees about their career aspirations and then guide them to formulate an action plan towards their professional growth.

Actively connecting to networks of underrepresented groups as part of FISA-OPA's outreach.

Contacting the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.

On a quarterly basis, reviewing and analyzing the demographics race\ethnicity and gender for

those who received the promotion\salary raises to ensure such practices are equitable.

Perform a Pay Parity Analysis of civil services titles where underutilization based on gender and ethnicity are evident; address/present such findings to the Agency Head and Human Resources to determine strategic course of action.

C. EEO Role in Hiring and Selection Process

In FY 2024, 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 during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- 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 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

- 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 2024.
- The agency will analyze the impact of layoffs or terminations on racial, 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

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	All employees – Biennially (Cycle 2 must be completed by March 31, 2025) All new hires within 30 days of coming on board.	Approximately 561 FISA-OPA staff members; training will be scheduled every 2 years	Q3 FY 2024
2. Sexual Harassment Prevention	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024) All new hires within 30 days of coming on board.	Approximately 561 FISA-OPA staff members; training will be deployed every year.	Q4, FY 2024
3. IgbTq – Power of Inclusion	All employees - Biennially (must be completed by March 31, 2024) All new hires within 30 days of coming on board.	Approximately 561 FISA-OPA staff members; training will be scheduled every 2 years	Q3, FY 2024
4. Disability Awareness and Etiquette	Tentative: All employees	Approximately 561 FISA-OPA staff members; training will be scheduled every 2 years	Q4, FY 2024
5. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All FISA-OPA Managers, and Supervisors	Mandatory training will be scheduled every two years for all	Q1, FY 2025

	All new-hire Managers and Supervisors, within 30 days of coming on board.	FISA-OPA Managers and Supervisors; target number will be based on actual count at time of training session.	
6. Other (specify) From Microaggressions to Microaffirmations	Tentative: All employees	Approximately 561 FISA-OPA staff members; training will be scheduled every 2 years	TBD
7. Other (specify) End Gender Based Violence: Workplace Violence Prevention Training (per EO 85)	Tentative: All employees	Approximately 561 FISA-OPA staff members; training will be scheduled every 2 years	TBD
8. Other (Specify) Progressive Discipline Training	All FISA-OPA Managers, and Supervisors.	Target number of class participants will be based on actual count at time of training session(s).	FY 2024
9. Other (Specify) ePerformance-NYCAPS Training	All employees	Approximately 561 FISA-OPA staff members.	Q1-Q2, FY 2024
10. Fire Safety Training	All FISA-OPA Staff	Approximately 561 FISA-OPA staff members.	Q2, FY 2024
11. C1044: Fundamentals of Supervision	All FISA-OPA Managers, and Supervisors.	Target number of class participants will be based on actual count at time of training session(s).	FY 2024

<p>12. Other (specify) Conflicts of Interest training, DOI Corruption Awareness training</p>	<p>All FISA-OPA Staff</p>	<p>Approximately 561 FISA-OPA staff members.</p>	<p>Specific training schedules will be set by the Training Department. Our training target also includes the scheduling/provision of training to newly hired managers or supervisors within 6 months of coming on board.</p>
<p>13. Other (specify) VDT/Right to Know training; Security Awareness training (e-learning)</p>	<p>All FISA-OPA Staff</p>	<p>Approximately 561 FISA-OPA staff members.</p>	<p>Specific training schedules will be set by the Training Department. Our training target also includes the scheduling/provision of training to newly hired managers or supervisors within 6 months of coming on board.</p>

VIII. 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 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 grants or denies request 30 days after submission or as soon as possible.
- 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 :

FISA-OPA's Appeals Officer is Ms. Carri-Ann Crowe, Assistant Executive Director of Agency Operations. Ms. Crowe does not directly report to the Agency Head. Ms. Crowe reports to FISA-OPA's First Deputy Executive Director of Administration, Ms. Andrea Glick.

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.

FISA-OPA follows City's Reasonable Accommodation Procedural Guidelines by promptly addressing each reasonable accommodation request submitted to the EEO Office, engaging in cooperative dialogue with each employee, and complying with recommended timelines and deadlines for resolution. Any request for a reasonable accommodation is reviewed by the Agency and a decision is made within thirty (30) business days, once the employee provides all the supporting information and documentation. In certain time-sensitive circumstances, the review and decision on that specific reasonable accommodation request may be expedited.

During the cooperative dialogue process, the EEO Officer meets with the relevant employee to review/determine if their supporting documentation is satisfactory, and if required, also discuss accommodation options or alternatives. When necessary, the EEO Officer also meets with the relevant Work Unit Manager or Division Director to discuss whether there's potential undue hardship on or impact to the Agency's business operations. The process and activities for each reasonable accommodation request are formally documented and archived, including approvals, denials, and appeals.

In the event of a Reasonable Accommodation (RA) appeal, the employee is informed to submit their appeal to the FISA-OPA RA Appeals Officer, Ms. Carri-Ann Crowe, Assistant Executive Director of Agency Operations. If required, additional cooperative dialogue is facilitated with the employee. An RA appeal is reviewed and decided within fifteen (15) business days of said appeal by the RA Appeals Officer.

FISA-OPA also analyzes statistics regarding volume, trends, and speed of disposition re: EEO complaints and reasonable accommodations.

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 Executive Orders and Local Laws

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 6 – September 1, 2023 – August 31, 2024) 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 2023.

- 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 2024

List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

F. 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 4 runs from April 1, 2022, to March 31, 2024.

- 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.

Note: FISA-OPA shares leased office space and restroom areas with other business tenants in the building. The Agency will post notices about Transgender Restroom Access on bulletin boards, on the FISA-OPA intranet webpage (SharePoint), and within other office spaces under the Agency's control.

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.]

Neil Matthew
Print Name of Agency Head


Signature of Agency Head

_10/31/2023
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer, FISA [indicate if 'Acting' or 'Interim']	Margaret Withers	MWithers@fisa-opa.nyc.gov	212-857-7169
2.	Agency EEO Officer, OPA [indicate if 'Acting' or 'Interim']	Lois Valero	LValero@fisa-opa.nyc.gov	212-857-7248
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	N/A	N/A	N/A
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Rozaliya Gorelik	RGorelik@fisa-opa.nyc.gov	212-742-5940
5.	ADA Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
6.	Disability Rights Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
7.	Disability Services Facilitator	Carri-Ann Crowe	CCrowe@fisa-opa.nyc.gov	212-857-1500
8.	55-a Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
9.	EEO Investigator(s)	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
10.	Career Counselor(s)	Kristel Simmonds-Cobb	KSimmonds-cobb@fisa-opa.nyc.gov	212-742-5931
11.	EEO Training Liaison(s)	Glenis Patterson	GPatterson@fisa-opa.nyc.gov	212-857-1614
12.	EEO Counselors	Sherine Wright (FISA) Hiroko Miyamoto (FISA)	SWright@fisa-opa.nyc.gov HMiyamoto@fisa-opa.nyc.gov	212-857-1253 212-857-1119

		Ajit Abraham (FISA)	AAbraham@fisa- opa.nyc.gov	212-857-7234
		Rudolph Phillips (OPA)	RPhillips@fisa- opa.nyc.gov	212-857-7141
		Angela Roberts (OPA)	ARoberts@fisa- opa.nyc.gov	212-857-7153
13.	Other (specify)	N/A	N/A	N/A

Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

FISA-OPA:

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant’s appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following:

[Include this information for each individual training program within your agency that was completed in FY 2023. The table below can be duplicated. If your agency does not have a training program, write “N/A”]:

FISA-OPA maintains information regarding training courses which have been attended by agency staff members. Employees are offered training throughout the calendar year for both required and voluntary trainings. Oftentimes, the agency will also suggest staff attend additional training if the current workload requires or if there is a change in technology which our employees must be familiar with in order to perform their duties.

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	N/A
# of applicants who completed the program	N/A
# of applicants who passed and graduated from the program	N/A
# of applicants who passed but did not graduate from the program	N/A
# of applicants who did not pass or graduate from the program	N/A
# of applicants who accepted any appointment offered based on graduation from the program	N/A

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Due to recent headcount reductions, both FISA and OPA did not have a surplus of vacant positions that would warrant the attendance at recruiting events during FY 2023. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	\$0
Brooklyn	\$0
Manhattan	\$0
Queens	\$0
Staten Island	\$0

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY 2023.

Due to recent headcount reductions, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

On a monthly basis, Human Resources sends out to the entire agency a list of exams open for filing – both open competitive and promotional opportunities. In addition, HR reaches out individually to staff who do not have a permanent title, who are serving provisionally in a title for which an exam is being offered or are serving in a title eligible to file for a promotional exam. The agency is confident that the outreach taken and communication about civil service exams is adequate and effective.

Event Date	Event Name	Borough
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]

FISA-OPA does not prepare materials for open-competitive or promotional civil service examinations. It is the agency’s understanding that preparatory materials (as well as courses to take) for these examinations are available at the various union offices for which the titles are covered by.