

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

Fiscal Year 2025

**Mayor's Office of Criminal Justice
(MOCJ)**

Table of Contents

I. Recognition and Accomplishments	5
II. Workforce Review and Analysis	5
III. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025	7
V. Recruitment.....	10
VI. Selection (Hiring and Promotion).....	14
VII. Training.....	16
VIII. Reasonable Accommodation	17
IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	19
X. Audits and Corrective Measures	22
XI. Agency Head Signature	23
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *	24

BACKGROUND

At the beginning of FY 2024, MOCJ became its own agency in that it was given a budget code (budget code 128) to better support the fiscal operations of the agency, including the contracting and allocation of funding for a variety of criminal justice services (some of which are Constitutionally mandated). However, per the City Charter, MOCJ is and remains a part of the Mayor's Office. As the City continues to discuss and determine how it is going to define Agency 128 responsibilities as opposed to those that will remain part of the Mayor's Office at large, MOCJ will review its policies to meet the needs of our team and what is required of us in our agency capacity. Accordingly, some of the responses here may evolve/change as we get more clarity on the types of initiatives (e.g., employee resource groups (ERGs), townhalls) that we will undertake for MOCJ and which we will participate in under the Mayor's Office's guidance.

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

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on all matters relating to the maintenance and improvement of a fair and equitable justice system. Recognizing that public safety cannot be achieved by law enforcement alone, MOCJ brings together community and institutional stakeholders to address the systemic issues that undermine the safety and stability of our neighborhoods. We work to move our city forward by providing better resources and expanding access to the supports needed to maintain healthy communities and improve public safety for all New Yorkers. As the Mayor's eyes, ears, and hands when it comes to the criminal justice system, MOCJ is uniquely positioned to utilize data, identify gaps in services, review policies, and design solutions that effectively engage the system actors so that we remain the safest big city in America.

It is the unique opportunity MOCJ presents that draws talented, mission-driven individuals from diverse backgrounds and training to City service. Our staff brings together seasoned former practitioners, architects, social workers, researchers, the justice involved, community organizers, and more to Get Stuff Done. As the Director of this talented crew, it is not lost on me that I have a responsibility to curate the same fair and just work environment for our employees, we seek to create and improve for communities through our work every day.

In Fiscal Year 2024, with the Mayor's support, MOCJ undertook the work of becoming its own agency to better meet the needs of the New Yorkers we serve. In obtaining our own budget code, MOCJ received a key tool to ensuring that our contracting partners deliver on a wide range of services, including but not limited to: (a) indigent representation for individuals involved in the criminal or family court systems; (b) alternatives to incarceration and detention interventions; and (c) housing and reentry support. While creating an agency in the midst of a fiscal crisis was challenging, it also presented us with the opportunity to reimagine the office's operations and rebuild from the ground up. As we grow our own Human Resources and EEO teams, we are committed to ensuring that the structures we put in place lay the foundation for the office culture and climate we want to achieve.

We have a lot of work to do in this fiscal year as we build out our new agency infrastructure. As part of that build-out, I will continue the work we started when I was appointed in 2022, formalizing initiatives and policies that foster (1) an inclusive and diverse work environment, (2) collaboration, (3) workforce development, and (4) transparency. Our leadership team centers diversity and equal opportunity in our agency's development, hiring and retention strategies. Staff that is reflective of the diverse New York City we serve is the foundation for our training and support provided to our managers and supervisors to empower them to not only promote these fundamentals but provide the opportunity to create the change they want to see.

I recognize that fostering and maintaining an inclusive environment requires systems and processes that keep equity top of mind in all the work we do. Accordingly, as MOCJ's infrastructure comes online, we will develop and centralize the metrics needed to gauge our success and improve on our diversity and equity goals. Further, I will involve our EEO Officer, Tiffany Wong-Martinez at twmartinez@mocj.nyc.gov, Human Resources Diane Pizzariello at dpizzariello@mocj.nyc.gov, and Chief Operating Officer Candice Julien at cjulien@mocj.nyc.gov

in discussions around how to improve recruitment and retention, meet critical human resources needs, and strategic planning involving workforce retention and development. Even more so, I will ensure that supervisors and staff are given clear guidance on the Office's policies, their rights, and the best practices for handling EEO related matters.

I am grateful for the opportunity to build an agency that puts people first. Accordingly, EEO processes and policies, trainings, reports, and information relating to employee rights and expectations will not only be shared regularly by our EEO Officer but also displayed prominently on MOCJ's internal homepage. Staffers will be able to reach out with any EEO related questions or concerns at MOCJEEO@mocj.nyc.gov. As a reflection of this commitment, I will also provide a copy of this statement to all staff and share the agency's commitment to diversity, equity, and inclusion throughout the year.

I. Recognition and Accomplishments

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

1. Organized staff development trainings

- Microsoft 365 trainings were extended to all MOCJ staffers to increase proficiency in Excel Level I, II, Word Level I and II, PowerPoint Level 1 and II, and Outlook Level I.
- Fundamentals of Supervision was provided to MOCJ's leadership team to provide supervisors with critical knowledge and skills needed to be an effective manager.

2. Wellness Initiatives

- Purchased and distributed ergonomic chairs and standing desks for all employees
- Created and promoted participation by all staff in WellnessNYC's annual step challenge as part of MOCJ's team, the MOCJWalkers
- Installed updated water filtration stations across the Office

II. Workforce Review and Analysis

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

Total Headcount: 73

[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. MOCJ recently established its own agency structure and continues to build out access to Citywide systems, staff files, and the infrastructure needed to conduct analysis on compensation data and occupational segregation.
2. 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 EBEP210). [CEEDS REPORT NOT GENERATED IN FY 2024]

Unknown Race/Ethnicity _____ 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).

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

A. WORKFORCE

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

1. MOCJ will strategically coordinate it’s hiring, professional growth and fair selection practices to meet current workforce requirements.
2. Structured interviewing training for bias free recruitment, leadership development aimed at preparing diverse employees for leadership roles, and continued professional development training.
3. MOCJ will continue to develop, review, and adjust its hiring process as we cultivate an inclusive culture to ensure we are recruiting and retaining diverse candidates. MOCJ seeks to use inclusive job descriptions and agency culture, provide unconscious bias training for hiring managers, review options to cast a wider net for recruitment to seek diverse candidate applications and development partnerships to gain access to diverse talent pools.

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.]

MOCJ seeks to recruit using structured interviewing training for bias free recruitment, leadership development aimed at preparing diverse employees for leadership roles, professional development training, career counseling including civil service examination benefits and process.

MOCJ is working to consistently review performance and address underutilization, correct any mismatched skills, qualifications, and abilities.

[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.]

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.]

MOCJ will prioritize employee engagement as we continue to build out capacity to enhance agency workplace and cultural environments.

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

Planned Programs, Initiatives, Actions aimed at Workplace:

MOCJ has recently established its own agency structure and continues to build out recruitment efforts beyond NYC.gov. MOCJ has planned leadership training to support current and rising leaders as well as offering professional development training opportunities.

[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.]

[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

Please see note above with respect to the division of responsibilities for MOCJ between the Mayor’s Office and as Agency 128.

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.]

MOCJ implements a number of community-based programs including Supervised Release, Alternatives to Incarceration, and transitional housing. MOCJ also has the Office to Prevent Hate Crimes and the Office of Special Enforcement within its agency. MOCJ works with our partners to ensure that they are complying with all city requirements as it relates to DEI and EEO.

Our program providers are committed to diversity and has made efforts to hire people with lived experiences in the Criminal Justice system.

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.]

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; N/A

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.

As a new agency MOCJ is working toward developing strategies and practices to retain a diverse and inclusive workforce. MOCJ will identify language for job postings to ensure diverse and inclusive recruitment and draft a statement for inclusion on such postings. The language to be included in postings moving forward is as follows:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

Individuals with a disability or a disabled veteran may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting EEO at MOCJEEO@mocj.nyc.gov or MOCJHR@mocj.nyc.gov.

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.]

MOCJ is a new agency working toward attaining provisional compliance. **Please see note above with respect to the division of responsibilities for MOCJ between the Mayor’s Office and as Agency 128.**

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. Share job postings for vacant positions citywide.
2. Participated in 5 NYC Hiring Halls in each borough.
3. Share job postings through alumni, school, and affinity networks

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	6	6 Unknown	M __ F_6_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	4	4 Unknown	M __ F_4_ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	1	1 Unknown	M_1_ F__ Non-Binary __ Other __ Unknown
6. Other (specify):	0		M __ F__ 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 __N/A__.

[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.]

MOCJ recently named a Career Counselor who has set weekly office hours to discuss pathways of civil service exams to help team members set realistic and achievable goals. MOCJ scheduled leadership training to support employee's growth and development as leaders.

As a new agency, MOCJ aims to provide citywide training and educational opportunities to support and guide individuals in navigating their career paths.

As MOCJ's Human Resources Department grows and becomes more firmly established under Agency 128, MOCJ will work towards provisional compliance.

Please see note above with respect to the division of responsibilities for MOCJ between the Mayor's Office and as Agency 128.

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.]

MOCJ is currently building its hiring processes after the move from under the Mayor's Office to a stand-alone agency. The agency is working to provide leadership training to support the team that manages and hires new talent. Structured interview questions are set for all roles and job specific questions require review for integrity assessment screening prior to interviewing.

MOCJ thoroughly reviews all hires and promotions for equity across City comps and internally to maintain competitive salaries. MOCJ is working towards provisional compliance.

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.)	70	11/29/24
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.)		12/20/24
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	70	2/1/25
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		2/1/25
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	70	1/10/25
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		1/10/25
7. Disability Awareness and Etiquette	All employees – Annually	20	3/7/25
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers, EEO	15	2/21/25

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

- As part of the Mayor's Office in FY 2024, MOCJ was not mandated to submit this report separately. 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.

Please see note above with respect to the division of responsibilities for MOCJ between the Mayor's Office and as Agency 128.

As part of the Mayor's Office in FY 2024, MOCJ was not mandated to submit this report separately.

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.

As part of the Mayor's Office in FY 2024, MOCJ was not mandated to submit this report separately.

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.]

Deanna Logan
Print Name of Agency Head


Signature of Agency Head

5/29/2025
Date