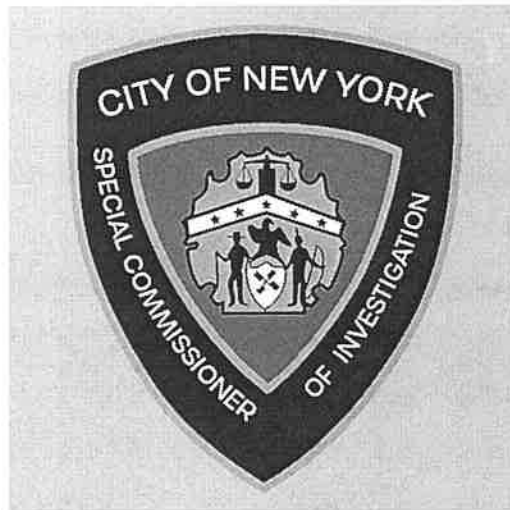


**Diversity, Equity, Inclusion and Equal  
Employment Opportunity (DEI-EEO) Plan**

**Fiscal Year 2024**

**Special Commissioner of Investigation for the  
New York City School District (SCI)**



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## **I. Commitment and Accountability Statement by the Agency Head**

SCI is committed to creating a diverse and inclusive workforce and is an equal opportunity employer. In accordance with the Citywide Equal Employment Opportunity (“EEO”) Policy, discriminatory treatment of, and employment actions against, City employees, contractors, interns, and applicants for employment based on actual or perceived categories is prohibited. Those categories are race/ethnicity, color, national origin, alienage, citizenship status, religion or creed, gender (including “gender identity” – which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior, or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction (in accordance with state and local law), marital status, partnership status, caregiver status, familial status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status, consumer credit history, and sexual or reproductive health decisions.

I affirm the principles of diversity, equity and inclusion, and equal employment opportunity and would like everyone to be mindful and conduct themselves with these same principles. I share with you the below additional statement so that you are aware of my commitment and accountability to inclusion with the hope that every employee of SCI will be mindful that your words and actions impact others, which we want to be positive.

SCI employees have a responsibility to be respectful of all our co-workers and members of the public, and I will hold all SCI employees accountable to that standard. Recognizing that the people of our agency are one of our greatest assets, we are committed to the recruitment, development, and retention of a diverse and inclusive workforce reflective of our City’s population. We expect all staff to promote a work environment that values equity, inclusion, and respect for all. I will hold all SCI staff accountable for ensuring that the agency does not discriminate against employees or applicants for employment and support diversity and inclusion initiatives by observing EEO regulations and actively working towards attaining those goals. I will drive accountability by integrating the EEO Officer in critical human resources decisions regarding workforce changes that might negatively impact any protected EEO group, including recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and strategic planning. Our 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 the DCAS Office of Citywide Equity and Inclusion. We will conduct discussions throughout the year and will take steps to review the goals we achieved at the end of the year.

During FY 2024, I disseminated this commitment statement, including a list of EEO professionals in the agency: EEO Officer, Ann Ryan and EEO Counselors, the Disability Rights Coordinator, Disability Services Coordinator and the Career Counselor and a copy

of the 2021 EEO Policy. These documents and other resources are also available on the agency's computer network.

Our EEO staff is available to provide input on personnel matters in addressing EEO, equity and inclusion, and diversity issues, and to investigate EEO complaints. Our EEO Officer, Ann Ryan, can be reached at [annryan@nycsci.org](mailto:annryan@nycsci.org) and 212-510-1493. Our EEO Officer works closely with DCAS's Office of Citywide Equity and Inclusion.

This statement is the same as last year.

This statement was 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. All SCI staff not on an extended leave or recently hired completed Sexual Harassment Prevention training — Cycle 5.
2. All SCI staff not on an extended leave or recently hired completed IgbT-q: the Power of Inclusion.
3. All SCI staff not on an extended leave or recently hired completed Disability Awareness and Etiquette.
4. Three individuals anticipated to be involved in the interview process took the DCAS provided Structured Interviewing and Unconscious Bias course as well as the Structured Interviewing: Utilizing Follow Up and Probing Questions course.
5. All new hires attended an EEO and Diversity Orientation as part of the on-boarding process.

## III. Workforce Review and Analysis

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

**Total Headcount: 50**

1. The agency has reviewed the current pay structure and confirmed that any employee covered by a collective bargaining agreement is being paid in accordance with that agreement.

We have reviewed and conducted an evaluation of the following leadership positions: First Deputy Commissioner, Deputy Commissioner, Chief Investigator, and Deputy

Chief Investigator. There is one individual serving in each title. While each position has a different salary, there is no pay disparity.

Last year, according to the ad hoc report of demographic data we received from DCAS, there was underrepresentation or underutilization as to Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator). The EEO Officer met with agency personnel, including human resources and the agency head, twice last year to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. We also held professional development training sessions for all available staff on conflicts of interest issues, advanced investigative interviewing techniques, forensic interviewing of children, and Autism Awareness for law enforcement officers.

2. In FY 2024, 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 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. The employees of SCI are paid through the DOE and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. As such, we do not receive any CEEDS Dashboard. DCAS was able to develop a substitute ad hoc report identifying our demographics and, in 2019, provided the then most recent DOE utilization report for all but one of the identified job groups. DCAS provided another utilization report for the remaining group, lawyers, not included in the DOE report and that group is too small to determine if underutilization, if any, is statistically significant. SCI is a small agency, and DCAS advised that we might not be able to draw any statistically significant conclusions and the ad hoc report should be used as one factor. Pursuant to SCI's requests, DCAS provides the ad hoc demographic report at least semi-annually, and the information provided is reviewed and analyzed by the EEO Officer and then discussed with the agency head and human resource personnel at SCI.

- 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.

**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:**

- Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, human resource staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

**❖ Workplace:**

- Foster an environment of inclusion and provide ongoing training to SCI employees.

**❖ Community:**

- Promote diversity and inclusion in its interactions with the public. Create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system.

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

- Provide staff with information about programs, resources, and activities where staff can learn more about different demographic groups and participate in events with affinity groups that have similar interests or backgrounds.

**2. Planned Programs, Initiatives, Actions**

**A. Workforce**

We will continue to review and possibly expand internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment. Over the last few years, we have diversified our recruitment sources by adding various outside investigative groups to our recruitment efforts and will continue to periodically review the information provided by applicants concerning how they heard of the job opportunity to evaluate the various recruitment sources. We regularly forward DCAS's monthly OCR newsletter which usually includes job announcements, civil service exam alerts, and information sessions to all staff.

The EEO Officer will continue to review and analyze trends and meet with human resources and the Agency Head semi-annually to review and discuss workforce composition data to assess demographic trends.

There is only one category that includes enough staff to be statistically significant. That is job group 10 – the Technician category – which contains various investigative titles including the field and intake investigators. We receive the ad hoc report containing our demographic data from DCAS, upon request, twice a year during the 2<sup>nd</sup> and 4<sup>th</sup> quarters. According to an analysis of the report, there is underrepresentation or underutilization as to the Technician category. The EEO Officer will continue to review the data and meet with human resources personnel and the agency head twice a year to discuss workforce composition and demographic trends and the effectiveness of our recruitment sources. This year, we will again provide professional development opportunities for all available staff.

**B. Workplace**

Each year, we circulate the City's EEO Policy to inform staff of their rights and protections under that policy. We also circulate the Reasonable Accommodation Process at a Glance and EEO Complaint Process at a Glance flyers. Those documents and other documents, such as, the DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodation Guidelines, are posted on the office shared drive.

We are a small agency and, consequently, there are limited resources and staff for Employee Resource Groups, a Diversity Council, and/or diversity programming within the agency. In connection with holidays and heritage months, at least three times a year, we will aim to continue to send emails to staff to share information relevant to the topic, programs, resources and/or activities. The anti-hate and anti-discrimination posters are posted in our pantry and a copy room.

We will also continue to review completed exit surveys to glean sufficient information to support possible new initiatives.

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

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

### **C. Community**

Last year, our goal was to create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system, and we disseminated our updated brochure to the DOE for its employees at trainings and for new employees. During the second quarter of FY 23, we were notified that it was added to the DOE infohub site. During the first quarter of FY 24, it was added to the updated onboarding process for new employees.

In FY 2024, 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)
- Conduct a customer satisfaction survey
- Expand language services for the public



## V. Recruitment

### A. Recruitment Efforts

SCI will continue to seek to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of potential candidates. The EEO Officer will continue to review the demographics of the applicants to assess whether the recruitment sources are yielding sufficiently diverse applicant pools and to expand them if necessary.

There is only one job group which contains enough employees to determine if recruitment efforts have statistical significance. We use and will continue to use the ad hoc report to identify underrepresentation or underutilization in that group to guide recruitment efforts. As to all job groups, diversity will be a factor to be considered. A member of human resources periodically sends office wide emails reminding staff to check the agency website for current job postings and forwards the DCAS recruitment newsletter.

All individuals involved in the hiring process have taken the DCAS provided Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses as well as the Disability Awareness and Etiquette training course. Anyone anticipated to become involved with hiring will also take those trainings.

### B. Recruitment for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current or anticipated opening(s) for a competitive class position.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
None		

List planned expenditures for FY 2024 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

### C. Recruitment Sources

1. Monster.com, which includes postings with its Monster Diversity Job Network partners. This source has resulted in applications but not recent previous hires.
2. Send, by email, job vacancy notices for the investigative titles to the NYC APOs with a request that they post the notices. This source has resulted in applications but not recent previous hires.
3. For the investigative titles, post the job with various professional and/or affinity groups, such as Association of Certified Fraud Examiners (“ACFE”); Association of Inspectors General; National Association of Women in Law Enforcement, and the National Association of Black Law Enforcement Officers and request that the jobs be posted on other affinity group job boards such as National Organization of Black Women in Law Enforcement Inc.; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and Policewomen’s Endowment Association. These sources have not resulted in recent previous hires; some of them have resulted in applications and we have decided to continue posting on them to obtain a larger sample.
4. SCI was added as an agency to the NYC Jobs website and can be searched by agency name. If SCI is clicked on, the searcher is taken to the employment page of SCI’s website. This source has resulted in applications but not recent previous hires.
5. The Chief-Leader. This source has resulted in applications but not recent previous hires.
6. LinkedIn. This source has resulted in two recent hires.

### D. Internships/Fellowships

We are a small agency with limited staff to supervise and direct interns as well as limited resources and do not intend to offer internship opportunities at this time.

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		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. 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 [number] 55-a participants.
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] N/A.

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.

If a competitive title job becomes available, the job vacancy notice will include the following language:

**NOTE: This position is open to qualified persons with a disability for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program.**

## VI. Selection (Hiring and Promotion)

### A. Career Counselors

The career counselor will circulate information to staff about civil service examinations and citywide vacancies, encourage staff to take promotional exams where appropriate and is available to assist staff with job applications. The career counselor circulates an email periodically to inform the staff to check to website for new and updated job postings.

### B. New Hires and Promotions

We publicly post announcements for all positions, including senior level positions. We also review, on a semi-annual basis, the demographics of those who received promotion/salary raises to ensure such practices are equitable and share the information with the Special Commissioner and Human Resources (by EEO Officer).

We ensure that members of the hiring panel and human resources are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. In conducting job interviews, we ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. If structural barriers are identified, where necessary we will develop action plans to eliminate identified barriers.

### 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 I 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

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

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 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

<b>Training Topic</b>	<b>Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)</b>	<b>Goal Number of Participants</b>	<b>Projected Dates</b>
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.)	50	3/31/2024
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.)	0	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	50	3/31/2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	0	
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	New hires as needed	Everyone 3/31/2025

6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	0	
7. Disability Awareness and Etiquette		New hires as needed	
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		As needed	
9. Other (specify)			
10. Other (specify)			

### VIII. Reasonable Accommodation

SCI is not on the DCAS tracking system. We internally track the requests. The EEO Officer communicates with the requestor beginning the cooperative dialogue and (where appropriate) the requestor’s supervisor in order to assess the reasonable accommodation request, to make a determination about the essential functions of the position, whether the accommodation is needed, and if needed, whether the accommodation would be effective, and if effective, whether providing the reasonable accommodation would remove an essential function of the position, or otherwise impose an undue hardship on the agency. Depending on the nature of the requested accommodation, the EEO Officer might also have conversations with the budget office and/or the Human Resource personnel. The cooperative dialogue continues until all possible accommodations are considered. After the possible accommodations are considered, the requestor is notified of the decision.

If a request is denied, the requestor is notified in writing of the denial. Included in that notification is a notice that the requestor may file an appeal with the Special Commissioner. Within 10 business days of receipt, the Special Commissioner, or her designee, First Deputy Commissioner Daniel Schlachet, will review and evaluate the reasonableness of the request, consult with the requestor, the EEO Officer and anyone else the Special Commissioner considers necessary (including the Law Department and/or DCAS). Within 15 business days of receipt of the appeal, the Special Commissioner will issue a written determination of the request and, if granted, the EEO Officer monitors the implementation of the accommodation.

The agency tracks and analyzes the requests and outcomes.

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- 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 or removal of an essential function of the position, 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 designee<sup>1</sup> : First Deputy Commissioner Daniel Schlachet
- 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.

## **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.

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<sup>1</sup> 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.

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

SCI does not have access to the tracking system. If there is sexual harassment complaint data to report, SCI will use DCAS's sexual harassment reporting template to submit it to DCAS.

- 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.
- 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.

## X. Audits and Corrective Measures

- 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 \_\_\_\_\_ 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
- Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect

The agency received a Certificate of Compliance from the auditing agency.

## XI. Agency Head Signature

Anastasia Coleman  
Print Name of Agency Head

Anastasia Coleman  
Signature of Agency Head

4/9/2024  
Date

## Appendix A: Contact Information for Agency EEO Personnel

**Agency EEO Office mailing address:**

Office of the Special Commissioner of Investigation for the NYC School District  
 80 Maiden Lane – 20<sup>th</sup> Floor  
 New York, NY 10038

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b>	Ann Ryan	annryan@nycsci.org	212-510-1493
2.	<b>Agency Deputy EEO Officer</b>	N/A		
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b>	N/A		
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Valerie Batista	vbatista@nycsci.org	212-510-1417
5.	<b>ADA Coordinator</b>	Whitley Privette	wprivette@nycsci.org	212-510-1420
6.	<b>Disability Rights Coordinator</b>	Whitley Privette		
7.	<b>Disability Services Facilitator</b>	Whitley Privette		
8.	<b>55-a Coordinator</b>	Whitley Privette		
9.	<b>EEO Investigator(s)</b>	N/A		
10.	<b>Career Counselor(s)</b>	Whitley Privette		
11.	<b>EEO Training Liaison(s)</b>	Ann Ryan Valerie Batista		
12.	<b>EEO Counselor(s)</b>	Richard Marin Jessica Villanueva	Computer Systems Manager Confidential Investigator	212-510-1436 212-510-1424
13.	<b>Other (specify)</b>			

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

**Agency Name:** Special Commissioner of Investigation for the NYC School District (SCI)

**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:

<b>N/A</b>	<b>Totals</b>
# of applicants enrolled in such program	0
# of applicants who completed the program	0
# of applicants who passed and graduated from the program	0
# of applicants who passed but did not graduate from the program	0
# of applicants who did not pass or graduate from the program	0
# of applicants who accepted any appointment offered base on graduation from the program	0

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

<b>Borough</b>	<b>Approximate Dollar Amount Spent (\$)</b>
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 FY2023.

<b>Event Date</b>	<b>Event Name</b>	<b>Borough</b>
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]

Not applicable