

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

Fiscal Year 2025

New York City Commission on Human Rights

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

The NYC Commission on Human Rights (NYCCHR) enforces the New York City Human Rights Law, one of the broadest anti-discrimination laws in the nation. The Commission fosters compliance with the City's internal EEO policy by ensuring that staff, employees, applicants for employment, contractors, consultants, interns, agency partners, and others understand their rights and protections, and that the policy is effectively implemented. The Commission has a venerable history of promoting dignity and equality for all In New York City. As the Chair & Commissioner, I've had the honor to deepen the agency's work advancing fundamental rights across the five boroughs since joining the agency in October of 2021.

I am proud of the Commission staff team that works every day to meet the needs of New Yorkers and implement the City's Human Rights law. The Commission's enforcement of the right to be free from discrimination, harassment, and unfair treatment continues to illuminate how disparities and divisions have fueled mistrust and hate, on the basis of race, color, national origin, religion, sexual orientation, gender identity and other categories protected by the Human Rights Law. To face these challenges, we emphasize trust building and prevention. Education, outreach, and engagement are some of our key prevention tools. Equity, dignity, and non-discrimination remain the cornerstone of our ongoing efforts to create conditions where all New Yorkers' can thrive. To ensure these foundational principles are well known, this year we released a "Commitment to New Yorkers," which emphasizes that "Diversity is the source of our city's strength. Honoring our differences, the Commission uses law, education, and community engagement to unify our city, even at our most challenging moments." This statement will drive our work in FY 2025, which will include implementation of new legal protections, a citywide survey of New Yorkers' experiences with discrimination, as well as the launch of revamped trainings. For the first time this year, CCHR is engaging in a racial equity assessment and planning exercise that provides additional opportunities to reflect and refine our commitment to equity and justice.

All of our work is made possible by a team that has a wide range of civil rights and human rights experience, and backgrounds, and speak 32 languages.

It is through our team's ongoing dedication that we have cultivated ties to community-based organizations, neighborhood and business association, faith communities, legal service providers, and other stakeholders that are essential to our work to ensure all New Yorkers can thrive.

The Commission remains steadfast in addressing the diverse needs of New Yorkers through our law enforcement, community relations, legislative and adjudicatory initiatives, and communications and marketing. We will continue to strengthen our efforts to foster inclusion, equity, empathy, and respect for all staff so that all of us, regardless of identity, can show up as our authentic selves and achieve success. To this end, I have made it a

priority to unite our staff through both formal and informal wellness and mindfulness activities, creating spaces for engagement, reflection, and strong relationship building. This dedication is exemplified by my ongoing commitment to bringing all staff together throughout the year, and particularly our annual outdoor all-staff wellness retreat scheduled for August 2024. I also routinely meet with community leaders and residents from New York's diverse communities, so that our presence is felt, and we meet New Yorkers where they are. Diversity, Equity, and Inclusion are essential; and they are the core of all of our work, both externally and internally.

Our Office of Equal Employment Opportunity works to fulfill our mission by ensuring that our workplace is free from unlawful discrimination and harassment, and that our employment practices align with all applicable policies, directives, and mandates. Additionally, our EEO office continues to develop and sustain strategic initiatives, such as an enhanced talent pipeline, increased opportunities for employee engagement and inclusion, greater access to opportunities for career building and development, and measures for succession planning and legacy building. The Commission's Chief EEO Officer is Medgine Sanon-Ellis, who serves as a resource for all agency staff regarding employment best practices and guidance, and her contact information is prominently available to all our employees. Mrs. Sanon-Ellis also serves as a point of contact regarding any questions, inquiries, concerns, or complaints regarding our EEO rights and responsibilities under the New York City EEO Policy and applicable law, and leads all staff trainings on these topics.

The Commission holds all staff accountable for fostering a workplace culture built on equity, fairness, and respect for all. To ensure this happens, we continue to require that all staff and interns take the EEO, sexual harassment prevention, inclusion and diversity, and LGBTQI training within 30 days of their start date. I will continue to partner with our Office of EEO to disseminate timely and relevant messaging that underscores my commitment to EEO, diversity and inclusion, and my expectation that all staff support the City's EEO policy, as well as to ensure that all are in compliance with the policies.

All of us are New Yorkers who have a vision for a City where human rights - dignity and equality are a reality for all. I am excited to have another year where CCHR shows up for New Yorkers and works with communities and sibling agencies to implement this vision. Together, I believe we can make the change we want to see in the world.

☐ This statement is the same as last year.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

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

II. Recognition and Accomplishments

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

1. Integrated Succession Planning:

The Commission incorporated succession planning into its activities in FY 24 and continues to build a talent pipeline, ensure smooth transitions, and maintain service continuity. The Commission is also continuing its work to ensure there is consistency in documenting processes and procedures for specialized tasks to better understand staff roles and plan for effective transitions.

2. Mandatory EEO Training Compliance:

The Commission achieved full compliance with all required EEO training for new staff. The required trainings include: Sexual Harassment Prevention, Citywide EEO Policy, a comprehensive four-part module covering Diversity and Inclusion, and LGBTQ: Power of Inclusion. The trainings required for all NYC employees are complemented by the Commission's own required Human Rights Law workshops.

3. Creating an Inclusive Work Environment:

The Commission has undertaken initiatives to foster an inclusive work environment that values diversity and focuses on talent retention at all levels. Over the last year, staff joined the EEO team to host a number of staff appreciation and cultural awareness events. CCHR's hiring committee has operationalize our dedication to attracting and retaining diverse staff members, and we are proud to have developed a more streamlined and inclusive approach to hiring and onboarded staff to several units, enhancing our language and outreach capacity. We honor the experiences, perspectives, and unique identities of our employees and are committed to creating a welcoming and equitable work environment. We have also refined our exit interview processes for departing staff so that feedback can inform leadership decisions. We will continue to use this feedback to enhance the work environment for all employees.

4. Enhancing Community Relations and Engagement:

We are proud of our staff's linguistic diversity, speaking over 30 languages across its different departments including Spanish, Haitian Creole, Arabic, Hindi, Urdu, Korean, Bengali, Russian, French and Chinese.. The Commission has a track record of collaborating with Work Well NYC, and continues to ensure employees have access to enjoyable and free wellness resources, including meditation classes and DEI training. We hosted a Staff Appreciation Celebration recognizing staff for service longevity and attendance. Additionally, our employee engagement committee organizes an annual

decorating competition where staff participate individually or in teams to compete for the best-decorated space.

On May 31st, the EEO Office held an in-office AAPI Heritage Month celebration, providing an opportunity for staff to gather and celebrate the rich cultures, traditions, and contributions of the AAPI community. In June, we marked Juneteenth with an in-office event that focused on acknowledging the significance of freedom and equality, while also participating in the NYC Pride March. At the march, a large group of CCHR staff distributed Commission resources along the parade route, showcasing our dedication to serving and embracing diversity in all its forms.

III. Workforce Review and Analysis

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

Total Headcount: 113

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

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.]

The Commission is committed to pay equity across the agency. . In FY24, CCHR conducted a comprehensive pay equity and disparity analysis to assess how equitable compensation is distributed across various roles, considering gender, race, job role, and experience.

Due to the Civil Service Availability used by Department of Citywide Administrative Services (DCAS), derived from the certified eligibility lists using the Social Worker title, CCHR believes the current underutilization analysis is flawed (as repeatedly articulated to DCAS). This is evidenced by CCHR only possessing six out of one hundred thirty-four titles - four of which are specific to the agency.

Regardless, the Commission will address underutilization and seek to ensure that historically underrepresented communities are able to join our team. Specific initiatives that the Commission will undertake include deepening the applicant pools for posted positions through broader outreach; encouraging applications for civil service exams and reviewing quarterly workforce data to inform recruitment. The Commission will also seek to address forthcoming retirement or gaps in talent through succession planning and creating pipelines for growth and advancement of current staff. A focus on developing the skills and capacity of current staff will include fostering coaching and mentoring and ensuring professional development programs and opportunities are available for staff, as well as placing a focus on staff wellbeing and mental health. The agency will also take steps to ensure pay and promotions are equitable.

We will continue to regularly review workforce data, ensure fair promotion practices, and collaborate with community organizations to foster a supportive and diverse workplace.

Pay Equity and enhancing staff diversity across all units are goals that are being further fleshed out as part of CCHR's inaugural Racial Equity Plan, developed in concert with MOERJ.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

Beginning with the on-boarding process our HR department, provides all new employees with the DCAS self-identification form. Our EEO office informs all new staff members of the City's EEO policies and procedures. In addition, our HR department will send reminders periodically via email to staff members, informing them that they will have the ability to update the status as needed.

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

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

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

Unknown Race/Ethnicity _1____ Unknown Gender__6____ Unknown Both: 7

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

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (___specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

- ☐ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

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

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

A. WORKFORCE

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

- O The Commission will continue to track and improve its hiring practices to ensure that we are recruiting, attracting and retaining diverse candidates. We will continue to create diverse and equitable job postings as well as utilize our hiring committee to ensure uniform candidate screenings occur for all vacancies. We will also continue to develop and sustain strategic initiatives, such as an enhanced talent pipeline, increased opportunities for employee engagement and inclusion, greater access to opportunities for career building and development, and measures for succession planning and legacy building.
- O We recognize that our diverse staff is our greatest asset, and we are committed to ensuring the recruitment, development and retention of staff that reflect the diversity of NYC. It is a goal that we keep at the forefront of our minds when we share our vacancies internally and externally with organizations, community partners and sibling agencies. We have the goal of developing a robust training program to encourage internal candidates to become informed and obtain experience that would make them the best prospects for promotion.

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

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.]

[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.]

Addressing Underutilization

1. Identification of Underutilized Groups:

- We have identified key job groups experiencing underutilization of women and minorities. These include females and black individuals in the social worker category and for attorney positions. We will focus on these areas to balance representation and ensure equal opportunities.

2. Utilizing Quarterly Reports and Dashboards:

- We will leverage quarterly reports and dashboards to monitor and analyze workforce composition and track progress. These tools will help us identify trends, measure the effectiveness of our initiatives, and adjust strategies as needed.

3. Partnership with Human Resources:

- Collaboration with the Human Resources Office will be essential. We will work together to refine recruitment practices, review job postings for inclusivity, and ensure that hiring processes are free from bias. Regular meetings will be held to align our efforts and address any emerging issues.

4. Targeted Recruitment Initiatives:

- We will enhance our targeted recruitment efforts by engaging with community organizations, attending career fairs, and expanding outreach to diverse talent pools. Special emphasis will be placed on promoting civil service exams to underrepresented groups to increase their participation in our recruitment process.

5. Professional Development for Existing Employees:

- To support career growth and retention, we will offer professional development opportunities, including mentorship programs, leadership training, and workshops focused on skill development. These initiatives will help current employees advance within the agency and prepare them for promotional opportunities.

6. Focus on Civil Service Exams:

- We will promote civil service exams within diverse communities and provide support for preparation, including informational sessions and study

resources. This will help ensure a wider and more diverse applicant pool for future vacancies.

Enhancing Equity, Inclusion, and Race Relations

1. Special Initiatives:

- We will introduce special initiatives aimed at enhancing equity and inclusion. This includes developing programs that specifically address race relations and creating spaces for open dialogue on these topics. In FY 24, CCHR relaunched the Anti-Black Racism working group that will provide a hub for ideas to advance racial justice internally and externally. This effort sits in tandem with our ongoing racial equity planning process, which is conducted in tandem with MOERJ. Additional programming will include a speaker series that can discuss a wide range of topics. Some examples of planned program are our upcoming lunch and learn series where we will invite speakers from diverse perspectives for the purpose of fostering inclusivity, education, and empowerment.
- We will also continue to collaborate with WorkWell to organize regular self-care workshops, meditation sessions, or stress-relief activities that focus on wellness and coping strategies.

2. Age Inclusivity and Non-Traditional Minorities:

- Our initiatives will include efforts to include non-traditional minorities and ensure age inclusivity. We will promote the value of diverse perspectives by actively recruiting and engaging older employees and those from non-traditional backgrounds. We continue to explore and leverage opportunities to work with youth and older New Yorkers through internships, partnerships with the Cabinet for Older New Yorkers, and other efforts.

3. Engagement of Traditional and Older Employees:

- We will involve traditional and older employees in inclusion efforts by encouraging their participation in diversity training sessions and discussion forums. Their experiences and insights will be invaluable in shaping our inclusive practices.

4. Inclusive Programs and Activities:

- Our programs will be designed to foster inclusivity across all age groups and backgrounds. This includes creating platforms for employees to voice their experiences and contribute to shaping our diversity and inclusion strategies.

The Commission remains committed to fostering an inclusive workplace and creating safe spaces for discussing and addressing barriers to equity and ongoing initiatives. We will continue to review and refine our policies, procedures, and practices related to

targeted outreach and recruitment. In addition to providing training, we plan to reestablish affinity groups akin to our employee engagement teams, offering staff a platform to share ideas, participate in team-building exercises, and nurture a sense of belonging. While this has been a goal for the agency in the past, we have not been able to launch the groups. We will assess the impact of these initiatives by creating a forum for staff to provide feedback on the employee engagement programs introduced at the Commission. We have identified barriers and created strategies for overcoming such barriers. Because our resources are limited, we are considering starting small and leveraging volunteer efforts from employees who are passionate about these causes.

Furthermore, we will persist in conducting exit interviews with departing staff to better identify and address workplace issues, aiming to enhance our work environment and improve staff retention.

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.]

- It is of the utmost importance that we provide our employees with an environment that values and creates space for diverse experiences, education and thoughts.
- Ensuring EEO team involvement in the hiring and promotional processes, including reviewing job postings, offering trainings for department heads and hiring managers on best practices, recruitment, and interviews.
- Conducting EEO managerial performance evaluations.
- Conducting annual performance evaluations.
- Maintaining an active employee engagement committee.
- Continuing to provide professional development opportunities through DCAS, and where possible and appropriate, specific skill-based trainings. In FY24, Our Law Enforcement Bureau led a writing workshop for attorneys, as one example

[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:

[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.]

To foster an inclusive workplace culture, enhance equity, and address race relations within our agency, we are undertaking a range of specific actions and initiatives:

Creating an Inclusive Workplace Culture

1. Modeling Inclusive Language:

- **Job Postings:** We will incorporate inclusive language in all job postings, including preferred pronouns and age-inclusive terms. This will ensure that our postings reflect respect for diversity and appeal to a broad range of candidates.
- **Internal Communication:** Staff communications and official documents will use inclusive language to reflect diverse identities and promote a respectful work environment.

2. Celebrating Heritage Months:

- We will actively celebrate heritage months and other cultural observances by organizing events, discussions, and educational activities that highlight diverse cultures and experiences. This includes recognizing and supporting events such as Black History Month, Hispanic Heritage Month, AAPI Heritage Month, Disability Unite Festivals, and LGBTQ+ Pride Month.

3. Accessibility of Worksites and Meetings:

- All workspaces and meetings will be designed to be accessible to employees with disabilities. We will ensure that physical spaces are compliant with accessibility standards and that virtual meetings offer features such as captioning and screen reader compatibility.

4. Agency-Specific Surveys:

- CCHR has, in recent months, circulated the citywide climate survey and reminded staff to participate.

5. Feedback and Continuous Improvement:

- Based on previous surveys and feedback, we will create and implement initiatives aimed at addressing identified issues. This may include changes in workplace policies, new training programs, or adjustments in our recruitment strategies.

Special Initiatives to Enhance Equity and Inclusion

1. Age Inclusivity and Non-Traditional Minorities:

- **Recruitment and Retention:** We will focus on recruiting and retaining employees from non-traditional backgrounds and various age groups. This includes creating internship and mentorship programs tailored to older adults and individuals from diverse career paths.
- **Training and Awareness:** Implement training programs that address the unique challenges and strengths of non-traditional minorities and older employees. This will help in promoting their inclusion and recognition within the agency.

2. Engagement of Traditional and Older Employees:

- **Inclusion Efforts:** We will actively involve traditional and older employees in inclusion efforts by providing them with opportunities to participate in and lead diversity training sessions and discussion forums.
- **Creating Inclusive Programs and Activities:**
- **Discussion Forums:** Host meetings and workshops focused on race relations and equity. These forums will provide a safe space for employees to share their experiences, discuss challenges, and collaborate on solutions.

3. By implementing these actions and initiatives, our agency aims to create a more inclusive and equitable workplace where all employees feel valued and supported.

[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. Employee Engagement Team
2. LGBTQ Working Group
3. Anti-Black Racism Working Group

- ☐ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

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

The Commission's Community Relations Bureau (CRB) executive team continues to hold regular meetings with CRB staffers to provide mentorship, relationship-building, and skill building opportunities. When resources and external budgetary constraints permit, CRB's executive team actively seeks out advancement opportunities for its staffers. CRB holds monthly staff meetings, biweekly Directors' and Lead Advisers' meetings, and weekly supervisions with staffers, along with individual check-in meetings. The executive team members also consult with borough office teams and invite staffers along to events and networking opportunities as often as possible. In the first half of FY 25, borough directors and lead advisors are presenting reflections and recommendations to senior leadership.

The Law Enforcement Bureau (LEB) team has weekly attorney staff meetings during which training opportunities are offered in applying the NYC Human Rights Law (NYCHRL) in the case scenarios they investigate. They also discuss current issues that the Commission has or would like to investigate.

The Office of the Chair's policy and communications teams also meet weekly to discuss pending projects, and weekly individual staff check-ins with the supervisor

provide a forum to work on development of substantive knowledge and skill development.

The Commission continued to run public facing events, programs and resources celebrating the richness and diversity of the city's communities and reinforcing the themes of equity and inclusion.

[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.]

Our agency is dedicated to strengthening our external community connections and improving service delivery. We will continue to enhance outreach through targeted engagement and public information campaigns to raise awareness about our services and initiatives. We are committed to promoting equity and inclusion by developing programs that ensure equal access for underrepresented groups and actively seeking community feedback for continuous improvement. To enhance service accessibility, we will expand mobile and remote options, ensure support for language and physical needs, and offer educational workshops, internships, and volunteering opportunities to engage the community and develop future leaders.

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.]

- Expanded Outreach Programs: Launch targeted outreach campaigns to increase awareness of our services in underserved and diverse communities. This includes partnerships with local organizations, faith-based groups, and community leaders to disseminate information and resources effectively. One example is a citywide digital survey that will reach over 7,000 New Yorkers to gather information on perspectives regarding bias and discrimination in day to day lives, and aggregate information on what resources can be leveraged to prevent discrimination.
- Joint Initiatives with Local Organizations: Collaborate with local nonprofits, educational institutions, and community organizations to develop joint programs that address common goals related to equity and community welfare. Training development is one important space where the Commission partners with academic institutions
-

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

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☐ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

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

In addition to the initiatives outlined in this report, the Commission will proactively enhance our approach to sharing job postings and will continue to refine and expand our targeted outreach and recruitment efforts. We will persist in reviewing and improving policies, procedures, and practices related to recruitment and outreach. Our strategic recruitment plans include promoting civil service 101 sessions and we will use the Inclusive Recruitment Guide provided by the Office of Citywide Equity and Inclusion.

We will analyze underutilization within job groups to better inform our recruitment strategies and identify resources to improve the effectiveness of our diversity recruitment efforts. An updated, accessible website, mobile application, and active social media presence will be maintained to provide information on EEO protection and rights. Additionally, we will ensure that our job postings reflect updated messaging on diversity, inclusion, and equal opportunity.

CCHR will take the following actions to address underutilization:

1. Collaboration with Human Resources: The Equal Employment Opportunity Team will work closely with Human Resources to review and align the agency's hiring needs and plans.
2. Diversity and Recruitment Strategies: CCHR will develop targeted diversity recruitment strategies, including forming strategic partnerships with internal and external entities, exploring new career fair opportunities, and establishing hiring pipelines through internships.
3. Diverse Interview Panels and Structured Interviews: We will continue to use diverse interview panels and structured interviewing processes to ensure fairness and inclusivity.
4. Employee Engagement and Development: CCHR will focus on employee engagement through coaching, mentorship, and career counseling to support professional growth and retention.

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

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.]

In FY 2025, our recruitment efforts will focus on enhancing outreach and awareness for open competitive and promotion civil service exams by implementing targeted campaigns and engaging with community organizations and educational institutions. We will expand recruitment channels by participating in job fairs, hosting informational webinars, and utilizing

digital platforms to advertise exam opportunities. To support diverse candidate pools, we will ensure that job postings are inclusive and partner with organizations that advocate for underrepresented groups. Internally, we will promote career advancement by highlighting promotional exam opportunities and offering resources such as study materials and mentorship programs. We will also streamline the application process by simplifying procedures and providing support services to assist candidates. Lastly, we will monitor and evaluate our efforts through data tracking and feedback mechanisms to continually refine our recruitment strategies and address any challenges.

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

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 vacancies with sibling agencies such as HPD, HRA and MOPD

2. Share vacancies with Law School alumni networks
3. Promote job vacancies via social media, our website, LinkedIn and other hiring platforms.
4. Participate in community events and discussing job opportunities

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:

In FY 2024, our agency offered internships and fellowships focused primarily on policy and law. These programs are designed to provide students and recent graduates with hands-on experience in these fields, contributing to their professional development while supporting our agency's goals.

Number and Demographics of Interns/Fellows in FY 2024:

During FY 2024, we employed 14 student interns and fellows. The demographic profile of these interns, based on self-ID data, is as follows:

Gender: Female: **9** Male: **5** Non-binary/Other: **0**

Ethnicity/Race: Hispanic/Latino:**0** Black/African American: **4** White :**8** Asian: **1** Other: **1**

Plans for FY 2025:

For FY 2025, we plan to continue offering internship and fellowship opportunities, with a continued focus on policy and law. Our goal is to expand these programs to include additional roles and responsibilities that align with our agency's evolving needs.

Recruitment Sources:

To recruit interns and fellows, we will utilize a variety of sources, including:

University Partnerships: Collaborating with local universities and law schools to attract students from relevant programs.

Career Fairs: Participating in career fairs and networking events to engage with potential candidates.

Online Job Boards: Posting opportunities on relevant online platforms and job boards to reach a broader audience, such as LinkedIn, City and State Magazine

Advancement Opportunities:

We are committed to providing pathways for our interns to advance to entry-level positions within the agency. Successful interns who demonstrate exceptional performance and fit with our agency's needs will be considered for permanent roles as they become available.

Past Interns:

In previous years, our agency has hired several interns who have gone on to secure full-time positions within our organization. This reflects our commitment to nurturing talent and providing career development opportunities.

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	1	White	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0	0	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	13	4 Black 1 Pacific Islander 7 White 1 Two or more races	M 5__ F_8_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0	0	M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0	0	M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):	0	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. [Enter '0' if none]
- 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] 0 .

[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.]

We have appointed a career counselor and notified staff about their availability. CCHR encourages all employees to participate in developmental and skills courses offered through the DCAS Citywide Training Center. Our training liaison disseminates information about all available training to staff members.

Promoting internal candidates to senior roles remains a priority when suitable. We will continue to ensure that all staff are informed about available opportunities and will actively promote civil service exam lists and Civil Service 101 sessions provided by the Office of Citywide Recruitment.

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.]

We prioritize promoting internal candidates to senior positions when appropriate and ensure that all staff members are informed about available opportunities. To support this, we have established a hiring committee responsible for reviewing all applications, including those from internal candidates. This committee will continue to screen candidates to confirm they meet the minimum qualifications and will forward blind resumes to hiring managers to maintain an unbiased selection process. We will persist in posting all job openings internally and notifying employees about open positions, particularly those offering promotional opportunities. Internal candidates who meet the minimum qualifications for a vacancy will be given the chance to interview, provided they have the necessary qualifications. Additionally, we will keep participating in job fairs, share postings with diverse organizations, and collaborate with community partners to disseminate information about vacancies. We also offer internship and fellowship opportunities to college students to foster future employment prospects.

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.)	113	September 2024 to March 15, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	113	September 2024 to March 31, 2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	113	Are these real recruitment events? Or a religious celebratory meal during Ramadan?
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	113	October 2024 to August 15, 2025
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	113	Jan.8, 2025 to March 15, 2026
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	113	Jan.8, 2025 to March 29, 2026

7. Disability Awareness and Etiquette	All employees	113	Quarterly starting October 2024
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers, Supervisors,	34	As soon s DCAS Fall 2024 catalog and Spring 2025 catalog is published
9. Other (specify) Language Access	All employees	113	October 2024-December 2024
10. Other (specify)			

VIII. Reasonable Accommodation

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

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
 - ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

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

- ☐ Reassignment
- ☒ Modification of Work Schedule
- ☐ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

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

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

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

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

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

H. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

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

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPC 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.]

Annabel Palma

Print Name of Agency Head



Signature of Agency Head

January 8, 2025

Date

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

Agency EEO Office mailing address:

22 Reade Street,
2nd floor
New York, NY 10007

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

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

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Medgine Sanon-Ellis	msanonellis@cchr.nyc.gov	212-416-0138
2.	Agency Deputy EEO Officer [if appointed]	Mariela Salazar	masalazar@cchr.nyc.gov	212-416-0233
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Sheshe Segar	SSegar@cchr.nyc.gov	212-416-0123
5.	ADA Coordinator/ Disability Rights Coordinator/ Disability Services Facilitator	Anna Martinez	amartinez@cchr.nyc.gov	212-416-0112
6.	55-a Coordinator/Career Counselor	Taiwo Onabanjo	tonabanjo@cchr.nyc.gov	212-416-0191
7.	EEO Counselor(s)	Arielle Cranston	acranston@cchr.nyc.gov	212-416-0171

8.	EEO Training Liaison(s)	Vanessa Ramos	vramos@cchr.nyc.gov	212-416-0193
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