

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

Fiscal Year 2025

New York City Department of Probation



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

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

Commissioner's EEO Commitment Statement

As Commissioner of the New York City Department of Probation (DOP), I am committed to supporting and enforcing the rights and protections afforded by the New York City Equal Employment Opportunity (EEO) Policy, Federal, State and Local Human Rights Laws, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by DOP.

I will ensure that efforts are made to achieve the greatest possible diversity among our workforce; to foster an inclusive culture of openness, and cooperation in our workplaces; to promote equity in all its aspects; and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce that is reflective of our city's population.

I will make sure that my executive team shares my vision and that they make efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the people we serve.

I will hold the entire leadership of our agency, including all managers and supervisors, accountable for ensuring the agency does not discriminate against employees or applicants for employment. We will support diversity, equity and inclusion initiatives by observing EEO mandates, and working diligently to attain our goals in this area. I will also have DOP employees continuously reminded that they must comply with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

Christelle N. Onwu (email: csowu@probation.nyc.gov and phone number 212 510 3865) has been appointed as the agency's EEO Officer. The EEO Officer and any other EEO professional's name and contact information will be made available on the agency's EEO Intranet page. I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, promotion, training/career development opportunities, and strategic planning. The EEO Officer will also serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

We will report to DCAS the steps taken to comply with legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

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

☒ This statement is the same as last year.

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

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

1. Mandatory DEI-EEO Training: DOP staff were encouraged to complete the mandatory Sexual Harassment Prevention training. The Department of Citywide Administrative Services (DCAS) will be launching a new Citywide learning management system, called NYCityLearn.

NYCityLearn will provide a full online platform where every City employee will log into their training portal, access online training, register and view citywide training modules—including EEO mandated trainings. DOP has been working alongside DCAS to ensure that the staff is ready to participate in the launch before the July 31st, 2024, deadline.

The EEO intranet page and forms were revised and updated (ongoing since June 2024) to reflect the protected categories outlined under the EEO Policy. An email was sent out regarding the updated FMLA Eligibility and Process on June 28th, 2024.

The Agency sent out a memo to all employees regarding updates on the City's EEO Policy 2024 along with the new changes so they can familiarize themselves with it.

2. Community Outreach/Events: The Training Unit organized a training, Consent to Search and Arrest Processing Training, provided to Probation Officers Recruit who are currently in the training academy, on May 22, 2024. This event marked a significant milestone for our department, showcasing the dedication and collaborative spirit of our officers across all boroughs and branches citywide

DOP participated in National Denim Day and issued a statement in support of Denim Day to stand in solidarity with survivors of sexual assault.

The Administrative Support Staff Appreciation breakfast returned to its original timeslot in April and was held to recognize and honor the incredible contributions of the agency's administrative support team.

3. Employee Appraisals: DOP recognizes staff including those who were nominated and/or selected for prestigious awards, achieved significant years of service, retired, and passed on. This recognition is posted on our intranet.

4. Employee Assistance: On a quarterly basis, DOP sends out resources from EAP to assist the staff.

5. Interagency partnerships: DOP participated in a Deaf Awareness Month event organized by the Mayor's Office for People with Disability called "My Deaf Amily" part 2 to highlight the importance of raising awareness on individuals who are hard at hearing.

6. Minority and women owned business enterprises (MWBEs): The agency has instituted the standard operating process of primarily utilizing M/WBEs when procuring goods and services whenever possible. Additionally, the agency keeps a library of all MWBE's available and works closely with the NYC Small Business Services and Mayor's Office of MWBE to keep abreast of any new legislation as it relates to MWBE's. DOP is in the process of collaborating and planning their first MWBE event geared towards engagement and increasing our MWBE utilization. It is important to note that the agency received an A+ for our MWBE goals.

III. Workforce Review and Analysis

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

Total Headcount: 1019

[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.

- Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The EEO Officer receives and analyzes quarterly CEEDS reports on workforce composition, utilization, new hires and promotions data presented in our quarterly agency workforce dashboard and/or internal workforce reporting. After review, the EEO Officer distributes all reports to the Commissioner's Executive Cabinet with highlights on demographic trends. All data is reviewed and discussed with the Commissioner.

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 underutilization analysis.

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.]

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 with an opportunity to submit paper form to the EEO Office.
- ☐ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEP210).

Unknown Race/Ethnicity 21 Unknown Gender 0
 Unknown Both 0

[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.

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

DOP is fully committed to promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion within the agency. For FY 2025, our workforce goals include:

- ❖ Increase the diversity of our applicant pool to meet the underutilization of male identified managers along with individuals who identify as Asian female.
- ❖ Expand our recruitment efforts beyond social media to working with Community Based Organizations, professional affiliations, and educational institutions to raise awareness on our open positions.
- ❖ Promote/celebrate the diversity of our workforce through community celebrations that occur throughout the fiscal year including heritage months, holidays, and other specifically recognized occasions.
- ❖ Continue to promote employee engagement in training, civil service examinations, working groups, and other educational opportunities for our workforce.

[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.

- ❖ Encourage and support employee led activities that embrace diversity, equity, and inclusion throughout the agency.
- ❖ Continue to ensure that all staff have transitioned to NYCity Learn to have access to all the training including the EEO mandated ones.
- ❖ Continue to celebrate and recognize all our staff achievements and years of service, through various methods such as appreciation posts on the agency's social media and intranet platform, and or/events.
- ❖ Sharing interagency professional development opportunities and training for staff members to enhance managerial and or other skills.
- ❖ Create a plan of action to tackle the underutilization of our current workforce which focuses on Asian Pacific and American Indian male and females. This underutilization can be found in the managerial, social worker and clerical supervisors job category.

- ❖ DOP's Human Resource Office will work alongside the EEO Officer to attend Social Work job fairs across the city to strategize recruitment efforts.
- ❖ DOP will work to create Brown Bag lunches to commemorate exploring the diversity of culture and voices within our workforce.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

B. WORKPLACE

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

In FY 2025, DOP will create general goals and strategies to enhance DEI and EEO's workplace and cultural environment by ensuring that executive and managerial staff are continually trained on the City's EEO Policy along with all employees.

- ❖ The EEO Officer will work alongside the Director of Investigations to uphold the agency's Code of Conduct and remind employees through training and memos of the importance of creating a work environment where all are welcome.
- ❖ Update the EEO intranet page for current EEO and workplace documents.
- ❖ Update the agencies' bulletin boards to with posters and one pager on anti-discrimination.
- ❖ Share quarterly reminders on the City's EEO Policy and encourage staff members to familiarize themselves with it.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

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

- ❖ Posters on sexual harassment, lactation policy, domestic violence, pregnancy factsheet, caregiver factsheet, protected classes one pager, sexual reproductive health decisions.
- ❖ Schedule quarterly visits to the Neighborhood Opportunity Network (NeON) Centers to understand issues happening on the ground. NeON is a network of community organizations, government agencies, local businesses, and community residents focused on connecting probation clients who live in the target neighborhood to opportunities, resources and services.

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.]

- ❖ DOP will create an agency-wide survey where employees can share their language proficiency.
- ❖ The EEO Officer will review intake forms utilized at the NeoN centers by staff members across the agency to ensure compliance with the City's EEO Policy through quarterly visits to the centers. This will be done in collaboration with our Citywide NeON Director, Tiffany Bell and Deputy Commissioner of Strategic Initiatives, Peta Gayle-White.
- ❖ Human Resources will work with the EEO Office to review all recruitment forms to ensure compliance with the City's EEO Policy.
- ❖ DOP will collaborate with the NYC Commission on Human Rights to train the staff on Race and Color discrimination

[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.The Quality of Work Life (QWL) Employee Resource Group

2.

3.

4.

5.

- ☐ Agency does not presently have any ERGs.

- ☒ Agency will create a Diversity Council to leverage equity and inclusion programs

- ☐ Agency Diversity Council is in existence and active

- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

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

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

Community is the cornerstone of DOP's operations including the establishment of our NeONs (Neighborhood Opportunity Network) offices which operate in the seven neighborhoods with the highest concentration of individuals under probation supervision. The primary goal of the NeON is to help clients succeed and make communities stronger. NeON workers often meet with their probationers in community settings.

- ❖ Our community goals include:
 - Continuing to work collaboratively with and within NeON communities to find good solutions to complex problems.
 - Ensuring that community events are inclusive and accessible to the public.
 - Engaging M/WBEs with DOP services and community events.

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.]

- ❖ Create an analysis of the demographics of the population served and work on establishing culturally sensitive training to empower the staff.
- ❖ Work with community-based organizations to create an advisory council to better serve our community.
- ❖ Plan listening tours with Probation Officers, Supervising Probation Officers and Branch Chiefs from different boroughs to foster intergroup dialogues around anti-bias racism and other forms of isms.

[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.]

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

DOP HR will use external job posting sources, i.e. DiversityJobs.com, target specific candidates and groups through LinkedIn and other job boards to attract a diverse workforce. Internally, we are revamping our performance management program that will help to determine which internals may be ready for pertinent career moves.

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.]

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
8/14/2024	Harlem Chamber of Commerce	Manhattan
September 2024 through June 2024	DCAS Sponsored Hiring Halls and Career Fairs at local colleges and universities.	Citywide

The Department of Probation plans to update this list accordingly on a quarterly basis.

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$5,000
Brooklyn	\$5,000
Manhattan	\$5,000
Queens	\$5,000
Staten Island	\$5,000
Other (include online)	\$5,000

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. DOP HR continues to try to recruit individuals of Asian descent. As such, we will continue to reach out to community partners, local community newspapers, effectively deploy a targeted geofencing strategy and post on social media in multiple languages.
2. The Department of Probation intends to utilize DiversityJobs.com and continue to connect with local outreach partners that focus specifically on meeting our EEO Goals. We also intend to utilize groups through LinkedIn and other recruitment platforms. We are also considering the formation of Infinity Groups to help with targeted selection.

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.]

DOP has hired two female Fellows who continue to be employed by the agency over the past years.
DOP has participated annually hiring Interns for summer opportunities as well as College Aides who are employed all year.

The agency provided the following internship opportunities in FY 2024:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F __ Non-Binary __ Other __ Unknown __
2. Public Service Corps	16	Female – 3 Asian, 4 Black, 1 American Indian or Alaska Native, 1 Hispanic/I choose not to disclose, Male – 2 Chose not to disclose, 1 Hispanic/White , 2 Black, 1 Asian, 1 White	M 7 F 9 Non-Binary __ Other __ Unknown __
3. Summer College Interns			M __ F __ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	9	Females – 3 Black, 1 Hispanic/I choose not to disclose, 1 two or more races, Males – 1 Hispanic/I choose not to disclose, 2 Black, 1/ I choose not to disclose	M 4 F 5 Non-Binary __ Other __ Unknown __

5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):			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 1 [number] 55-a participants. [Enter '0' if none]
- There are 1 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 1 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

[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.]

The agency uses a combination of both competitive and non-competitive job titles. Our job postings are compliant with City standards and encourage all applicants to apply including those that meet the 55a qualification. The Department of Probation intends to utilize DiversityJobs.com and continue to connect with local outreach partners that focus specifically on meeting our EEO Goals. We also intend to utilize groups through LinkedIn and other recruitment platforms. We are also considering the formation of Infinity Groups within the agency to help with targeted selection.

☐ 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.]

DOP Career Counselor program is under development. As such we intend to ensure that employees are aware of all positions posted within the agency. We are also considering working with educational partners to ensure that employees are aware of opportunities for advancement through both formal and informal training and matriculated degree programs. Our career counselor role is held by our Assistant Commissioner who is currently building and strategizing ideas we can formulate to help our employees grow and develop future careers. Once that information has been provided, we will share it accordingly. In the meantime, we will continue to share all our current job openings to staff on a quarterly basis. The plan is to work with our IT department to post this on our intranet.

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.]

The EEO Officer participates in the training of hiring managers, review procedures for interviewing applicants and uses NYCAPS Applicant Interview Log Report to assess the fairness of the interview process. Additionally, the EEO Officer occasionally participates in the interview process on a case-by-case basis.

We are looking into working alongside our sister agencies to offer training to hiring managers and create procedures for interviewing applicants to streamline the hiring process.

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.)	897	02/28/2025
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.)	897 (alternate modality)	02/28/2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	897	02/28/2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	897 (alternate modality)	02/28/2025
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	897	02/28/2025
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	897	02/28/2025
7. Disability Awareness and Etiquette	All employees	897	02/28/2025

8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)	Human Rights Law 101	897	04/30/2025
10. Other (specify)	Race and Color Workshop	897	04/30/2025

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 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 : Deputy Commissioner of Administrations
- ☒ 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 or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Juanita N. Holmes

Print Name of Agency Head

Juanita N. Holmes

Signature of Agency Head

10/21/2024

Date

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

Agency EEO Office mailing address:

33 Beaver Street, 18th Floor, New Yor, NY 10004

[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']	Christelle N. Onwu	csnwu@probation.nyc.gov	212 510 3865
2.	Agency Deputy EEO Officer [if appointed]	NA		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	NA		
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Aquil Jackson	aqjackson@probation.nyc.gov	212-510-3943
5.	ADA Coordinator			
6.	Disability Rights Coordinator	Christelle N. Onwu		
7.	Disability Services Facilitator	Christelle N. Onwu		
8.	55-a Coordinator	Christelle N. Onwu		
9.	EEO Investigator(s)			
10.	EEO Counselor(s)			

11.	EEO Training Liaison(s)	Christelle N. Onwu		
12.	Career Counselor(s)			
13.	Other (specify)			