

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

Fiscal Year 2023

Department of Finance

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Department of Finance, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City Equal Employment Opportunity (“EEO”) Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

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

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

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

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all 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.

The Agency EEO Officer, William Marshall, will serve as the primary resource for managers and supervisors by providing best practices and guidance with addressing EEO issues. His contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will share this Commitment Statement with our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

This statement is the same as last year.

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

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2022) 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. Add additional lines as needed.]

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

1. In February, DOF celebrated Black History Month by organizing several virtual events to celebrate African American contributions and achievements. These events celebrate black Americans and their diverse stories of migration, history, and culture.
2. During the month of March, DOF celebrated Women’s History Month by facilitating several informative and inspiring virtual events in support of the national theme.
3. In May, DOF celebrated Asian American and Pacific Islander (AAPI) Heritage Month by organizing activities, such as theme-based video lunch and learns, bi-weekly newsletters and video links about the AAPI heritage and community.
4. During the month of June, DOF, recognizes and honors members of the LGBTQIA+ community through weekly internal and external communications. At DOF, we are proud to be a welcoming and inclusive home for members of the LGBTQIA+ community at every level of the agency. Additionally, we celebrated Pride by partnering with LinkedIn Learning to offer employees a series of educational videos aimed at helping us cultivate understanding, inclusivity, and allyship.
5. In June, we celebrated and reflected, the contributions that members of the Caribbean American community make every day at DOF, at every level of the agency. We could not fulfill our mission without the daily dedication of our diverse and talented team.
6. During the mid-September through mid-October, DOF highlighted Hispanic Heritage Month with events to celebrate Hispanic traditions and customs though the art of music & dance, and lunch & learn sessions.
7. In October, DOF highlighted Italian American Heritage and Culture Month by recognizing people of Italian heritage who have contributed to our agency, our city, and our nation.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 1765 _____ [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

1. [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 2023, 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 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

[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 2023

[State below the central goals of your strategy for FY 2023 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.]

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

❖ Workforce:

- [Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]
- Ensure that all employees receive diversity and EEO training, know their rights and responsibilities under the City’s EEO policy and understand the value of diversity and EEO as well as the importance of a discrimination-free workplace.
- Ensure that all employees are aware of and understand the complaint of discrimination investigative process.
- Ensure that reasonable accommodations are provided to employees in an efficient and timely manner through the EEO Office.
- Continue to conduct and participate in mentoring, leadership development and cross-agency training initiatives to expand the skills of employees and improve the quality of employee engagement.
- The agency EEO Officer will continue to help raise awareness of the agency’s need to support and better communicate with our transgender colleagues and constituents, utilizing the City of New York-issued Workplace Gender Transition Guidelines, which provide guidance for transgender or gender non-conforming City employees or job applicants, their managers/supervisors, coworker and Human Resources/Equal Employment Opportunity (HR/EEO) personnel regarding issues that may arise in the workplace when an employee transitions. In keeping with the goal of the Workplace Gender Transition Guidelines and in continued conjunction with Executive Order 16, the Department of Finance’s EEO Officer will ensure that all employees complete the “lgbTq: The Power of Inclusion” computer-based or classroom, adaptive training offered by DCAS.

In support of Pride Month, I reiterated my commitment to building a fair and inclusive workforce at the agency by reminding everyone that, “This agency understands that fully embracing diversity is not just a nice thing to do; it is the right thing to do.” We want to provide a work environment where everyone thrives; where everyone has the opportunity to contribute and where everyone feels acknowledged.

❖ **Workplace:**

- [Workplace goals have to do with inclusion, workplace culture, and employee activities.]
- In addition to EEO training, implement experiential learning for staff focused on diversity and inclusion. Through diversity and EEO training, the Department of Finance will ensure that all employees receive training and know their rights under the City’s EEO policy. All managers and supervisors will reaffirm their commitment to the City’s EEO policy in staff meetings, which will be documented by the diversity and EEO office. The department will ensure collaboration among Employee Services, the EEO Officer and Legal Affairs to provide non-discriminatory human resource policies and practices. It is our goal to create a work environment in which all employees know their value and have an opportunity to contribute to the agency.
- Hold bi-annual cooperative EEO/Human Resources Town Hall meetings, to provide an open forum to provide important EEO/Human Resources information and updates, in addition to allow live question and answer sessions to address employee concerns.

❖ **Community:**

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]
- Use technology and social media to reposition and update our brand to become more accessible to the public. We have provided our customers with the ability to offer feedback via customer surveys. We will use this feedback to improve customer service training and enhance the monitoring, effectiveness, and timeliness of customer response. We have launched several online branding campaigns via our LinkedIn, Facebook and Twitter pages featuring videos and posts showcasing employees in various units. Most recently, we posted audio recordings of participants describing their mentoring experiences along with group photos depicting the multicultural Hispanic/Latino/Caribbean diaspora.

- Consistent with City policy, the Department of Finance provides language interpretation services at each of its business centers. Employees who speak another language can participate in the City’s language bank for translation and interpretation assistance. We also contract for translation services for essential documents. We offer applications and publications in as many as 11 languages (Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Polish, Russian, Spanish, and Urdu) and work with community groups to aid in other languages at outreach events.
- To provide the best possible customer service to the elderly and the disabled, the Department of Finance established a dedicated unit for the administration of the New York City Rent Freeze programs, including the Senior Citizen Rent Increase Exemption (SCRIE) and Disabled Rent Increase Exemption (DRIE). We have a business center for SCRIE and DRIE applicants, located in Manhattan, where customers can receive one-on-one assistance, and we are exploring the possibility of establishing additional Rent Freeze help centers in other boroughs. All Rent Freeze staff members have received EEO and customer sensitivity training.
- Minority- and Women-Owned Business Enterprises (MWBE): Consistent with Local Law 129 and Local Law 1 requirements and compliance administration, the Department of Finance is dedicated to promoting fairness and equity in the City’s procurement processes. Prospective vendors for all micro-purchases are first drawn from the SBS MWBE vendor list. All small purchases and solicitations are sent to a minimum of 15 vendors, consisting of a minimum of 10 MWBE vendors sourced from FMS and the SBS MWBE directory. MWBE contact information is also posted on the Department of Finance’s external website.

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

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

A. Workforce

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

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

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

[Describe how your agency will address underutilization in FY 2023. 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.]

B. 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.).]

[Select the options that apply to your agency.]

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

List below the names of existing ERGs:

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

- Agency 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

[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.]

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

[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 and civil service exams internally and externally, use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

The agency will implement the following recruitment strategies and initiatives in FY 2022:

1. Review policies, procedures, and practices related to targeted outreach and recruitment.

2. Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
3. Review underutilization in job groups to inform recruitment efforts.
4. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
5. Put in place an operating, up-to-date, accessible website, mobile application, and social media presence related to EEO protection and rights.
 - a. Currently in operation.
6. Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
7. Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
8. If your agency is an eHire agency, post ALL vacancies on NYC Careers.
9. Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - a. Structured Interviewing training
 - b. Unconscious Bias training
 - c. Everybody Matters EEO and Diversity and Inclusion Training
10. Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

B. 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. DCAS Hiring Halls
2. DCAS Citywide Hiring Pools
3. NYCAPS
- 4.

5.

C. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2022 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2023. 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 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	N/A		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	N/A		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	N/A	Asian-2 White-2 Unknown-2	M _4_ F_1_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	13	Asian-5 White-4	M _4_ F_9_ Non-Binary __ Other __ Unknown __
5. Other (specify):	N/A		M __ F__ Non-Binary __ Other __ Unknown __

D. 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 30 55-a participants.
- There are 0 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 new applications for the program were received and 3 participants left the program due to **2 retirements and 1 termination.**

[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.]

DOF will continue to partner with MOPD (when practicable) to attend Diversity Career Fairs to fill available eligible vacancies.

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 in consultation with the Agency Personnel Officer.]

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.]

In FY 2023, the agency's Career Coach will perform the following tasks:

1. Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
2. Promote employee awareness of opportunities for promotion and transfer within the agency.
3. Arrange for agency wide notification of promotional and transfer opportunities.
4. Encourage the use of training and development programs to improve skills, performance, and career opportunities.
5. Provide information to staff on both internal and external Professional Development training sources.
6. Explain the civil service process to staff and what it means to become a permanent civil servant.
7. Provide technical assistance in applying for upcoming civil service exams.
8. Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.

9. Assist employees and Job Training Program participants in assessing and planning to develop career paths.
10. Provide resources and support for:
 - A. Targeted job searches
 - B. Development job search strategies
 - C. Resume preparation
 - D. Review of effective interview techniques
 - E. Review of techniques to promote career growth and deal with change
 - F. Internship exploration

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.]

In FY 2023, the agency will do the following:

1. Review, revise and/or develop a protocol for in-title promotions and salary increases.
 - a. Promotion and salary increase protocol in existence.
 - b. Assess the criteria for selecting/promoting persons for mid-level to high level positions.
2. Publicly post announcements for all positions, including senior level positions.
3. Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
4. Compare the demographics of current employees to the placements.
5. Ensure promotion justification is included in all promotion requests.
6. Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
7. Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).

8. Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[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 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

[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 1 must be completed by March 31, 2023.)	500	FY 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	1765	FY 2023-24
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		

5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees		
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette		500	FY 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
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.]

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

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City’s Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.

- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Robin Lee, Taxpayer Advocate
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) 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

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.

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 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. 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 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.

E. Local Law 101 (2018): Climate Survey

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[Note: DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

Analyzed the 2020 Climate Survey data provided by DCAS.

Will review or has reviewed the results of the survey with agency head and senior leadership.

Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

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 2023 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.]

Preston Niblack
Print Name of Agency Head


Signature of Agency Head

10/06/2023
Date

Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO 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.]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	William Marshall	marshallw@finance.nyc.gov	(212) 748-2854
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	vacant		
5.	ADA Coordinator	William Marshall	marshallw@finance.nyc.gov	(212) 748-2854
6.	Disability Rights Coordinator	William Marshall	marshallw@finance.nyc.gov	(212) 748-2854
7.	Disability Services Facilitator	Nichole Grant	grantn@finance.nyc.gov	(212) 748-6905
8.	55-a Coordinator	Kimberly Corker	corkerk@finance.nyc.gov	(212) 748-2856
9.	EEO Investigator(s)	Hellura Lyle	lyleh@finance.nyc.gov	(212) 748-2858
10.	Career Coach	Maryana Chouchereba	choucherebam@finance.nyc.gov	(212) 291-2682
11.	EEO Training Liaison(s)	Morine Comrie	comriem@finance.nyc.gov	(212) 291-4819
12.	EEO Counselor(s)	Kimberly Corker Jacqueline Morrell	corkerk@finance.nyc.gov morrellj@finance.nyc.gov	(212) 748-2856 (212) 748-2855

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

- The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy. EEO has created and launched a Share Point site, which is a part of the Finance Net intranet site, which contains current EEO policies, procedures, guidelines and fillable EEO forms. EEO continues to update and add to the site to provide an additional resource for employees to access for EEO related inquiries. The site is fully accessible to all Finance employees.

➤ Intended reach

- All staff, including, senior staff, managers, and interns.

➤ Who will be responsible for implementing the action?

- EEO Office

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

- Encourage the continued use of our EEO Share Point site, which is a part of the Finance Net intranet site, which contains current EEO policies, procedures, guidelines and fillable EEO forms. EEO continues to update and add to the site to provide an additional resource for employees to access for EEO related inquiries. The site is fully accessible to all Finance employees.

➤ Intended reach:

- All Agency staff members

➤ Who will be responsible for implementing the action?

- EEO Office

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

➤ **Planned actions, initiatives, programs, or policies:**

- Conduct Bi-Annual EEO Town Hall meeting to review complaint processing and procedural guidelines, in addition to encouraging employees to access the EEO Share Point site as a resource for EEO inquiries

➤ **Intended reach**

- All non-managerial Agency staff members

➤ **Who will be responsible for implementing the action?**

- EEO Office

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

➤ **Planned actions, initiatives, programs, or policies:**

- Annual deployment of "Everybody Matters: EEO and Diversity & Inclusion and Sexual Harassment Prevention Trainings. Discussion of sexual harassment prevention during New Employee Orientation and proposed Bi-Annual EEO Town Hall meeting

➤ **Intended reach**

- All Agency staff members

➤ **Who will be responsible for implementing the action?**

- EEO Office

5. **Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

➤ **Planned actions, initiatives, programs, or policies:**

- Annual Sexual Harassment Prevention Training and continue to encourage employees to access and use the EEO Share Point site as a resource for EEO information. Discussion of sexual harassment prevention during New Employee Orientation and proposed Bi-Annual EEO Town Hall meeting

➤ **Intended reach**

- All Agency managers and agency staff.

➤ **Who will be responsible for implementing the action?**

- EEO Office.

6. **Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

➤ **Planned actions, initiatives, programs, or policies:**

- Bi-Annual Manager/Supervisor EEO Town Hall to address complaint process and procedural guidelines

➤ **Intended reach**

- All Managers and Supervisors

➤ **Who will be responsible for implementing the action?**

- EEO Office