

**MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)**  
**DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
**FISCAL YEAR 2021**

**I. Introductory, Commitment and Accountability Statement by the Agency Head**

On behalf of the Mayor's Office of Contract Services (MOCS), I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City 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.

Promoting diversity and equal opportunity has been central to our agency's operating principles and mission. Under my leadership, MOCS continues to seek to dramatically change the way the City conducts business to ensure the procurement process is fair, transparent, inclusive, encourages a competitive and diverse business environment, and increases contracting opportunities and participation among City-certified minority and women-owned enterprise (M/WBE) firms. As we further develop the skills and knowledge to become more customer service friendly, meet the needs of agencies' programming and policy priorities, and appropriately support and communicate with the vendors and the community-based organizations selected to serve the public, the unique talents and diverse backgrounds of our employees will be one of our greatest sources of innovation and strength.

I will strive to not only achieve the greatest possible diversity among our workforce, but also to create an inclusive culture of openness, tolerance, and cooperation in our workplace, 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. It is through the inclusion of our diversity of thought, experience, culture, and background that we succeed.

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, 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 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 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.

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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 and Chief Diversity and Inclusion Officer, Annie Meredith, will 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.

During this Fiscal Year, I will announce this Commitment Statement to 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.**

### **II. Recognition and Accomplishments**

In the past year our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. In FY20, MOCS explored offering MOCS employees the opportunity to form Employee Resource Groups (ERGs) and drafted ERG Guidelines.
2. In FY20, 100% of our employees completed all required trainings, including Everybody Matters, Sexual Harassment Prevention, lgbTq-Power of Inclusion.

#### **3. M/WBE Program Accomplishments**

##### **a. PPB Rule Changes**

In FY20, MOCS worked with the Procurement Policy Board to enact changes to the Procurement Policy Board Rules (PPB Rules) that benefit M/WBEs. First, the M/WBE Noncompetitive Small Purchase method under Section 3-08 of the PPB Rules was amended to authorize the City to award purchases for goods, professional services, standard services, and construction, without formal competition, up to \$500,000 exclusively to City-certified M/WBE firms. Second, Section 3-02 of the PPB Rules was amended to mandate the application of quantitative preferences to proposals received by City or State certified M/WBEs in procurements for professional services, including construction-related consulting services. In addition, MOCS provided training and materials for agencies to implement these changes and continues to provide support and guidance.

##### **b. Local Law 1 Changes**

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In FY20, MOCS assisted with amendments to 6-129 of the Administrative Code that incorporated a number of changes to the City's LL1 M/WBE program. Among these changes were additional responsibilities for agency M/WBE officers, addition of Native Americans to the definition of minority group, Asian Americans were added for professional services, and the applicability of goods contracts under the M/WBE program was increased from \$100,000 to \$1 million.

c. **New Schedule B and Waiver Request Process**

In FY20, MOCS updated its Schedule B forms and waiver request process in order to improve processes, provide transparency, and support M/WBE utilization. Changes include providing greater support to agency reviews by capturing more relevant information upfront, providing a more user-friendly pdf fillable form for vendors to complete, which gives agencies a better idea of vendors' actual capacity to self-perform on contracts, and enforcing strict vendor waiver submission deadlines.

d. **Procurement Opportunities for M/WBEs**

In FY20, the City awarded over \$1.103 billion in combined prime and subcontract awards to City-certified M/WBE vendors, an increase relative to FY19. This represents a combined utilization rate of 27.9% among contracts subject to the City's M/WBE program, a substantial increase from the utilization achieved in FY19. This includes the number of prime contracts awarded to M/WBE, especially through the expanded M/WBE Noncompetitive Small Purchase method.

4. In FY20, we continued to promptly address and satisfy all reasonable accommodation requests.
5. In FY20, we continued to give an EEO presentation for all new hires during their orientation, which touches on topics such as the EEO Policy, Diversity and Inclusion, Sexual Harassment, Reasonable Accommodation, and the 55a program.

6. Below are additional accomplishments in FY20 in the areas of EEO and Diversity and Inclusion:

Agency Notices:

7/1/2019: Photos of MOCS participation in Pride Celebration events circulated

7/16/2019: Advertised a walking tour led by a MOCS employee of Chinatown during the lunch hour; promotion of the 55-a Program

7/22/2019: Advertised a walking tour led by a MOCS employee of Chinatown during the lunch hour

7/29/2019: Notice regarding MOCS' Lactation Policy and link to the policy on the MOCS Intranet page

8/19/2019: Notice regarding availability of the City's Employee Assistance Program (EAP)

9/9-24/2019: Notice regarding LeadNYC intergeneration discussion about the experiences of men of color in leadership roles in City government

9/30/2019: EEO Corner description of Rosh Hashana holiday

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10/7/2019: Notice regarding Mayor's Graduate Scholarship Program information session; Sexual Harassment Prevention training reminder; EEO corner description of Italia-American Heritage and Culture Month and list of upcoming holidays and festivals

10/15/2019: EEO Corner celebration of Indigenous People's Day, reminder regarding Sexual Harassment Prevention Training, description of National Hispanic Heritage Month, and list of upcoming holidays and festivals

10/21/2019: EEO Corner notice and explanation of NYC Go Purple Day 2019 and Domestic Violence Awareness Month, list of ongoing and upcoming holidays and festivals; notice of NYC Well services

10/29/2019: EEO Corner photos of MOCS employees wearing purple for NYC Go Purple Day 2019

11/18/2019: EEO Corner description of National American Indian Heritage Month

12/2/2019: Notice regarding MOCS Mentorship Program mentee applications

12/16/2019: EEO Corner description of Chanukah Holiday

12/23/2019: EEO Corner description of Christmas

1/13/2020: Announcement about MOCS' Mentorship Program Kick-off

3/3/2020: MOCS announced a time to recognize, honor, and celebrate all the women who made a difference in the world during the month of March. Every week, the agency will post someone who made an impact to women everywhere.

3/26/2020: MOCS shared Coronavirus (COVID-19) resources for the LGBTQ+ community and shared resources to help survivors of gender-based violence who are in need since Family Justice Centers temporarily closed due to the COVID-19 pandemic.

4/9/2020: MOCS encouraged employees to work together to put an end to bias incidents and hate stemming from COVID-19 stigma and offered access to a guide to resources for all New Yorkers as well as services tailored to the needs of aging New Yorkers, veterans, students and young people, and people harmed by violence, crime, or abuse.

4/16/2020: MOCS celebrated immigrants during Immigrant Heritage Week by honoring them with video.

4/20/2020: EEO Corner – MOCS provided an explanation of Ramadan.

4/30/2020: MOCS informed employees about Bias Incidents & Hate Crimes Reporting Virtual Town Hall hosted by the NYC Commission on Human Rights, the Mayor's Office for the Prevention of Hate Crimes, and the Mayor's Community Affairs Unit.

5/7/2020: MOCS announced that NYC CCHR was hosting a watch party and discussion on the documentary on Netflix's Crip Camp: A Disability Revolution.

5/14/2020: MOCS shared additional COVID-19 resources for the LGBTQ+ community--NYC Unity Project's LGBTQ+ COVID-19 Online Guide and shared resources about maternal health and COVID-19 for employees who are pregnant, breastfeeding and caring for a newborn.

5/21/2020: EEO Corner – MOCS provided an explanation of Eid al-Fitr.

5/28/2020: MOCS shared a free resource guide that includes services tailored to the needs of aging New Yorkers, veterans, students and young people, and people harmed by violence, crime or abuse, encouraged employees to NYC Unity Project for the first LGBTQ+ COVID-19 Virtual Town Hall and shared a free resource guide that includes services tailored to the needs of aging New Yorkers, veterans, students and young people, and people harmed by violence, crime or abuse.

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6/15/2020: MOCS recognized June as Pride Month--Lesbian, Gay, Bisexual and Queer (LGBTQ) Pride Month—to honor the 1969 Stonewall Uprising in Manhattan and shared full list of virtual Pride events in NYC. MOCS also highlighted Harvey Milk as a prominent leader in the LGBTQ community.

6/15/2020: EEO Corner – MOCS provided resources on the history of Juneteenth and how it is celebrated around the country.

6/22/2020: MOCS highlighted Gilbert Baker as a prominent leader in the LGBTQ community and announced that Juneteenth became an official City and School holiday in NYC.

6/29/2020: MOCS highlighted Keith Haring as a prominent leader in the LGBTQ community.

### Diversity and Inclusion Events:

9/26/2019: MOCS employees tabled at the Queens Borough forum to give guidance to vendors about the City's MWBE program.

2/20/2020: MOCS was represented at the City & State 2020 Diversity Summit, a full-day conference dedicated to fostering business partnerships between the state and local governments, prime contractors and MWBEs.

2/21/2020: MOCS' Administration division hosted a cultural diversity potluck to celebrate cultural diversity at MOCS.

3/10/2020: MOCS hosted the Female Executive Panel Discussion which featured female MOCS executives as panelist.

3/17/2020: MOCS hosted the OLR Women's Financial Roundtable which provided a forum for women to come together and learn to effectively manage their financial needs as they juggle their various roles as mother, wage earner and caregiver.

3/24/2020 & 3/25/2020: MOCS hosted the Women's History Month Jeopardy.

The agency recognizes employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- ☐ Diversity & EEO Awards\*
- ☐ Diversity and EEO Appreciation Events\*
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other: \_\_\_\_\_

*\* Please specify under "Additional Comments"*

- ☐ The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2021.

### Additional Comment:

In FY20, MOCS did not recognize any employees for their accomplishments in the areas of EEO or diversity and inclusion, but this is something we are considering in FY21 and beyond.

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### III. Workforce Review and Analysis

**Please provide the total agency headcount as of 6/30/2020  
(available in the EBEPR210 CEEDS report): 184**

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 2021, 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 ESS (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ Newsletters and internal Agency Publications
- ☒ On-boarding of new employees

*Additional Comments:*

New hires are encouraged to utilize NYCAPS Employee Self Service (ESS) to view and update their personal and self-ID information. Also, employees are encouraged to disclose this information in NYCAPS as part of the new hire process and ESS instructions are on the MOCS intranet page. MOCS EEO will also send out annual reminders to agency staff.

2. Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, 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 OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of its recruitment plans and efforts.

- ☒ The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI) 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.

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Reviewed with	Frequency
Human Resources	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Agency Head	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Other (___specify)	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____

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

☒ The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

*Additional Comments:*  
 The CEEDS report is received and reviewed quarterly by the MOCS EEO Officers, and it will be reviewed semi-annually with Human Resources, the General Counsel, and the Agency Head.

#### IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2021

##### 1. Proactive Strategies to Enhance Diversity, EEO and Inclusion

**State below the central goals of your strategy for FY 2021 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Include initiatives that your agency will implement in FY 2021.**

##### **1. Workforce:**

Foster employee engagement by increasing staff inclusion in agency planning and communication.

To foster engagement and inclusion, MOCS instituted a Staff Advisory Council (SAC) to support the agency's mission and propagate positive agency culture. The SAC, comprised of a diverse representation of non-managers from all MOCS Divisions and Units, reports directly to the Agency Head, and serves as a conduit for input and discussion of relevant issues raised by staff. The SAC has identified communication advocacy, increased staff engagement, wellness promotion as this year's continued goals.

In FY 2021, the EEO team and the SAC will continue to collaborate on efforts to expand programming celebrating diversity and inclusion, create Employee Resource Groups, and improve agency-wide communication.



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### 2. Workplace:

MOCS will continue to align recruitment, professional development, and equitable selection practices strategically with current employment needs. MOCS has set aside funds for the agency's recruitment efforts, which enables MOCS to recruit from additional sources. MOCS also provides opportunities for professional development through training (on- and off-site), MOCS mentorship program, supporting employee applications to the Mayor's Graduate Scholarship Program (MGSP) and Management Academy, as well as informing staff about civil service exams.

### 3. Community:

Increase access and level the playing field so that small nonprofits and M/WBEs can successfully compete for City business and contracts.

MOCS is committed to encouraging a competitive and diverse business environment that provides opportunities for our diverse vendor community to do more business with the City of New York. As a partner with both the Office of Minority and Women-Owned Business Enterprises and the Department of Small Business Services, MOCS stands firm with the City's commitment to increase contracting opportunities among City-certified M/WBE firms. The City's M/WBE program was established to address the impact of discrimination on the City's procurement process and to promote the public interest in avoiding fraud and favoritism in the process, ultimately increasing competition for City business, and lowering contract costs. To that end, as part of the oversight team for the City's M/WBE program, MOCS plays a pivotal role in creating and implementing policy, training and advising agencies, and collecting vital data, all in support of enhancing the participation of M/WBEs in City contracting.

MOCS also manages the Nonprofit Resiliency Committee (NRC), launched by Mayor de Blasio to expand lines of communication between the human services sector and the City to streamline administrative processes, collaborate on program design, and build organizational infrastructure to support nonprofit resiliency. NRC initiatives support inclusion, accessibility, transparency, and fairness in contracting with diverse providers.

MOCS engages with diverse groups of vendors through feedback sessions, workgroups, presentations and email outreach campaigns. Through these engagements, MOCS connects with thousands of vendors in the following communities: M/WBE, construction, engineering, architecture, landscape architecture, professional services, standardized services and nonprofits organizations. Additionally, in response to the ongoing COVID-19 emergency, MOCS provides support to a diverse group of nonprofits and community-based organizations across the City. Collaborative strategies for emergency response efforts were enacted through the COVID-19 Response team participation, outreach campaigns to provide business continuity guidance, and distribution of face coverings to organizations of all sizes to support with recovery efforts.



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2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2021, that are aimed toward innovative 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 action 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 necessarily executed by the EEO Office.**

The agency will address underutilization in FY 2021 by:

- ☒ Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- ☐ Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- ☐ Job analysis and skills audit.
- ☒ Conduct workforce planning and forecasting.
  - ☒ Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.
  - ☒ Ensure that there will be a diverse applicant pool for the anticipated vacancies.
  - ☐ Evaluate best sources for diverse candidates
  - ☒ Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- ☐ Identification of Ready Now & High Potential Talent.
- ☒ Institute coaching, mentoring and cross training programs.
- ☐ Institute succession planning for top managerial positions.
- ☒ Implement initiatives to improve the personal and professional development of employees.

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### *Additional Initiatives, Programs, or Comments:*

MOCS will continue to take steps to increase agency-wide communication of programs and events celebrating diversity and inclusion, encourage participation in surveys and updates to self-ID information, send reminders of EEO trainings, and share information of interest about upcoming holidays and cultural celebrations. The agency will continue to utilize the weekly agency email newsletter, the MOCS Monday Minute, to share information with staff. MOCS will also explore creating interactive notice boards at both office locations to allow staff to share information.

### **B. WORKPLACE:**

**In addition to the strategic goals above, please indicate here specific actions planned with respect to Workplace.**

- ☒ The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.
- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).
- ☐ The agency will create a Diversity Council to leverage equity and inclusion programs.
- ☒ In FY 2020, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:
  - ☐ Engagement /Job Satisfaction/ Employee Morale Survey(s)
  - ☒ Workplace Insight Survey for Exiting (WISE) Managers
  - ☒ Exit interview or surveys developed by the agency
- ☒ The agency will adopt in FY 2021 the following initiatives based on the analysis of the results of these survey(s):
  1. EEO will work to hold two virtual programs to increase awareness at MOCS about employees' EEO rights and the MOCS-specific EEO policies that indicate that MOCS does not tolerate unequal treatment among employees and that diversity and inclusion of people and ideas are valued by Senior Management. The series will include one session open to all MOCS employees that will focus generally on the EEO policies of the City and MOCS, and another session for managers to focus on their responsibilities under the EEO policies.
  2. MOCS Mentorship Program partners MOCS staff (mentees) with agency leaders to receive advice, coaching, and professional support that will encourage mentees' growth and development, and organizational continuity.

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3. The Mayor's Graduate Scholarship Program offers opportunities to MOCS employees with undergraduate degrees to study at accredited colleges/universities in the metropolitan area.
4. The Management Academy exposes selected MOCS managerial staff to exceptional management practices and offers a fuller understanding of the formal and informal processes that drive City government. By providing workshops and opportunities to apply skills and knowledge acquired through the program, the Academy prepares its participants to meet the unique demands of managing in City government.

*Additional Initiatives, Programs, or Comments:*

In addition to continuing our use of the Workplace Insight Survey for Exiting Managers (WISE), MOCS will conduct MOCS-specific exit interviews and surveys.

**C. COMMUNITY:**

**In addition to the strategic goals above, please indicate here specific actions planned with respect to Community.**

In FY 2021, 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 (MWBs).
- ☒ Conduct a customer satisfaction survey.
- ☒ Identify best practices for establishing a brand of inclusive customer service.

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- ☒ Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.

### *Additional Initiatives, Programs or Comments:*

MOCS is committed to encouraging a competitive and diverse business environment that provides opportunities for our diverse vendor community to do more business with the City of New York. As a partner with both the Office of Minority and Women-Owned Business Enterprises and the Department of Small Business Services, MOCS stands firm with the City's commitment to increase contracting opportunities among City-certified M/WBE firms. The City's M/WBE program was established to address the impact of discrimination on the City's procurement process and to promote the public interest in avoiding fraud and favoritism in the process, ultimately increasing competition for City business, and lowering contract costs. To that end, as part of the oversight team for the City's M/WBE program, MOCS plays a pivotal role in creating and implementing policy, training and advising agencies, and collecting vital data, all in support of enhancing the participation of M/WBEs in City contracting.

MOCS is engaging vendors and providers in PASSPort design and adoption efforts. We are focusing on all vendor communities, with specific targeted outreach to M/WBEs and small community-based organizations.

MOCS conducts extensive outreach to nonprofit providers and community-based organizations of all sizes, particularly through email blasts, webinars, letters sent by the MOCS director, phone calls and emails to individual small CBOs and nonprofits in response to their questions, partnerships with coalitions, and maintenance of an informative redesigned webpage.

## **V. Recruitment**

### **A. Recruitment Efforts**

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2021:

- ☒ Review policies, procedures, and practices related to targeted outreach and recruitment.
- ☒ Review underutilization in job groups to inform recruitment efforts.
- ☒ Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.

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- ☐ Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights.
- ☐ Currently in operation.
- ☒ Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.
- ☒ Share job vacancy notices with the Mayor's Office for People with Disabilities at [nycatwork@mopd.nyc.gov](mailto:nycatwork@mopd.nyc.gov), (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at [Maureen.Anderson@nysed.gov](mailto:Maureen.Anderson@nysed.gov) (212) 630-2329 so they can share it with their clients.
- ☒ Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at [citywiderecruitment@dcas.nyc.gov](mailto:citywiderecruitment@dcas.nyc.gov)
- ☒ If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- ☒ Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
- ☒ Structured Interviewing training
  - ☒ Unconscious Bias training
- ☒ Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

*Additional Strategies, Initiatives and Comments:*

All job postings will include a statement that the City of New York and MOCS are an equal opportunity employer. Reasonable accommodations are provided for applicants with disabilities, and veterans and service members of the U.S. Armed Forces are strongly encouraged to apply.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded sufficiently large and diverse applicant pools.
1. City University of New York's (CUNY) website and career fairs, including LGBTQ career fairs	1. Increase pool of minority and LGBTQ candidates  <input checked="" type="checkbox"/> Previous hires from this source
2. Department of Veterans' Services	2. Increase pool of veteran candidates  <input type="checkbox"/> Previous hires from this source

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3. Veteran Workforce 1	3. Increase pool of veteran candidates <input type="checkbox"/> Previous hires from this source
4. Mayor's Office for People with Disabilities	4. Increase pool of candidates with disabilities <input checked="" type="checkbox"/> Previous hires from this source
5. DCAS Diversity Career Fair	5. Increase pool of candidates with disabilities <input checked="" type="checkbox"/> Previous hires from this source
6. Survey staff networks, particularly professional networking associations that serve diverse groups (women, minorities, etc.)	6. Create a larger and more diverse recruitment pool of qualified candidates <input type="checkbox"/> Previous hires from this source
7. ACCES VR	7. Increase pool of candidates with disabilities <input type="checkbox"/> Previous hires from this source
8. PerScholas	8. Increase pool of minority candidates in the field of IT <input type="checkbox"/> Previous hires from this source

### B. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2020 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2021.

The agency provided the following internship opportunities in FY 2020:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F __ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F __ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F __ Non-Binary __ Other __ Unknown __

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4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

**\* Self-ID data is obtained by EEO Office from NYCAPS.**

☒ The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.

☒ The agency has hired former interns/fellows.

☒ The agency plans to provide internship/fellowship opportunities in FY 2021.

*Additional Comments:*

For FY 2021, MOCS plans to continue providing internship opportunities for graduate, college, and high school students during the spring and summer semesters. MOCS will also continue to participate in DYCD's Ladders for Leaders summer youth program. MOCS also aims to increase diversity in the internship program.

### C. 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 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.

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

MOCS will continue to post information on the 55-a Program on the agency's bulletin board and intranet site, provide at recruitment events and include in the new hire packets provided at orientation. MOCS will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of CSL §65(3). In addition, MOCS will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil services exam.



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☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

2. Indicate the goals of your 55-a Program Coordinator for FY 2021. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

☒ The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2021.

Currently, there is 1 55-a participant.

There are 1 [number] participants who have been in the program less than 2 years.

Last year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] \_\_\_\_\_.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

☒ The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

☒ The agency will review and process new applications for the 55-a program in light of DCAS' policy guidance which states that decisions on 55-a program admissions should take into account the following three criteria:

- a) the severity of the candidate's physical and/or mental disability;
- b) the candidate's previous and/or current encounter with significant barriers to finding employment due to the disability;
- c) the candidate's encounter of obstacles that can prevent him/her from taking civil service examinations due to the disability.

☒ Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under § 55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law § 65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

## MOCS FY 2021 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

☒ The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2021 are:

1. Educate employees on 55-a program through articles written in the EEO Corner of the MOCS Monday Minute, Lunch and Learn sessions, and emails sent to staff regarding upcoming civil service exams
2. Provide information on 55-a program to candidates at job fairs, and
3. Appoint 55-a eligible employees to competitive titles when possible

☒ These goals are the same as last year.

*Additional Goals, Initiatives, and Comments:*

None

### **VI. Selection (Hiring and Promotion)**

**NOTE: This section must be prepared in consultation with the Agency Personnel Officer.**

1. For FY 2021, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) with regard to advising employees of opportunities for promotion as well as overall career development.

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In FY 2021, the agency's Career Counselor will perform the following tasks:

- ☒ Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- ☒ Promote employee awareness of opportunities for promotion and transfer within the agency.
- ☒ Arrange for agency wide notification of promotional and transfer opportunities.
- ☒ Encourage the use of training and development programs to improve skills, performance and career opportunities.
  - ☒ Provide information to staff on both internal and external Professional Development training sources.
  - ☒ Explain the civil service process to staff and what it means to become a permanent civil servant.
  - ☒ Provide technical assistance in applying for upcoming civil service exams.
- ☒ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ☒ Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- ☒ Provide resources and support for:
  - ☐ Targeted job searches
  - ☐ Development job search strategies
  - ☒ Resume preparation
  - ☐ Review of effective interview techniques
  - ☐ Review of techniques to promote career growth and deal with change
  - ☐ Internship exploration

### *Additional Initiatives and Comments:*

The MOCS Career Counselor will continue to develop a professional development plan for all staff. Citywide training and educational opportunities will be posted on MOCS' intranet and presented to all staff via email blasts. Each unit has a budget for ad hoc training requests. Employees who are interested in promotional opportunities but may not have all the preferred skills will be provided with training through DCAS's Learning and Development unit or Lynda.com.

Promotional opportunities at MOCS will be posted in NYCAPS eHire internally and shared across the agency to allow for fairness and transparency.

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2. Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2021, the agency will do the following:

- ☐ Review, revise and/or develop a protocol for in-title promotions and salary increases.
- ☒ Assess the criteria for selecting persons for mid-level to high level positions.
- ☒ Publicly post announcements for all positions, including senior level positions.
- ☒ Actively reach out to networks of underrepresented groups as part of its outreach.
- ☒ Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- ☒ Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- ☐ Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- ☒ If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- ☐ Compare the demographics of current employees to the placements.
- ☒ Ensure promotion justification is included in all promotion requests.
- ☒ Review the demographics race\ethnicity and gender for those who received the promotion\salary raises.
- ☒ Review on a quarterly basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).

***Additional Comments:***

MOCS' current new hire procedure for selection consists of Hiring Managers reviewing resumes and cover letters submitted via NYCAPS eHire. Hiring Manager invites additional interviewers (MOCS

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staff) for interviews with qualified candidates. Interviews may be one-on-one or group. Ultimately, all approvals are subject to background integrity screening of the candidate.

The City of New York Office of the Mayor is committed to appointing exceptional and diverse leaders who will aggressively pursue the goals and priorities of the administration. To achieve this goal, the Mayor's Office and the Mayor's Office of Appointments will continue to collaborate with MOCS with the hiring of senior-level positions: director, first deputy director, deputy directors, and general counsel.

MOCS will continue to work with Mayor's Office of Appointments, who will provide resumes of candidates that meet the skills and qualifications required for particular positions. In addition, MOCS will source resumes from within the agency, through agency's online postings and application portal, and networks. MOCS will identify additional ways to recruit potential candidates who are traditionally under-represented in these positions.

MOCS considers its own staff for title changes, promotions, salary increases, and other opportunities based on demonstrated knowledge, skills, and abilities. Promotional opportunities (other than inline promotions) will be posted in NYCAPS eHire internally and communicated to agency staff.

MOCS is committed to ensure fair and equitable compensation practices and maintaining competitive salaries. A review of pay equity will be conducted on a scheduled basis to identify pay inequities. The goal of this review is to assist supervisors in determining if pay adjustments are necessary to address unjustified gaps in pay or issues related to misalignment (internal inequity, job movement, salary compression, salary inversion, etc.).

For mid-level staff, we will continue to follow citywide guidelines for hiring practices, outlined in the following sections.

### 3. Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2021, the agency will do the following:

- ☒ Engage in a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- ☒ Recommend specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates.

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- ☒ Consult with EEO in creating/reviewing objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- ☒ Use a diverse panel of interviewers to conduct the interview.
- ☐ Consult with the EEO Officer to review the interview questions.
- ☐ Where possible, include the EEO Officer as an observer of interviews with applicants.
- ☒ Use the NYCAPS eHire applicant tracking system for external and internal applicants.
- ☐ 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.

### *Additional Comments:*

MOCS staff will ensure that all selection criteria are job-related. Interviewing and selection decisions of managers and other personnel involved in the recruitment and hiring process must meet EEO requirements and those individuals who make selection and promotion decisions receive appropriate EEO and/or structured interviewing and unconscious bias training. For FY 2021, MOCS will continue to require all employees involved in the interview process to take the Structured Interviewing and Unconscious Bias training offered through the Citywide Training Center.

In FY 2021, the agency will provide resources and materials on the MOCS Intranet page to support hiring managers' use of Structured Interviewing techniques, such as standardized interview questions and written objective criteria for evaluating candidates.

MOCS will consider its own employees for opportunities for promotion and transfer within the agency and promote awareness of such opportunities.

One-on-one interview and group interviews in person will be the preferred method. Skype and or video conferenced interviews will be utilized as needed.

4. For FY 2021, what steps will your agency take to review the positions filled during the year?

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- A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
- ☐ The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
  - ☒ The agency does not use the NYCAPS Applicant Interview Log Report.
  - ☒ The agency will schedule orientation with NYCAPS Central.
- B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
- ☒ Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications and conduct the interviews.
- C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:
- ☒ The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.
  - ☒ The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
  - ☒ The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

*Additional Comments:*

MOCS will follow the City's civil service list administration process and appoint eligible applicants from established lists. When there is a need for MOCS staff to serve as subject matter experts to assist the DCAS Test Development Team in the development of new civil service exams, MOCS will review and consider all staff in permanent title, ensuring that the group of subject matter experts is diverse and inclusive.

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

In FY 2021, the agency EEO Officer will do the following:

**PRE-SELECTION:**

- ☒ Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- ☒ Actively monitor agency job postings.



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- ☐ 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.
- ☐ Provide feedback to the hiring manager after the EEO Officer's assessment.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ May observe interviews when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☒ Other: Require all employees involved in the interview process to take the Structured Interviewing and Unconscious Bias Training offered through the Citywide Training Center.

### POST-SELECTION:

- ☒ 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: \_\_\_\_\_

*Additional Comments:*

None

6. 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 2021.
- ☒ 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).

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### VII. Training

Training Topic	Type of Audience (e.g. All Staff, Front-line Employees, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. EEO Awareness (e-learning)	Managers, Front-line Staff	165	TBD
2. EEO Awareness (classroom)	N/A		
3. Everybody Matters (D&I) (e-learning)	Managers, Front-line Staff	165	TBD
4. Everybody Matters (D&I) (classroom)	N/A		
5. Sexual Harassment Prevention (e-learning)	All Staff	165	Completion target: 10/30/20
6. Sexual Harassment Prevention (classroom)	N/A		
7. lgbTq – Power of Inclusion (e-learning)	All Staff	165	TBD
8. lgbTq – Power of Inclusion (classroom)	N/A		
9. Disability Etiquette	N/A		
10. Structured Interviewing and Unconscious Bias (classroom)	Managers	71	When offered by DCAS CTC

### 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.

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- ☒ 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.
- ☒ 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 the appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is NOT by the Agency Head, please provide the name and title of the designee<sup>1</sup> : \_\_\_\_\_
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.
- ☒ The agency analyzes the reasonable accommodation data and trends.
- ☒ The agency has posted/will circulate the *Reasonable Accommodations at a Glance* sheet for the workforce.

Describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

MOCS will provide reasonable accommodations for disability, religion, victims of domestic violence, sex offenses and stalking, pregnancy, childbirth or a related medical condition, unless providing such accommodations will create an undue hardship. Requests for reasonable accommodations received by MOCS EEO Officer or MOCS Disability Rights Coordinator will be part of process that is flexible, interactive, and individualized with meaningful, cooperative, and timely communication between the individual requesting the accommodation and the agency. This includes applicants and employees (including interns). This will take place as part of a cooperative dialogue, using a flexible approach to work with the individual requesting the accommodation and to determine possible

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

<http://extranet.dcas.nycnet/eoo/diversityeoo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

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reasonable accommodations and whether the individual would be able to do the essential functions with a reasonable accommodation.

The time frame for processing requests and providing reasonable accommodations is as follows:

**Day 1:** When an individual makes an oral or written request for a change to the work environment, workplace rule or practice, job or operations relating to a disability, sincerely held religious belief, pregnancy, childbirth, or medical condition related to pregnancy or childbirth, or status as victim of domestic violence, sex offenses or stalking, the request need not mention the words “reasonable accommodation” or “accommodation.” If the request is not made directly to the agency staff authorized to process the request, it should be referred to such person as soon as possible. Ideally, the referral should occur within three (3) business days from the date of the request, barring extenuating circumstances. When an employee with a known or obvious disability is having difficulty performing his or her job, the employee may be asked whether he or she needs a reasonable accommodation, even though it is typically the responsibility of the individual needing an accommodation to request it.

**By Day 10:** The appropriately authorized agency staff (MOCS EEO Officer or MOCS Disability Rights Coordinator) must engage in the interactive process with the requestor.

**By Day 30 (or as soon as possible):** If all the supporting information requested has been provided, the responsible agency staff must grant or deny the request and communicate this decision to the requestor.

**Expedited Processing:** In certain time-sensitive circumstances, when the accommodation is needed for imminent medical treatment or to avoid imminent emotional and/or bodily harm, a request for reasonable accommodation requires an expedited review and decision in less than 30 days.

The time frame for the appeal process is as follows:

**Within 15 days:** The requestor may appeal to the agency head or the agency head’s designee a decision denying the individual’s request for a reasonable accommodation or denying the specific accommodation requested (neither the agency’s EEO Officer nor General Counsel may be designated to review an appeal though they may provide guidance). An individual may also appeal where no decision was made regarding the request.

**Within 30 days:** Within 15 business days of receiving an appeal, the agency head or designee must review and decide the appeal and issue notice of the decision to the requestor. If the decision on appeal is to grant a reasonable accommodation, the agency head or designee must direct the appropriate agency representative to promptly implement the reasonable accommodation. The EEO Officer must monitor the implementation of the reasonable accommodation.

**Beyond 30 Days:** If a decision on appeal cannot be rendered within the 15 business days, notice must be communicated to the requestor indicating the reason for the delay and when the decision on the appeal will be rendered.

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

#### **A. 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 the managers, supervisors, and front-line employees were re-trained prior to FY 2021.
- ☒ 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.

*Additional Comments:*

Training tracked by the EEO Training Coordinator. Reminders are sent out to employees to ensure compliance. If any employee has not completed the training within 30 days of their employment, their non-compliance is flagged for the Agency Head.

#### **B. 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 3) as indicated in the Section VII Training above.

*Additional Comments:*

Training is tracked by the EEO Training Coordinator. Reminders are sent out to employees to ensure compliance.

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### C. Local Law 97 (2018): Annual Sexual Harassment Reporting

- ☒ The agency will input sexual harassment complaint data 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.
- ☒ The agency will input **all types of complaint** data 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.
- ☒ The agency will ensure that complaints are closed within 90 days.

*Additional Comments:*

None

### D. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, will conduct a climate survey in FY 2021 by proceeding to do the following:

- ☒ Distribute questionnaire electronically to agency employees.
- ☒ Designate computers with internet/intranet access to enable employees without computers or internet/intranet access to complete survey during work hours.
- ☒ Analyze results of the response data sent by DCAS.
- ☒ Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020.

*Additional Comments:*

None

### 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 EEPD or another governmental agency specific to our EEO practices.

☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or \_\_\_\_\_ **[another governmental agency – please specify]** specific to our EEO practices. **Upon forwarding our responses to the recommendations issued by the EEPD,**

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**the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021 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 measures 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.**



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**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.**

Dan Symon

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Print Name of Agency Head

DocuSigned by:

*Dan Symon*

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Signature of Agency Head

3/30/2021

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Date

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### APPENDIX

#### 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, you may list that person once but include all assigned EEO functions:

1. Agency EEO Officer  
 Anne Meredith  
 Deputy General Counsel  
 255 Greenwich Street, Fl. 9  
 New York, NY 10007  
 (212)-298-0804  
[anne.meredith@mocs.nyc.gov](mailto:anne.meredith@mocs.nyc.gov)
  
2. ADA Coordinator, Disability Rights Coordinator, Disability Services Facilitator, Career Counselor, EEO Counselor  
 Kristine Gregorek  
 Associate Director, Human Resources  
 255 Greenwich Street, Fl. 9  
 New York, NY 10007  
 (212) 676-9731  
[Selina.Balestier@mocs.nyc.gov](mailto:Selina.Balestier@mocs.nyc.gov)
  
3. 55-a Coordinator, Training Liaison, EEO Counselor  
 Dafna Cruz  
 Assistant Director, Human Resources  
 (212)-298-0818  
 255 Greenwich Street, Fl. 9  
 New York, NY 10007  
[Dafna.Cruz@mocs.nyc.gov](mailto:Dafna.Cruz@mocs.nyc.gov)
  
4. EEO Counselors
  - a. Charlemagne Tiendrebeogo  
 Senior Analyst, Learning Management, Office of the First Deputy  
 255 Greenwich Street, Fl. 9  
 New York, NY 10007  
 212-720-0843  
[charlem.tiend@mocs.nyc.gov](mailto:charlem.tiend@mocs.nyc.gov)
  
  - b. Michael Ransom  
 Assistant Director, Infrastructure, Procurement Operations

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255 Greenwich Street, Fl. 9  
New York, NY 10007  
212-788-4996  
[Michael.Ransom@mocs.nyc.gov](mailto:Michael.Ransom@mocs.nyc.gov)

- c. Roseann Colantti  
HR Generalist, Human Resources, Administration  
255 Greenwich Street, Fl. 9  
New York, NY 10007  
(212)-298-0820  
[roseann.colantti@mocs.nyc.gov](mailto:roseann.colantti@mocs.nyc.gov)