

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

**Fiscal Year 2024**

**Board of Standards and Appeals**

**[Insert Agency Photo (Optional)]**

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## 1. Commitment and Accountability Statement by the Agency Head

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

On behalf of the **Board of Standards and Appeals ("BSA")**, 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, agency partners, and members of the public served by our Agency. I seek to nurture the existing diversity among our workforce by creating an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its processes and procedures.

During this Fiscal Year 2024 I will announce this Commitment Statement to our employees and stakeholders; to affirm the principles of diversity, inclusion, and equal employment opportunity; to communicate our dedication to equity and all values that drive us toward this goal; to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement; and to retain our diverse workforce reflective of our City's population will remain a foremost priority. I will continue to 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.

Part of holding 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 is regularly seeking the feedback of our staff and the public who have applications before us or are affected by any such application. BSA maintains a separate email portal to seek public comments on how applications are being processed. 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. The Agency Interim EEO Officer and Chief Diversity and Inclusion Officer, Ms. Toni Matias, will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Ms. Matias's contact information will be prominently available to all employees. During this Fiscal Year 2023, 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.

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. As per our MOU, BSA 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.

☒ 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 (2023) 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. Provided mandatory training through Citywide Training center to all staff. For example, LGTBQ, Sexual Harassment and Everybody Matters. Currently 100% training has been completed for Sexual Harassment.
2. Staff is currently receiving training on Everybody Matters: Diversity and Inclusion and LGTBQ modules.
3. Maintaining diversity at all levels of the agency workforce.
4. Maintaining an environment of collegiality and frequent collaboration.
5. Cultivating a work environment that celebrates cultural and language diversity.
6. Promoting an environment of mutual respect.
7. Promoting a work environment of equity and fairness.

## III. Workforce Review and Analysis

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

Total Headcount: 22

This figure is available on the total line for your agency in the FY 2023 Q4 EBEPR210 CEEDS report.

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members. Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1. Commissioners are appointed by the Mayor and salaries are set by the Mayor's Office.
2. With regards to CEEDS utilization report, the underutilization cannot be identified /analyzed due to small size of the units of analysis that renders the results not calculable.

[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 2024, the agency will continue to 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 through DCAS
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

1. [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.



On October 30, 2023, Chair Chanda and Deputy Director Matias reviewed the statistical data information by the CEEDS reports provided by DCAS, and discussed in the meeting determined there are no barriers identified to workforce hires at the BSA, and additionally, there are no underutilizations within the staff.

[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).
- ☒ 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 .

## IV.EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

[State below the central goals of your strategy for FY 2024 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.]

1. The Board of Standards and Appeals consists of five full-time commissioners, appointed by the Mayor and eighteen full-time employees. The Board conducts yearly performance evaluations, providing staff

with important feedback on their performance and continue to recruit and conduct unbiased interviews to make sure to hire a diverse and dynamic workforce.

❖ **Workplace:**

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

2. The Board will continue to solicit input from employees on their job enjoyment and professional personal growth. The Chair will also continue to reinforce at periodic staff meetings the importance of EEO and inclusion in the Board workplace. The Board Executive Director and Deputy Director meet regularly with staff to discuss their professional growth and general happiness with their work. The agency also has periodic lunches, application review meetings, and annual agency parties as morale boosters.

❖ **Community:**

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

The Board does not use a customer satisfaction survey. The Board requires applicants to notify affected property owners within a designated radius of a subject application of the Board's public hearings. The Board will also continue to maintain a website that provides up-to-date information and instructions on filing applications, methods to review filed applications, Board decisions, and public hearings.

❖ **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)]

The Board will continue to promote equity and race relations, increase awareness that will continue to develop, and provide education with feedback and active participation through interactive trainings and continued education on equity and race relations.

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

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2024, 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 2024. 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.]

We have a staff comprised of 68% minorities and 55% women via the FY2023 Dashboard based on the total number of employees. We are currently updating our Memorandum of Understanding (MOU) with DCAS who handles most of the BSA hiring and onboarding functions.

## 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: none

- 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.]

The BSA does not have a budget or a mandate for community outreach. We are not and have not been actively hiring staff for the last three years. Upon request, BSA staff and commissioners will speak to community boards, who are integral in our application process, about the BSA's roles and processes. The BSA has regular, hybrid public hearings which are noticed and open to the public, where we seek to provide language access to all in attendance.

In FY 2024, the agency will:

- ☐ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☐ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Conduct a customer satisfaction survey
- ☒ Expand language services for the public- We have contracted with translation services for any member of the public who have made the request for translation.

## V. Recruitment

### A. Recruitment Efforts

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

In conjunction with DCAS's efforts to recruit a talented and diverse workforce, BSA staff review underutilization in job groups for recruitment efforts and post all job openings on the Agency website. Additionally, staff ensures that the Agency

is adhering to EEO law during all phases of employment and provide access to training for agency personnel in both the discretionary and the civil service hiring process such as Structured Interviewing and Unconscious Bias training and Everybody Matters EEO and Diversity and Inclusion Training.

## B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion civil service exams.]

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

There are no planned recruitment events planned.

Event Date	Event Name	Borough

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$0.00
Brooklyn	\$0.00
Manhattan	\$0.00
Queens	\$0.00
Staten Island	\$0.00

## C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. LinkedIn
2. Post all vacancies on NYC Careers website
3. Graduate and Law School Recruitment offices
4. University Recruitment Office
5. High School Guidance Counselor Offices

### **D. Internships/Fellowships**

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2023 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2024. 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 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s]  * Use self-ID data	Gender * [#s]  * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __  Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __  Other __ Unknown __
3. Summer College Interns			M __ F__ Non-Binary __  Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __  Other __ Unknown __
5. Other (specify): Law Students – unpaid	3	3 male of which 2 identified as Caucasian, and one Asian American	M x F x Non-Binary __
6. Summer Youth -high school	4	3 female, of which one identified as Asian American, one as African American, and one as Middle Eastern,  one male who identified as African American	Other __ Unknown __

## E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs   0   [number] 55-a participants. [Enter '0' if none]
- There are   0   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   0   [number] new applications for the program were received and        participants left the program due to [state reasons]           .

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ 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.]

As per an MOU, DCAS is responsible for most of our administrative duties. DCAS's career counselor will forward information to our designated career counsel, Ms. Mireille Milfort, to distribute to BSA staff. Ms. Milfort has attended the necessary webinars and fields questions from BSA staff who are interested in any potential opportunities and provides guidance on how other staff members can move forward with pursuing any opportunities.

### **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.]

As previously discussed, DCAS is in charge of BSA's hiring processes based on a 2010 Memorandum of Understanding ("MOU"). BSA and DCAS are currently updating this MOU to better outline the functions DCAS performs for the BSA.



**C. EEO Role in Hiring and Selection Process**

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

In FY 2024, the agency EEO Officer will do the following:

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

**D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[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 2024.
- ☐ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☐ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.

- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	21	We are active in completing this training by Sept. 23, 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	21	Spring 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)	21	Currently in process to be completed by Sept. 23, 2023.
6. lgbTq – Power of Inclusion (classroom/live webinar)	All other employees Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)		
7. Disability Awareness and Etiquette	All other employees	21	Before the end of 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring personnel	6	9/7/2023
9. Other (specify)			
10. Other (specify)			

### III. 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.]

Any requests for reasonable accommodations are discussed and reviewed with the EEO Officer, Agency Head, and Executive Director. We review each request individually based on medical information provided by the employee and a

discussion of the employee's needs. This discussion involves a balancing of the agency's needs and the employee's prognosis.

[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:]

Overall, the BSA have two approved reasonable accommodation requests, both of which were handled within week or two of the requests. As of time of writing, the BSA have no EEO complaints.

- ☒ 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 designee<sup>1</sup> : \_\_Executive Director \_\_ Carlo Costanza
- ☒ 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.

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



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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

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

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

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

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

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

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

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency].  
Select the types of accommodations that your agency has provided to your workforce in FY 2023.

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

**E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024**

- ☒ List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

**F. Executive Order 16: Training on Transgender Diversity and Inclusion**

[Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.]

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

## **X. Audits and Corrective Measures**

[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 specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD 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 EEPD 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.]

SHAMPA CHANDA

Print Name of Agency Head



Signature of Agency Head

4/15/2024

Date

## Appendix A: Contact Information for Agency EEO Personnel

**Agency EEO Office mailing address:**

**22 Reade Street, 1st**  
**New York, NY 10007**

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO 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.)



# NYC Board of Standards and Appeals

SHAMPA CHANDA, CHAIRPERSON/COMMISSIONER

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Interim Toni Matias Deputy Director	tmatias@bsa.nyc.gov	212-386-0085
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator	Toni Matias, Deputy Director & Chase Vine, General Counsel	tmatias@bsa.nyc.gov cvine@bsa.nyc.gov	212-386-0085 212-386-0081
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Mireille Milfort	mmilfort@bsa.nyc.gov	212-386-0078
11.	EEO Training Liaison(s)	Toni Matias	tmatias@bsa.nyc.gov	212-386-0085
12.	EEO Counselor(s)			
13.	Other (specify)			

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

**Agency Name:** The Board of Standards and Appeals

**Local Law 28 of (2023)** is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:

<b>[Insert name of the Training Program]</b>	<b>Totals</b>
<b># of applicants enrolled in such program</b>	N/A
<b># of applicants who completed the program</b>	N/A
<b># of applicants who passed and graduated from the program</b>	N/A
<b># of applicants who passed but did not graduate from the program</b>	N/A
<b># of applicants who did not pass or graduate from the program</b>	N/A
<b># of applicants who accepted any appointment offered based on graduation from the program</b>	N/A

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

<b>Borough</b>	<b>Approximate Dollar Amount Spent (\$)</b>
<b>Bronx</b>	\$0.00
<b>Brooklyn</b>	\$0.00
<b>Manhattan</b>	\$0.00
<b>Queens</b>	\$0.00
<b>Staten Island</b>	\$0.00

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

**None were held for this agency.**

Event Date	Event Name	Borough

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]