



OFFICE OF THE ACTUARY

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CHIEF ACTUARY

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

Fiscal Year 2024

New York City Office of the Actuary



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I. Commitment and Accountability Statement by the Agency Head

The New York City Office of the Actuary (OA) is committed to preventing discrimination, harassment, and retaliation in the workplace by ensuring that all employees are aware of their rights and obligations under this Policy and by encouraging a work environment that tolerates and appreciates differences among employees.

The OA is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, City employees and applicants for employment based on actual or perceived race, color, national origin or ethnicity, immigration or citizenship status, religion or creed, gender, including gender identity (which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), pregnancy, disability, age, military status, arrest, conviction record, or pending case, marital or partnership status, caregiver status, familial status, genetic information or predisposing genetic characteristic, sexual orientation, sexual and reproductive health decisions, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, salary history, and consumer credit history, coronavirus-related discrimination, cannabis use and pre-employment cannabis testing, weight and height. The OA further prohibits retaliation against anyone who reports such events. A description of the agency's procedure to address issues and complaints of discrimination is included in the EEO Policy.

As Chief Actuary, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel should work to maintain an atmosphere of inclusiveness and appreciation of the diversity reflected in our staff, and to comply with the letter and the spirit of this Policy.

The OA is also committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of discrimination based on a person's sex, sexual orientation, gender identity, and the status of being transgender. It occurs when an employee is subjected to unwelcome verbal or physical conduct of a sexual nature because of their sex or gender and the following conditions are present: (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

It is the responsibility of managerial and supervisory staff to ensure that the OA maintains a work environment that is free from sexual harassment and that the OA is a discrimination-free workplace. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this Policy in their areas of responsibility.

All employees are encouraged to familiarize themselves with the sexual harassment policy and be aware of the complaint procedures outlined in the OA's EEO Policy. If you believe you have been subject to actions that violates the agency's EEO Policy or if you are aware of someone else having been subject to actions that violate the EEO Policy, it is incumbent upon you to bring this to the attention of your Supervisor, your Manager, or an OA EEO representative. The agency's EEO Officer is Marlene Markoe-Boyd and Marlene can be reached at 212-312-0119 or mmarkoe-boyd@actuary.nyc.gov.

All employees are encouraged to speak up in the face of inappropriate behavior that violates the OA's EEO Policy.

The implementation of the agency's Equal Employment Opportunity Policy is one of the OA's highest priorities and has my full support and is part of the agency's strategic mission.

☐ 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 FY 2023, our agency accomplished the following as part of our commitment to DEI and EEO:

1. The NYCOA trained all staff in Sexual Harassment Prevention Training and Everybody Matters: EEO and Diversity and Inclusion Training for NYC employees.
2. A recent employee was hired in an underrepresented group because of our efforts in building relationships with actuarial affinity groups. In this instance, the affinity group is the Organization of Latino Actuaries.
3. The NYCOA hosted the screening of 3 webinars (Lunch and Learns): WorkwellNYC's "Conversations that Matter, Responding to Racism" and one highlighting AAPI Heritage Month, plus a webinar titled "Authentic Conversations, the Importance of Mentoring offered by the Network of Actuarial Women and Allies." This was the most webinars the EEO office hosted over a year-long period. The last webinar resulted in the formation of an office discussion with staff at a monthly meeting on career development. Employees, from entry level to seasoned (longevity in office), shared tips and ways to develop one's career. It was an intergenerational exercise/forum.

III. Workforce Review and Analysis

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

Total Headcount: 36

[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.]

1.] [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.]

Human Resources reviews pay authorizations whenever new ones are introduced due to collective bargaining agreements and reviews employees' differentials on a quarterly basis to ensure they are correct. No issues have been found.

The OA's Leadership Team did a pay equity review of manager salaries, and several pay equity adjustments were made at the beginning of this year for two female black managers, one was Director of HR and the other was agency Deputy Counsel.

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

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. [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.]

Quarterly, the EEO Office and the HR department review the CEEDS reports sent to us by DCAS CEI. Often the EEO Office reviews these reports with the agency head several times throughout the year, but at minimum at least once annually.

The CEEDS reports are sent quarterly to the team prior to the meeting. At the meeting the reports are referenced on a smartboard and areas of improvement are discussed to determine a strategy to address and improve workforce composition.

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

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

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (___specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

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

❖ Workforce:

The OA will target Historically Black Colleges and Universities (HBCU) with actuarial science programs to help with the recruitment of black actuaries. There are currently no actuarial civil service exams being offered by the City to promote to staff. Since we are a small agency, promotional opportunities are limited but if they do occur, we will circulate the opportunities. Our career counselor will continue to engage with the staff about career development.

❖ Workplace:

The OA will continue to look for opportunities to host DE&I webinars because they have been well received as well as celebrating monthly recognition events around months earmarked like Black History Month and others. We will also host our multicultural potluck event. These events give the OA staff opportunities to educate their colleagues about their backgrounds and culture. The events are well received.

The OA will recognize staff who engage in DE&I initiatives to support the office's efforts like helping to reach out to colleagues involved with actuarial affinity groups (for recruitment) and taking additional trainings.

The OA will continue to promote our actuarial study program to all staff to assist with their professional development and advancement opportunities. Additionally, the DCAS training catalogue will be shared with staff so they can sign up for classes to advance their career and the monthly staff meetings will include professional development speakers.

❖ Community:

The NYCOA is not a public-facing agency, our Chief Actuary reports to the trustees of the City's five retirement systems as its actuarial technical advisor. We do not interact with the public. We will, however, use our social media channels to broadcast DE&I messages of support and acknowledgement.

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

The OA plans to monitor more closely the inclusivity within the interview process to ensure that interview panels for job openings is inclusive as possible e.g., with age and non-traditional minority participation.

2. Planned Programs, Initiatives, Actions

A. Workforce

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

Th OA will continue outreach to actuarial affinity groups e.g., International Association of Black Actuaries, Organization of Latino Actuaries, and others to help address underutilization and to do targeted recruitment. The same efforts will be replicated with recruitment of entry level positions where continued outreach will be done with schools with actuarial science programs and serving a diverse population of students. As stated above we will begin reaching out to HBCU institutions.

[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.]

The OA's underutilization challenges includes black actuaries and female actuarial managers. The OA will continue to have quarterly meetings to monitor our underutilization areas where it comes to staffing. This is done in partnership with Human Resources and results in targeted recruitment especially when it comes to recruiting black actuaries.

The OA will continue to offer professional development speakers during our monthly staff meetings tapping into WorkWell NYC and other entities and sharing DCAS's training catalogue with the staff.

There are currently no civil service exams being offered for the OA's actuarial positions. Our other staff members are in permanent titles but the OA's career counselor regularly engages with them to assist in career development.

B. Workplace

The OA will continue to celebrate heritage months, as has been done in the past, by highlighting staff. We have done this for Pride Month, Hispanic Heritage Month, Women's History Month, and Black History Month.

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

List below the names of existing ERGs:

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

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

☐ Agency Diversity Council is in existence and active

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

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

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

C. Community

In 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

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.]

The OA trained its staff, about a year or so ago, in Structured Interviewing, one of the classes provided by DCAS. Since there has not been turnover in the managers who took that training and are involved in the interview process a refresh is not needed at this point. The EEO office, however, will continue to monitor DCAS course offerings and encourage staff members, especially hiring managers, to take additional D&I courses.

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]

Event Date	Event Name	Borough
	none	

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

Borough	Approximate Dollar Amount (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0

C. Recruitment Sources

1. Organization of Latino Actuaries – one recent hire come through this organization.
2. Outreach to colleges and universities that have actuarial science programs and serve underrepresented populations. This has resulted in a previous hire from Columbia University from an underrepresented group (Latino).
3. International Association of Black Actuaries. This has resulted in approximately two applicants referred from this organization.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023, see chart below.

The OA plans to participate in the Summer Youth Employment Program again (FY 2023 was our third year participating.) and hire 2 college aides through outreach to actuarial science programs with a focus on schools that serve underrepresented populations. The hope is to have the college aides advance to entry-level positions at the agency if there are openings, and their work is satisfactory, at the completion of their college aide employment.

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	2	Black Hispanic	M __ F_2_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

E. 55-a Program

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

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

☐ 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.

The Agency does not currently have any 55-a program participants but we are open to this program.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The agency's career counselor interacts with employees regularly about career development although the City does not have any applicable actuarial civil service exams being offered. Instead, the career counselor and EEO shares information about DCAS training opportunities and the managers of the actuarial staff promote the study program where the OA supports actuaries in advancing in the office by achieving their actuarial credentials.

B. New Hires and Promotions

As a small agency we do not have a great deal of turnover in managerial positions but will post internally any future vacancies that occur in the agency. The hiring managers have been trained in Structured Interviewing and the EEO Office will look to have a greater role in the interview process, like perhaps sitting in on interviews periodically to monitor the hiring process. The EEO Office will also use the NYCAPS Applicant Interview Log Report.

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

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.)		
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.)	6	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	37	June 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	37	March 2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			

10. Other (specify)			
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VIII. Reasonable Accommodation

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

Describe your agency's practices for analyzing statistics regarding volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
- ☒ The designee reports directly to the Agency Head.

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

- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 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 EEPC or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

Marek Tyszkiewicz

Print Name of Agency Head


Signature of Agency Head

01/02/2024

Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Marlene Markoe-Boyd	Mmarkoe-boyd@actuary.nyc.gov	212-312-0119
2.	Agency Deputy EEO Officer [if appointed]	Tony Wong	twong@actuary.nyc.gov	212-312-0120
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Marlene Markoe-Boyd	Mmarkoe-boyd@actuary.nyc.gov	212-312-0119
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Marlene Markoe-Boyd	Mmarkoe-boyd@actuary.nyc.gov	212-312-0119
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator			
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Tony Wong		
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)			
13.	Other (specify)			

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

Agency Name:

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"]:

None of the below is applicable.

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

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

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

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

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]