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

Fiscal Year 2026

Civil Service Commission

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I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women.¹

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

I publish this statement to confirm my commitment 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, agency partners, and members of the public served by our Agency.

Our city is built on the strength of diversity reflected by people of all backgrounds. As Chair of the New York City Civil Service Commission, I will strive to achieve the greatest possible diversity among our workforce by encouraging an inclusive culture of openness, tolerance, and cooperation. Consistent with this commitment, I will pursue equity in the recruitment, selection, development, advancement, and retention of a diverse workforce and will examine and eliminate any structural obstacles to equal treatment.

Therefore, I will strive to maintain a safe and respectful working environment and will remind all employees that the City of New York does not tolerate discrimination in any form because it has no place, either in the workplace or in our interactions with the public. I will involve our commissioners and managers as my leadership team to enhance and promote the values of equity, inclusion, and respect for all.

All agency staff and Commissioners must be compliant with the City’s EEO Policy and the implementation of this Diversity, Equity, Inclusion and EEO Plan. I will therefore hold my leadership team accountable for ensuring that no one at the Commission will discriminate against employees, applicants for employment or Appellants. We shall support the diversity, equity, and inclusion initiatives by observing EEO mandates and working with dedication to attain agency goals.

To that end, I will include our EEO Officer in critical human resources decisions, such as recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning. In furtherance of this objective, we will report to DCAS on the steps undertaken to comply with all legal mandates and the provision 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 and Diversity, Equity and Inclusion Officer, Joan Richards, will serve as the CSC’s primary resource in addressing EEO issues by providing best practices and direction. Her contact information is jrichards@nyccsc.nyc.gov; phone number 212-615-8901.

¹ See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

During this Fiscal Year 2026, I will announce this Commitment Statement to my fellow Commissioners and 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.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

☒ Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

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

1. As part of our commitment to DEI and EEO our agency realized accomplishments in mandated trainings. All employees received training in Sexual Harassment Prevention and Everybody Matters: EEO and Diversity Inclusion for NYC Employees and Disability Awareness.
2. Our small workforce of seven full-time employees is composed of three racial/ethnic groups. This is the outcome of our efforts to hire with diversity in mind.
3. There were no reports of sexual harassment and no EEO complaints were filed last fiscal year. Constant periodic trainings result in having employees who are well informed and constantly reminded about sexual harassment and EEO policies, engendering adherence to best practices in these focused areas.

IV. Workforce Review and Analysis

Total Headcount: ____11____

Unknown Race/Ethnicity ____

Unknown Gender ____

Unknown Both ____

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 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).²*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field 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 within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

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

a) Analysis of Agency Compensation Data:

The analysis of CSC's compensation data reveals that among the seven full-time employees and four commissioners there is no pay disparity or variation in salary with the same title when compared by years of service.

² Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

b) Indicators of Occupational Segregation:

N/A

c) Actions undertaken to reduce occupational segregation considering previous analyses:

N/A

2. [Indicate, below, all 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. Check all appropriate boxes.]

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

[Indicate below your agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports). Check the appropriate boxes to indicate the units involved and the frequency of reviews.

- ☒ 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.
- ☒ The agency review entails a discussion of perceived workplace barriers for job groups that may surface in underutilization reports and factors such as hiring patterns in specific job titles that may create these barriers.

The EEO officer conducts workforce review with the following agency units:

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☒ N/A

Other (specify): N/A

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

A. WORKFORCE

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

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

The Civil Service Commission ("CSC") will continue to maintain a work environment that encourages collaboration, flexibility, and fairness to enable individuals to contribute their full potential to their work. Cooperative dialogue is encouraged to see how best employees can be supported in their roles and assigned tasks within the agency. These efforts are made to ensure that employees excel in their careers with this agency and elsewhere in City employment.

Planned Programs, Initiatives, Actions aimed at Workforce:

All CSC staff receive EEO diversity training to gain familiarity with the subject matter and acquire new knowledge and information on best practices in this area.

Tasks and Standards are made available to new hires and recently promoted employees with their job assignments and are updated as needed along each individual career path.

Performance evaluations are conducted annually. Employees receive feedback on their job performance and are afforded the opportunity to comment on the evaluation and make requests regarding areas that need improvement.

The Career Counselor's identity is made known to all. Employees are aware that the Career Counselor provides guidance and counseling that is tailored to each one's career within City government. Staff is informed and continuously reminded of the identity and contact information of the EEO Officer/Career Counselor who handles requests for reasonable accommodations and oversees the administration of mandatory trainings and other career advancement opportunities.

There are no major job groups experiencing underutilization of women and minorities in this agency. We will continue the use of the quarterly reports and dashboards to assist us in assessing our hiring practices for any evidence of underutilization. The Commission plans continue employing efforts in recruitment to maintain high levels of diversity among our employees. We will continue to advertise vacancies on the City Jobs website and in DCAS' monthly newsletter.

Employees are encouraged to take open competitive, promotional exams as well as professional development classes for the advancement of their careers.

B. WORKPLACE

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

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

The Civil Service Commission has created and will maintain a work environment that encourages collaboration, flexibility, and fairness to enable individuals to contribute their full potential to their work. Where possible, job enrichment and cross training will be utilized to motivate employees to learn new tasks and expand their skill set.

The CSC provides DCAS Online Computer-based training which includes a discussion of the City's EEO Policy, employee rights and responsibilities under the City's EEO Policy, discrimination complaint procedures, reasonable accommodation procedures, preventing hostile work environment, retaliation, and sexual harassment.

Planned Programs, Initiatives, Actions aimed at Workplace:

All job postings are done through NYCAPS which ensures that every job posting has age-inclusive language as well as language for equity, inclusion, anti-racism and preferred pronouns.

The Commission will continue to celebrate the diversity of our agency staff at our annual holiday luncheon. Employees voluntarily contribute to a luncheon menu consisting of food and drinks that represents their culture, and attendees have enjoyed sharing food and information specific to their ethnicity.

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

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

- ☒ Agency does not presently have any ERGs.

- ☐ Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

- ☐ Agency has an active Diversity Committee/Council

- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.

C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

The Commission serves all NYC residents regardless of ethnicity, age, sexual orientation, or religion and provides a variety of ways through which appellants may gain access to the services provided. Appellants may submit appeal requests and supporting documentation via the Commission's appeals portal, emails, US mail and in person at our client services window.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

An inclusive approach is utilized in the development of programs and procedures that improves our work environment. At periodic meetings between legal and administrative staff, all are encouraged to offer suggestions and feedback which are considered prior to implementation of policies and procedures.

Annual emails from the agency head are sent to everyone reminding employees of the agency's commitment to equity, inclusion and race relations, as well as city's and the agency's intolerance discrimination.

In FY 2026, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services. The agency's appeals portal affords the Commission a greater reach in providing services to NYC residents. The appeals portal is a public facing tool providing access to all who wish to file appeals with the Commission regardless of age, race, sex, religious beliefs or other identifying factors.
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Expand language services for the public

VI. Recruitment

A. Recruitment Efforts

The proactive strategies and practices this agency will use to build and retain a diverse and inclusive workplace include:

The Commission will continue to promote employee awareness of promotion and transfer opportunities within the agency and consider employees who are qualified for these opportunities. We will continue to disseminate information on up-coming civil service exams and providing the link to DCAS' civil service exam web page to employees. We will also continue to ensure that personnel involved in the hiring process receive training in Structure Interviewing and Unconscious Bias.

To ensure that no group is adversely impacted in our recruitment activities, we will periodically review and assess our agency's recruitment efforts.

The EEO personnel and the agency head will continue to monitor the agency's hiring practices at their quarterly meetings. At these meetings, policies, programs and procedures for recruitment, selection, compensation, promotion, training are reviewed to identify and address any barriers to equal employment and ensure EEO compliance.

B. Recruitment for Civil Service Exams

The Commission will continue to promote open competitive and promotion civil service exams by distributing exam announcements as soon as they are published. During the new fiscal year, we will continue to encourage employees to take exams that may advance their careers and result in promotion to higher civil service titles.

List any planned recruitment events for FY 2026 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	None	None

List planned expenditures for FY 2026 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
Other (include online)	0

C. Recruitment Sources

The resources listed below have resulted in previous hires and the current diversity of our workforce.

1. Civil Service Exams
2. Dept. for the Aging, Title V Program
3. Law School Recruitment
4. New York City Jobs

D. Internships and Fellowships

Describe your agency plans to recruit interns for FY 2026 and provide a brief outline of how they will help support your agency's mission. How will your internship program enhance the interns' professional development?

The Commission currently has no need for interns.

The agency provided the following internship opportunities in FY 2025:

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 __
4. Summer Graduate Interns		0	M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows		0	M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):		0	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 __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 __0__ participants left the program due to [state reasons] __N/A__.

☒ 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.

VII. Selection (Hiring and Promotion)

A. Career Counselors

Activities and plans to promote advancement and transfers within the agency include the following:

1. The agency will provide employees with information and advice on promotional opportunities, civil service exams and career development.
2. We will continue to inform employees of scheduled examinations and whenever the need arises, the Commission will offer assistance for the completion of examination filing.
3. The Career Counselor conducts career counseling during annual evaluations and upon request.
4. Career Counselor will continue to forward all announcements of open competitive and promotional exams to staff encouraging them to apply take exams that may result in job enrichment and advancement of their careers.

B. New Hires and Promotions

The Civil Service Commission consists of five Commissioners, all of whom are appointed by the Mayor of the City of New York and confirmed by the City Council. Therefore, high-level discretionary appointments are not within the purview of this Commission. There are no mid-level new hires anticipated soon.

For lower-level hiring, the EEO Officer works with agency head to ensure that hiring managers receive required training in Equal Opportunity practices, structured interviewing, and unconscious bias. Interview questions will be reviewed and approved by agency head, hiring manager and EEO officer.

C. EEO Role in Hiring and Selection Process

In FY 2026, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Be available for consultation on 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 as well as language that is age-inclusive).
- ☒ Refer hiring managers to Structured Interviewing and Unconscious Bias training.

- ☒ Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- ☒ 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 2026.
- ☐ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any protected category 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).

VIII. 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 – Annually (Cycle 3 must be completed by June 30, 2026.)	11	11/01/25 to 12/19/25
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	11	02/01/26 To 03/13/26
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	11	09/02/25 to 10/17/25
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		11	05/04/26 To 06/12/26
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

IX. Reasonable Accommodation

The Commission will continue to provide reasonable accommodations to persons with disabilities, for religious observations and practices, and for victims of domestic violence, sex offenses, stalking, pregnancy, childbirth, and related medical conditions, unless the provision of these accommodations would create undue hardship on the CSC.

The CSC follows the Citywide Reasonable Accommodation procedure. Due to our small workforce, reasonable accommodation requests are completed in an expedited timeframe and determinations are issued well before the required 15-day timeframe. Applicants consult with the EEO officer, appropriate documentation is sought, the completed reasonable accommodation request form along with required documentation is submitted to agency head for approval and final determination is submitted in writing to the applicant, supervisor, Human Resources and EEO files.

Medical records submitted along with reasonable accommodation requests are handled with confidentiality and locked away in EEO records. Information collected during this process is maintained on separate forms and in separate medical information records. Managers and supervisors are informed of an employee's necessary work restrictions and any accommodations granted.

- ☒ 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 any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- ☒ The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- ☒ The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.

Provide the name and title of the Agency Head's designee³ : _____

☐ The designee reports directly to the Agency Head.

- ☒ The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

³ **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated** to review appeals of reasonable accommodation decisions.

X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2025 – August 31, 2026) 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; Local Law 14 (2024): Anti-racism and Anti-racial 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 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII 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 2025.

- ☐ 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 2026

- ☒ List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.
 1. EEO Everybody Matters
 2. Sexual Harassment Prevention
 3. LGBTQ: The Power of Inclusion
 4. Disability Awareness and Etiquette

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- ☒ The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

H. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, 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 single-sex facility (e.g., 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.

XI. Audits and Corrective Measures

- ☒ The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (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 CEI an amendment letter, which shall amend the agency plan for FY 2025 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.]

XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan ("EEO Plan") is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)⁴

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency's efforts during the previous quarter to implement the agency's EEO Plan.

Nancy G. Choffetz
Print Name of Agency Head

[Signature]
Signature of Agency Head

11/24/25
Date

⁴ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

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

Agency EEO Office mailing address:

Joan Richards, EEO Officer
Civil Service Commission,
1 Centre Street, Room 2300N, 23rd Floor.

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
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	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
6.	Disability Rights Coordinator	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
7.	Disability Services Facilitator	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	EEO Counselor(s)			
11.	EEO Training Liaison(s)	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
12.	Career Counselor(s)*	Joan Richards	Jrichards@nyccsc.nyc.gov	212-615-8901
13.	Other (specify)			

