**FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report**

# Part I: Narrative Summary

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| --- |
| **Agency Name**: \_\_**Campaign Finance Board**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **1st Quarter (July -September), due November 6, 2024** [ ]  **2nd Quarter (October – December), due January 30,2025**[x]  **3rd Quarter (January -March), due May 27, 2025** [ ]  **4th Quarter (April -June), due July 30, 2025****Prepared by**: **Dr. Sarah Jackson EEO Investigator/DEI Specialist SJackson@nyccfb.info (929) 721-0984**  \_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Title E-mail Address Telephone No. **Date Submitted**: June 2, 2025 |
| ***FOR DCAS USE ONLY:*** ***Date Received****:* |

# Instructions for Filling out Quarterly Reports FY 2025

**[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.**

**For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.**

**For Q2, Q3 and Q4, use previous quarter’s submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]**

1. Please save this file as “**XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I”,** where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF**.
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

1. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
2. Please save the Excel file as **“XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary**”, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF**.

# Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? [x]  Yes, On (Date): 1/31/2025 [ ]  No

 [x]  By e-mail

 [ ]  Posted on agency intranet and/or website

 [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*The statement will be distributed to all agency employees upon DCAS approval of the FY 2025 Strategic plan.**

# Recognition and Accomplishments

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

[ ]  Diversity, equity, inclusion and EEO Awards

[ ]  Diversity, equity, inclusion and EEO Appreciation Events

[x]  Public Notices

[x]  Positive Comments in Performance Appraisals

[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* **Please describe DEI&EEO Awards and/or Appreciation Events below:**

 **N/A**

#  Workforce Review and Analysis

1. **Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2024): **169** Q2 (12/31/2024): **173** Q3 (3/31/2025): **178** Q4 (6/30/2025): \_\_\_\_\_\_\_\_\_\_

1. **Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.**

[x]  Yes On (Date): August 21, 2024 [ ]  Yes (again) on (Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [x]  No

[ ]  NYCAPS Employee Self Service (by email; strongly recommended every year)

[ ]  Agency’s intranet site

[ ]  On-boarding of new employees

[ ]  Newsletters and internal Agency Publications

1. **The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.**

[ ]  Yes - on (Dates):

Q1 Review Date: \_\_\_**N/A**\_\_\_ Q2 Review Date: \_\_\_**N/A**\_\_\_ \_\_\_\_\_\_ Q3 Review date: \_\_\_\_\_\_\_\_ Q4 Review date: \_\_\_\_\_\_\_\_

**The review was conducted with:**

[ ]  Agency Head [ ]  Agency Head [ ]  Agency Head [ ]  Agency Head

[ ]  Human Resources [ ]  Human Resources [ ]  Human Resources [ ]  Human Resources

[ ]  General Counsel [ ]  General Counsel [ ]  General Counsel [ ]  General Counsel

[ ]  Other \_\_\_\_\_\_\_\_\_\_ [ ]  Other \_\_\_\_\_\_\_\_\_\_ [ ]  Other \_\_\_\_\_\_\_\_\_\_ [ ]  Other \_\_\_\_\_\_\_\_\_\_

 [x]  Not conducted [x]  Not conducted [ ]  Not conducted [ ]  Not conducted

# EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

**Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.**

1. **Workforce:**

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV:*  *Diversity, Equity, Inclusion and EEO Initiatives for FY 2025,* which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

**Goal 1: Continue to post, advertise, and recruit from a diverse range of job sites, job fairs, recruitment events, etc.**

*We aim to increase these efforts where/when gaps in occupational segregation and/or under- or over- utilization may exist or arise.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we did the following to work toward this goal: (1) we engaged with People Operations to identify and share job postings with State Vocational Rehabilitation agencies and organizations that support individuals with disabilities, such as CUNY LEADS, to further expand inclusive outreach.

**Workforce Goal/Initiative #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 2: Communicate information regarding (1) employee performance evaluations, (2) increased compensation and career development pathways, and (3) the continuous conversation around pay equity and the agency’s salary bands, clearly, and transparently, to all agency stakeholders.**

*A core tenet of our DEI journey is ensuring we equip all of our employees with the tools necessary for their success. This includes making sure our employees are aware of opportunities, have access to education and training guided by clearly defined pathways, and are confident that they’re being compensated in alignment with comparators.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we are (1) actively working on completing an agency-wide Key Responsibility (KR) project to further align individual performance expectations with broader organizational goals. Additionally, we have (2) strengthened manager career development by promoting the use of the People Manager Excellence affinity group, which provides peer support, training, and resources to build managerial capacity across the agency.

**Workforce Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 3: Engage our external vendor to complete a second pay equity analysis during FY 2025 to further address pay equity and salary transparency throughout the agency.**

*This analysis will be a direct follow-up to our FY 2024 analysis and will continue to set the precedent of completing an annual pay equity study.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we intiated conversations with outside vendors to continue our pay equity analysis work.

**Workforce Goal/Initiative #3 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

* + - **Efforts to Reduce Workforce Underutilization:**

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

Below is a holistic description of how our agency plans to address underutilization in FY 2025, as well as our outline of a specific instance of underutilization that we are currently facing.

Some of the proactive measures that we continued to take in Q3 to address underutilization include, but are not limited to:

1. Posting all open positions to a diverse array of job sites that aim to target a diverse range of candidates.
2. Using our quarterly underutilization report and dashboard to inform our agency’s recruitment efforts.
3. Partnering with the People Operations division to seek out and attend recruitment events (i.e. job fairs) that center specific demographics, especially for positions where underutilization is present.
4. Continuously reviewing and updating our agency’s current policies, procedures, and practices related to recruitment to align with best practices.
5. Training hiring managers, and any CFB employee affiliated with the selection process, on “Unconscious Bias and Structured Interviewing” and other best EEO-DEI hiring practices.
6. Continuing the practice of our EEO-DEI and People Operations teams reviewing each new position’s hiring packets for biased language, equitable salary matrix, discriminatory interview questions, etc.

Regarding our specific instance of underutilization, within our Technology Division, we have discovered a composition of employees who mainly identify as men (over 85%). Along with the aforementioned initiatives, another way to mitigate this gap is to attend more technology job fairs centered toward recruiting in areas where there is marked under-utilization. As the Technology division currently has many open positions they are recruiting for, we plan on working closely with them to make this a priority.

In Q3, our People Operations division scheduled a discussion with EEO/DEI to discuss their research and communications with various disability recruitment vendors. Separately, we continued discussing plans for the build-out of an internal metrics dashboard that will help us maintain an understanding of any over- and/or under-utilization that may be occurring across the agency and planned to have it complete by Q4. .

1. **Workplace:**

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workplace** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025,* which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

**Goal 1: Maintain our process to communicate timely, DEI-focused informational materials with all agency employees.**

*This includes, but not limited to our monthly DEI newsletter, culturally significant holiday/celebration email acknowledgements, timely announcements, physical bulletin boards, etc. We plan to increase these offerings to include materials like topical trainings, topical scientific research articles, a DEI-resource library, etc.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we did the following to work toward this goal: (1) continually sent out our monthly DEI newsletter, monthly culturally significant holiday/celebration email acknowledgements, and timely announcements. We also edited each material through an accessibility lens.

The DEI-focused monthly themes we acknowledged in our monthly DEI newsletters in Q3 included:

January 2025: Cervical Cancer Awareness Month, National Glaucoma Awareness Month, National Human Trafficking Prevention Month, National Mentoring Month, Poverty in America Awareness Month

February 2025: American Heart Month, Black History Month, Ethnic Equality Month, Teen Dating Violence Awareness Month

March 2025: Colorectal Cancer Awareness Month, Developmental Disability Awareness Month, Granting of U.S. Citizenship to Puerto Rico, Greek American Heritage Month, Irish American Heritage Month, National Kidney Month, National Multiple Sclerosis (MS) Awareness Month, Women’s History Month

The DEI-focused email acknowledgements we sent out in Q3 included:

* 1/4: World Braille Day\*
* 1/6: Epiphany/Three Kings Day\*
* 1/7: Orthodox Christmas
* 1/13: Korean American Day
* 1/14: Mahayana New Year
* 1/19: World Religion Day
* 1/20: Martin Luther King Jr. Day
* 1/26 - 1/27: Isra and Mi'raj
* 1/27: International Holocaust Remembrance Day
* 2/1: National Freedom Day
* 2/2: Imbolc
* 2/4: Rosa Parks Day
* 2/5: National Girls and Women in Sports Day
* 2/11: International Day of Women and Girls in STEAM
* 2/12: Tu B’Shevat
* 2/15: Parinirvana Day
* 2/20: World Day of Social Justice
* 3/5: Ash Wednesday
* 3/7: Employee Appreciation Day
* 3/8: International Women’s Day
* 3/13 - 3/14: Purim
* 3/14: Holi
* 3/20: Ostara (Spring Equinox)
* 3/21: World Down Syndrome Day
* 3/25: International Day of Remembrance of the victims of Slavery and the Transatlantic Slave Trade
* 3/27: Laylat al-Qadr
* 3/30: Eid Al-Fitr
* 3/30 - 4/7: Navaratri
* 3/31: International Transgender Day of Visibility

We continue to evaluate the effectiveness of these actions by collecting and analyzing qualitative feedback.

**Workplace Goal/Initiative #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 2: Continue to evolve and expand our employee-focused DEI events, activities, initiatives, and offerings.**

*This can be done through not only increasing our events, activities, initiatives, and offerings (i.e. listening circles, educational micro-bursts, etc.), but also expanding our collaboration with other intra-agency divisions, so that our DEI events continue to be interwoven into our holistic agency’s work and mission. Additionally, this will allow us to capture more participation from employees who previously may have perceived DEI activities to be auxiliary to their work, and instead begin to view it as a core part of it.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, our office hosted a variety of meaningful programs and events.

We hosted four Bi-Weekly Listening Circles, two of which were adapted into special sessions. One was led by the agency’s Domestic Violence and Gender-Based Violence Liaison and focused on healthy boundaries and relationships and DV/GBV resources. The second session featured a screening and facilitated discussion of the film *Shirley* in honor of Black History Month.

Our Accessibility Specialist led a Lunch & Learn session on media content creation, which was open to all staff and supported knowledge sharing around accessible and inclusive media creation.

In celebration of Lunar New Year, our office collaborated with interested staff to host a potluck that offered an opportunity to share a meal while learning about the cultural significance of the holiday through staff reflections and presentation. 68 staff attended the event during their lunch hour.

The Cultivating Appreciation, Respect, and Empathy (CARE) Affinity Group led its first Random Acts of Kindness Week, encouraging staff to recognize and support one another by sharing feedback through Lattice, the agency’s performance management platform. We also refreshed the office bulletin boards to highlight new, relevant resources and updates related to DEI and EEO topics.

Lastly, within our March 2025 DEI download, we launched the third iteration of the CFB Book Club. The book for this iteration is, “*W*e Have Always Been Here: A Queer Muslim Memoir.”

We will evaluate the effectiveness of these actions by measuring the intra-agency participation in DEI events, activities, and offerings, with a slated goal that participation will increase.

**Workplace Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 3: Continue to build out and create an EEO-DEI repository of informational materials, trainings, and toolkits on various EEO, DEI, accessibility centered topics.**

*These topics include, but are not limited to, subjects such as workplace conflict, microaggressions, gender-affirmation, pronoun preference, intersectionality, etc. We plan on making these materials accessible, in both style as well as storage location, so that all employees have a transparent path to accessing and viewing them.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we launched and routinely update the EEO/DEI Repository as a place for staff members to access DEI, EEO, and Accessibility resources on their own.

We will evaluate the effectiveness of these actions by ensuring that all agency employees will have an increased understanding of/access to a diverse array of EEO, DEI, accessibility centered topics.

**Workplace Goal/Initiative #3 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 4: Continue to collect both qualitative and quantitative data to track employee feedback from our various DEI events, celebrations, and initiatives.**

*Furthermore, utilizing and implementing that feedback, to continuously adapt, improve, and inform future EEO-DEI events, celebrations, and initiatives.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we did the following to work toward this goal: (1) we continued to disperse internal surveys to all attendees of each of our EEO/DEI events so that we a gather their anonymous feedback. Additionally, we (2) used that data to inform how we conducted specific types of EEO/DEI events.

We will evaluate the effectiveness of these actions by ensuring that DEI events, celebrations, and initiatives will continue to improve based on the received employee feedback.

**Workplace Goal/Initiative #4 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 5: Continue to culturally shift towards making accessibility an agency-wide priority.**

*This means (1) understanding what accessibility means within our agency, (2) learning how to implement it into our practices, and (3) centering it, so that it can be visible in our external practices within the communities we enter.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we did the following to work toward this goal: (1) our Accessibility Specialist continued the implementation of our 5-Year accessibility plan. Additionally, we (2) our Accessibility Specialist hosted an agency-wide Lunch & Learn on media content creation. Lastly, (3), our Accessibility Specialist continued to work with internal stakeholders on conducting accessibility reviews of materials and working with our Voting Rights and Accessibility coordinator.

We will evaluate the effectiveness of these actions by confirming that all agency employees begin implementing accessibility best practices in our day-to-day processes.

**Workplace Goal/Initiative #5 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

* + - **Other Workplace Activities:**

**Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.**

In Q3 the CFB EEO/DEI team engaged in the following workplace activities designed to improve/enhance the workplace.

**DEI-focused Materials:**

**DEI Newsletter**

**A monthly newsletter than includes information about the upcoming (monthly and daily) cultural holidays and celebrations, CFB DEI events, exciting DEI news/updates, fun DEI facts, and more.**

January: 1/2/2025

February: 2/3/2025

March: 3/4/2025

**Email Acknowledgements**

**An aesthetically relevant and designed flyer that defines and describes the culturally significant holiday and/or celebration that is occurring on that day.**

* World Braille Day - 1/3/2025
* Three Kings Day – 1/6/2025
* Orthodox Christmas – 1/7/2025
* Korean American Day – 1/13/2025
* Mahayana New Year – 1/14/2025
* World Religion Day – 1/17/2025
* Martin Luther King Day – 1/17/2025
* International Holocaust Remembrance Day – 1/27/2025
* Isra and Mi’raj - 1/27/2025
* Imbolc – 1/31/2025
* Rosa Parks Day – 2/4/2025
* National Girls and Women in Sports Day – 2/4/2025
* International Girls and Women in STEAM Day – 2/11/2025
* Tu B’ Shevat – 2/12/2025
* Magha Puja Day – 2/12/2025
* Parinirvana Day – 2/14/2025
* World Day of Social Justice – 2/20/2025
* Maha Shivratri – 2/26/2025
* Ramadan – 2/28/2025
* Ash Wednesday – 3/5/2025
* Employee Appreciation Day – 3/7/2025
* International Women’s Day – 3/7/2025
* Purim – 3/13/2025
* Holi – 3/14/2025
* Ostra (Spring Equinox) - 3/20/2025
* World Down Syndrome Day – 3/21/2025
* International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade – 3/25/2025
* Laylat al-Qadr- 3/27/2025
* Eid al- Fitr – 3/28/2025
* Navratri – 3/28/2025
* International Transgender Day of Visibility – 3/31/2025

**DEI-focused Events:**

* + - **Lunar New Year Potluck** - 2/5/2025 - Staff gathered for a family style potluck to engage in various activities and learn about staff’s personal experiences with Lunar New Year.
		- Lunch & Learn: Accessibility 102 - 3/28/2025 - Staff members we invited to join our Accessibility Specialist to learn about accessible content creation.
		- CARE Affinity Group: To acknowledge Random Acts of Kindness Week

**Employee Resource Groups/Affinity Groups:**

**We maintained and collaborated with leaders of the following employee groups,**

* **Ultraviolet** (LGBTQIA+-focused Employee Resource Group)
* **CARE** (Compassion-focused Affinity Group)

**And launched the following new employee group:**

* People Managers Excellence Group (People manager Affinity Group)
1. **Community and Equity, Inclusion and Race Relations:**

Please list the **Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

**Goal 1: Build out, disperse, and train all CFB employees on a toolkit that details best practices regarding EEO, DEI, and accessibility within external, public settings and public-facing policy.**

*Ensuring that when any member of our agency interacts with a member of the public, everyone has a shared understanding of best practices regarding EEO, DEI, and accessibility.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we did the following to work toward this goal: (1) began implementing our holistic EEO/DEI annual plan for all agency employees that details the different functions of the EEO/DEI office’s work, to promote understanding. Additionally, we (2) started calendaring, clear agency-wide learning opportunities of best practices in Q3 and Q4. Additionally, we (3) have started inquiries into external vendors to host training courses and provide materials on topics such as *workplace conflict and microaggressions.*

We will evaluate the effectiveness of these actions by confirming that all agency employees have a shared understanding of best practices regarding EEO, DEI, and accessibility.

**Community/Equity/Inclusion Goal/Initiative #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 2: Ensure that our technology that NYC voters, campaigns, and the public at large, uses to interact with our agency is up to date with accessibility standards and best practices.**

*This means continuing to collaborate with both internal and external stakeholders and iterate our digital presence to ensure everyone can use our services.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, we continued to work toward this goa byl: (1) conducting intra-agency conversations between agency leadership, our technology division, and our team (specifically our new Accessibility Specialist) about permissions surrounding the technology our agency uses, and creating a communication system of change, with a focus on making things more accessible. Additionally, we (2) continued to collate our 5-Year Accessibility plan and prioritize certain activities and initiatives that involve NYC voters, campaigns, and the public at large. Lastly, at an agency-level, the CFB (3) recently hired First Deputy Executive Director is heavily involved in continuously implementing our agency’s strategic plan, thus further prioritizing accessible practices, equity, transparency, accountability and technological improvements.

We will evaluate the effectiveness of these actions by ensuring that all NYC Voters and campaigns will be able to successfully interface with our different technological mediums as it relates to access.

**Community/Equity/Inclusion Goal/Initiative #2 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 3: Continuously review the policies, procedures, and mediums our agency utilizes to communicate and interact with the general public for accessibility, transparency, inclusivity and equity.**

*These values align with our agency’s larger strategic plan.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In Q3 of FY 2025, the CFB’s SPI division started to collate policies and build out an internal policy framework which folds in EEO/DEI review of relevant poicies. Further, members of the EEO/DEI team participate in a public policy working group.

We will evaluate the effectiveness of these actions by ensuring that all agency policies, procedures, and mediums will be rated as highly accessible, on a variety of facets, for all audiences.

**Community/Equity/Inclusion Goal/Initiative #3 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Goal 4: Increase voter turnout.**

*Mapping directly onto our agency’s larger mission, ensuring that efforts propel our goal of reaching NYC voters.*

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

**From January through March of 2025, the Partnerships and Outreach team held planning meetings with partners and conducted**  **preliminary outreach and educational efforts to prepare for another year of elections, first of which is the June Primary Election**  **for City Offices, including Mayor, Comptroller, Public Advocate, Borough President and City Council.**

**P&O had over 20 meetings with community partners to discuss 2025 partnership plans for limited English and Immigrant**  **communities, young voters, voters with disabilities, and formerly incarcerated voters. Our unit held 20 in-person and virtual**  **events, including youth-focused and multi-lingual civic engagement workshops on topics like Ranked Choice Voting, Matching**  **Funds, Voting Accessibility, Voting Rights, and more. We also conducted outreach 4 outreach tabling event at community**  **events and resource fairs.**

**Community/Equity/Inclusion Goal/Initiative #4 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:**  [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing**  [ ]  **Delayed**  [ ]  **Deferred**  [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

# Recruitment

1. **Recruitment Efforts**

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **[Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**

**Below is a summary of our Agency’s recruitment efforts.**

The CFB is committed to recruiting a diverse pool of candidates for each position that is selected for. Some of the proactive measures that we take to ensure this include, but are not limited to:

* + - 1. Posting all open positions to a diverse array of job sites that aim to target a diverse range of candidates.
			2. Using our quarterly underutilization report and dashboard to inform our agency’s recruitment efforts.
			3. Partnering with the People Operations division to seek out and attend recruitment events that center specific demographics, especially for positions where underutilization is present.
			4. Continuously reviewing and updating our agency’s current policies, procedures, and practices related to recruitment to align with best practices.
			5. Training hiring managers, and any CFB employee affiliated with the selection process, on “Unconscious Bias and Structured Interviewing” and other best EEO-DEI hiring practices.
			6. Continuing the practice of our EEO-DEI and People Operations teams reviewing each new position’s hiring packets for biased language, equitable salary matrix, discriminatory interview questions, etc.

The People Operations division participates in various recruitment events throughout the year. They have also prepared a recruitment calendar of events they will participate in for the remainder of FY 2025.

**Recruitment for Civil Service Exams**

The agency doesn’t participate in hiring pools for open competitive and promotional civil service. Monthly, the Career Counselor disseminates DCAS civil service examination announcements which notifies staff of the available civil service examinations and an opportunity to attend the DCAS civil service 101 information sessions. If an employee has an underlying permanent civil service title applicable to the work they will be doing at the agency, People Operations will accept the title and place it on a leave line for the duration of the employee’s employment.

Furthermore, because we do not participate in hiring pools for open competitive and promotional civil service, we cannot provide a summary of the recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.

1. **Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

The agency has continuously been engaged in these aforementioned initiatives/strategies.

We evaluate the effectiveness of these actions by monitoring trends with the relevant personnel transaction and demographic data.

**Recruitment Initiatives/Strategies #1 Update:**

**Q1 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q2 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q3 Update:** [ ]  **Planned** [ ]  **Not started** [x]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

**Q4 Update:** [ ]  **Planned** [ ]  **Not started** [ ]  **Ongoing** [ ]  **Delayed** [ ]  **Deferred** [ ]  **Completed**

1. **Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

**\*Please see above.**

1. **Recruitment Efforts for Civil Service Exams**

**List all recruitment events that were held by the agency to promote open-competitive civil service examinations.**

**\*Not Applicable. The CFB does not utilize civil service examinations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarter #** | **Event Date** | **Event Name** | **Borough** |
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**List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Borough** | **Approximate Dollar****Amount ($) in Q1** | **Approximate Dollar****Amount ($) in Q2** | **Approximate Dollar****Amount ($) in Q3** | **Approximate Dollar****Amount ($) in Q4** |
| Bronx | **$0** |  |  |  |
| Brooklyn | **$0** |  |  |  |
| Manhattan | **$0** |  |  |  |
| Queens | **$0** |  |  |  |
| Staten Island | **$0** |  |  |  |

1. **Recruitment Sources**

**List recruitment sources used to fill vacancies in the current Quarter (include Q#)**

**Below is a list of our Agency’s diverse recruitment sources.**

**\*The agency relied on the following recruitment sources during Q3, on an as needed basis.**

1. **Indeed:** This is a general recruitment source accessible to all applicants and aimed at diversifying our workforce.
2. **Black Job Center:** A recruitment source for Black individuals.
3. **Diversity Jobs:** This website posts open positions to a myriad of job boards aimed at diversifying the workforce on the basis of gender, veteran status, sexual orientation, race, age, and disability
4. **Workplace Diversity:** This website posts open positions to a myriad of job boards aimed at diversifying the workforce on the basis of gender, veteran status, sexual orientation, race, age, and disability. It includes the sites below:
5. **Disability Connect:** A recruitment source for people with disabilities.
6. **Hispanic Diversity:** A recruitment source for Hispanic and Latino/x/a/e individuals.
7. **Out and Equal:** A recruitment source for LGBTQIA+ individuals.
8. **LGBT Connect:** A recruitment source for LGBTQIA+ individuals.
9. **Veterans Connect:** The CFB hopes to reach veterans through this recruitment source.
10. **Women’s Job Center**: A recruitment source for women.
11. **City and State:** This recruitment source focuses on offering a range of NYC and NYS specific job opportunities for candidates interested in a job in civil service.
12. **LinkedIn:** This is a general recruitment source accessible to all applicants and aimed at diversifying our workforce.
13. **Dice:** This is a recruitment source aimed at recruiting for technology-based positions. This organization has stated their commitment to diversity and inclusion as it relates to their practices.
14. **Idealist:** This is a recruitment source geared towards social impact organizations.
15. **Handshake:** This is a recruitment source geared towards students and recent graduates attempting to enter the workforce.
16. **Political Job Hunt:** This job board is aimed towards professionals in the political and governmental field.
17. **American Institute of Graphic Arts (AIGA):** This recruitment source aims to advance design as a professional craft, strategic advantage, and vital cultural force.
18. **Democracy Jobs:** This job board is aimed at professionals in the political and governmental fields.
19. **The South Asian Board Association:** This organization serves South Asian Attorneys throughout North America.
20. **PSJD:** This organization provides pathways to public service and legal careers.
21. **American Association for Access, Equity and Diversity (AAAED):** This recruitment source advocates for equal opportunity laws to enhance the tenets of access, inclusion, and equality in employment, economic and educational opportunities.
22. **Lawjobs.com:** This recruitment source is a leading recruitment website for attorneys.
23. **DCAS Newsletter:** The DCAS newsletter is distributed to over 35,000 New Yorkers interested in City employment.
24. **Gain Power:** a network of professionals who work for Democrats and progressive causes
25. **Internships/Fellowships**

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

**Race/Ethnicity\*** **[#s] \* Use self-ID data** **obtained from NYCAPS; Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] **\* Use self-ID data**

1. Urban Fellows:

Q1 Total: \_\_\_**0**\_\_\_\_ Q2 Total: \_\_\_\_**0**\_\_\_\_ Q3 Total: \_\_\_0\_\_\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Public Service Corps: 0

Q1 Total: \_\_\_**0**\_\_\_\_ Q2 Total: **0** Q3 Total: \_\_0\_\_\_\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. College Interns:

Q1 Total: \_\_\_**0**\_\_\_\_ Q2 Total: **0** Q3 Total: \_\_\_\_\_0\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Graduate Interns:

Q1 Total: \_\_\_**1**\_\_\_\_ Q2 Total: 1 Q3 Total: \_\_1\_\_\_\_\_ Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_**1**\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_**1**\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Other (specify): **Youth Ambassadors**

Q1 Total: \_\_\_**16**\_\_\_\_ Q2 Total: 0 16 Q3 Total: 0 Q4 Total: \_\_\_\_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_**6**\_ Hispanic**\_2**\_ Asian/Pacific Islander\_**3**\_ Native American\_\_\_ White\_**2**\_ Two or more Races\_**3**\_

Gender\* [#s]: M \_**4**\_ F \_**12**\_ N-B \_\_\_ O \_\_\_ U \_\_\_

**55-A Program**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. [ ]  Yes [x]  No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2024): \_\_**N/A**\_\_\_\_\_\_ Q2 (12/31/2024): \_\_\_**N/A**\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_\_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_\_\_\_\_\_

During the 1st Quarter, a total of \_\_ **N/A**\_\_ [number] new applications for the program were received.

During the 1st Quarter \_ **N/A**\_\_ participants left the program due to [state reasons] \_\_ **N/A**\_\_\_\_\_\_.

During the 2nd Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 4th Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information –

by e-mail: [ ]  **Yes** [ ]  **No**

in training sessions: [ ]  **Yes** [ ]  **No**

on the agency website: [ ]  **Yes** [ ]  **No**

in agency newsletter: [ ]  **Yes** [ ]  **No**

Other: **N/A**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Selection (Hiring and Promotion)**

**Please review Section VI of your** **FY 2025 Diversity, Equity, Inclusion and EEO Plan** **and describe your activities for this quarter below:**

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan *(e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).* Please describe the steps that your agency has taken to meet these objectives.

* 1. **Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.**

**Below is a description of 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***.*

Our agency Career Counselor regularly disseminates information to all CFB staff regarding Civil Service 101 information sessions, civil service exam notifications.

Our agency Career Counselor also sends out notifications to all-staff via email whenever there is an opportunity for advancement or transfer within the agency. All staff are encouraged to apply to positions.

Our agency has also sent emails to staff notifying them of their ability to make an appointment with our agency Career Counselor should they seek more information about growth or advancement within the agency. Employees seeking learning, coaching or training opportunities are encouraged to reach out to our Director of Learning and Development.

**Additional Selection Strategies and Initiatives:**

See the outlined strategies and initiatives below.

* 1. **Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.**

**Below is a description of the planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.**

Whenever there is a promotion or new hire at the CFB, we have already integrated into our hiring policies that hiring managers must submit a hiring package ahead of time, that includes several things: (1) a vacancy announcement that displays the preferred qualities in a candidate, (2) a salary matrix that aligns with our internal salary bands, (3) a draft of the position’s key responsibilities, (4) and the finalized interview questions for a minimum of two rounds of interviews. All agency hiring packages must be reviewed and approved by the agency head, Chief People Officer and Chief EEO Officer, or their designees, before being posted to a job site.

Additionally, in FY 2024, the CFB’s EEO-DEI team revamped the best practice guide as part of a hiring toolkit for hiring managers that reviews areas for potential unconscious bias in candidate interviews and hiring decisions, how to properly conduct an interview, and the basic tenets and rules of structured interviewing. Therefore, as the use of structured interviewing is **required** at the CFB, the hiring manager and employees affiliated with the hiring process undergo a live training detailing these topics.

Additionally, after interviews conclude, we require that the hiring manager(s) also submit a written statement explaining why their selected candidate was objectively the most qualified candidate for the position amongst others. This hiring package is then sent to the Chief People Officer, Chief EEO Officer, and agency head. This provides an opportunity for dialogue if others in the selection process would like to add feedback, disagree, or have an opportunity to explore additional candidates. In the event that hiring managers encounter an issue with creating selection criteria or making selection decisions, the Chief People Officer and Chief EEO Officer consults with them to decide next steps.

Throughout FY 2024, and continuing into Q2 FY 2025, the CFB participates in job fairs, offers reasonable accommodations to all job applicants and internal candidates, ensures our facilities are ADA accessible, and provides opportunities for our external and internal candidates to provide feedback on any perceived or actual structural barriers to employment. The CFB emphasizes a skills-based hiring protocol that considers relevant experience and/or acquired skills in lieu of a formal education (when possible) to further reduce barriers to employment.

**Additional Selection Strategies and Initiatives:**

Please see above.

* 1. **Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).**

**Below is a brief detail of which stages of selection involve our EEO Officer (pre- and post-selection).**

Our EEO Officer is involved in most aspects of the selection process.

Within **pre-selection** the EEO Officer, in conjunction with the Chief People Officer:

1. Reviews all hiring packages
2. Offers all candidates reasonable accommodations
3. Provides, or designates a member of the EEO-DEI Division to provide a live training on Unconscious Bias and Structured Interviewing to all employees involved in the selection process.

Within **post-selection** the EEO Officer, in conjunction with the Chief People Officer:

1. Consults with the hiring manager to confirm final candidate selection.
2. Provides opportunities for both external and internal candidates, to provide feedback on any perceived or actual structural barriers to employment.
	1. **Analyzing the impact of layoffs or terminations on racial, gender and age groups.**

In the event of layoffs, terminations, and demotions due to legitimate business/operational reasons ensure the EEO-DEI division, in conjunction with the People Operations Division, the Agency General Counsel, and the Law Department, would conduct an impact analysis. The analysis would be conducted prior to the finalization of the list of titles that will be impacted and would measure the impact of these actions based upon gender, race, age, and other demographic identifiers. The analysis would seek to identify the full consequences of such an action, aiming to deeply understand the negative impacts that may occur and prevent any instances of discrimination.

**During this Quarter the Agency activities included:**

 **# of Vacancies # of New Hires # of New Promotions**

**Q1 # 30 # 15 # 5**

**Q2**  **# 31**  **# 4**  **# 2**

**Q3**  **# 37**  **#18**  **# 1**

**Q4**  **# \_\_\_\_\_**   **# \_\_\_\_\_**   **# \_\_\_\_\_**

# Training

***Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

# Reasonable Accommodation

**Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** [**https://mspwva-ctwapx02.csc.nycnet/Login.aspx**](https://mspwva-ctwapx02.csc.nycnet/Login.aspx)

**The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:**

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [ ]  Yes [ ]  No

# Compliance and Implementation of Requirements Under Executive Orders and Local Laws

1. **Local Law 92: Annual Sexual Harassment Prevention training**

***Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

1. **Local Law 97: Annual Sexual Harassment Reporting**

[x]  The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [ ]  Yes [ ]  No

[x]  The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: [x]  Yes [ ]  No Q2: [x]  Yes [ ]  No Q3: [x]  Yes [ ]  No Q4: [ ]  Yes [ ]  No

[x]  The agency ensures that complaints are closed within 90 days.

**Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** [**https://mspwva-ctwapx02.csc.nycnet/Login.aspx**](https://mspwva-ctwapx02.csc.nycnet/Login.aspx)

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

***Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

#  Audits and Corrective Measures

Please choose the statement that applies to your agency.

[x]  The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

[ ]  The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ] Attach the audit recommendations by EEPC or the other auditing agency.

 [ ] If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.

[x]  The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

 **Please attach a copy of the Certificate of Compliance from the auditing agency.**

# Appendix A: EEO Personnel Details

**EEO Personnel For 3rd Quarter, FY 2025**

**Personnel Changes:**

|  |  |  |
| --- | --- | --- |
| **Personnel Changes this Quarter:** [x]  **No Changes** | **Number of Additions: 0** | **Number of Deletions: 0** |
| **Employee's Name & Title** |  |  |  |
| **Nature of change** | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion |
| **Date of Change in EEO Role** | Start Date or Termination Date:  | Start Date or Termination Date:  | Start Date or Termination Date:  |
|  |
| **Employee's Name & Title** | **4.** | **5.** | **6.** |
| **Nature of change** | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion |
| **Date of Change in EEO Role** | Start Date or Termination Date:  | Start Date or Termination Date:  | Start Date or Termination Date:  |

|  |
| --- |
| **For New EEO Professionals:** |
| **Name & Title** |  |  |  |
| **EEO Function**  | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  **EEO Investigator**[ ]  55-a Coordinator [ ]  Other: **(Alternate Dispute Resolution Coordinator and Gender Based Violence Liaison)** | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: **(Disability Rights Coordinator and Disability Services Facilitator)** | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) |
| **Percent of Time Devoted to EEO** | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  |
|  |
| **Name & Title**  | **4.** | **5.** | **6.** |
| **EEO Function** | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) |
| **Percent of Time Devoted to EEO** | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  | [ ]  100% [ ]  Other: (specify %):  |

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| **EEO Training Completed within the Last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):** |
| **Name & EEO Role**  | 1. **Kirann Nesbit,** *Chief EEO/DEI Officer*
 | 1. **Dr. Sarah Jackson,** *EEO Investigator/DEI Specialist*
 | 1. **Amanda Martin-Lawrence,** *Jr. EEO Investigator/DEI Coordinator*
 |
| **Completed EEO Trainings:**1. **Everybody Matters-EEO and D&I**
2. **Sexual Harassment Prevention**
3. **lgbTq: The Power of Inclusion**
4. **Disability Awareness & Etiquette**
5. **Unconscious Bias**
6. **Microaggressions**
7. **EEO Officer Essentials:**

**Complaint/Investigative Processes**1. **EEO Officer Essentials:**

 **Reasonable Accommodation**1. **Essential Overview Training**

**for New EEO Officers**1. **Understanding CEEDS Reports**
 | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[ ]  Yes [x]  No | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[x]  Yes [ ]  No[ ]  Yes [x]  No |

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| **EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):** |
| **Name & EEO Role** | **4. Janey Gemmell,** *Accessibility Specialist* | **5. Ama Acquah,** *EEO Counselor* | **6.** |
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| **Completed EEO Trainings:**1. **Everybody Matters-EEO and D&I**
2. **Sexual Harassment Prevention**
3. **lgbTq: The Power of Inclusion**
4. **Disability Awareness & Etiquette**
5. **Unconscious Bias**
6. **Microaggressions**
7. **EEO Officer Essentials:**

 **Complaint/Investigative Processes**1. **EEO Officer Essentials:**

 **Reasonable Accommodation**1. **Essential Overview Training**

 **for New EEO Officers**1. **Understanding CEEDS Reports**
 |
|  |

 | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [x]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[ ]  Yes [x]  No | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[ ]  Yes [x]  No[ ]  Yes [x]  No | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |

**EEO Personnel Contact Information (Please list all current EEO professionals)**

**Please provide full mailing address of the principal Agency EEO Office:**

 **MAILING ADDRESS:**

 **New York City Campaign Finance Board, EEO/DEI Office**

 **100 Church Street, 12th Floor**

 **New York, NY 10007**

**Diversity and EEO Staffing as of \_2nd\_Quarter FY 2025\***

| **EEO\Diversity Role** | **Name** | **Civil Service Title** | **% of Time Devoted to EEO & DEI** | **Office E-mail Address** | **Telephone #** |
| --- | --- | --- | --- | --- | --- |
| **EEO Officer/Director** | **Kirann Nesbit** | **Deputy Exec. Dir.** | **100%** | **KNesbit@nyccfb.info** | **(212) 409-1847** |
| **Deputy EEO Officer OR****Co-EEO Officer** | **Sarah Jackson** | Exec. Proj. Manager | 100& | **SJackson@nyccf.info** |  |
| **Chief Diversity & Inclusion Officer** | **See Above** | **See Above** | **See Above** | **See Above** | **See Above** |
| **Diversity & Inclusion Officer** |  |  |  |  |  |
| **Chief Diversity Officer/Chief MWBE Officer per E.O. 59** |  |  |  |  |  |
| **ADA Coordinator** | **Janey Gemmell** | **CFB Analyst II** | **100%** | **JGemmell@nyccfb.info** | **(646) 906-4070** |
| **Disability Rights Coordinator** | **See Above** | **See Above** | **See Above** | **See Above** | **See Above** |
| **Disability Services Facilitator** | **See Above** | **See Above** | **See Above** | **See Above** | **See Above** |
| **55-a Coordinator** |  |  |  |  |  |
| **Career Counselor** | **Shanulda Decamp** | **CFB Analyst III** | **5% - 10%** | **SDeCamp@nyccfb.info** | **(212) 409-1749** |
| **EEO Counselor** | **Ama Acquah** | **CFB Analyst II** | **5% - 10%** | **AAcquah@nyccfb.info** | **N/A** |
| **EEO Investigator** | **Dr. Sarah Jackson** | **CFB Analyst II** | **100%** | **SJackson@nyccfb.info** | **(212) 409-1853** |
| **EEO Counselor\ Investigator**  |  |  |  |  |  |
| **Investigator/Trainer** |  |  |  |  |  |
| **EEO Training Liaison** |  |  |  |  |  |
| **EEO Investigator** | **Amanda** **Martin-Lawrence** | **CFB Analyst II** | **100%** | **AMartinLawrence@nyccfb.info** | **(646) 906-1937** |
| **Alternate Dispute Resolution Coordinator** | **See Above** | **See Above** | **See Above** | **See Above** | **See Above** |
| **Gender Based Violence Liaison** | **See Above** | **See Above** | **See Above** | **See Above** | **See Above** |

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.