

## FISA-OPA FY 2026 Quarterly Update Report

# FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

### Narrative Summary

**Agency Name:** FISA-OPA

- ☒ 1<sup>st</sup> Quarter (July -September), due November 14, 2025  
☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2026  
☐ 3<sup>rd</sup> Quarter (January - March), due April 30, 2026  
☐ 4<sup>th</sup> Quarter (April - June), due July 30, 2026

**Prepared by:**

**Name:** Lois Valero

**Position:** EEO Officer

**E-mail:** Lvalero@fisa-opa.nyc.gov

**Phone Number:** 212-857-7248

**Date Submitted:** 10/30/2025

**FOR DCAS USE ONLY**

**Date Received:** (MM/DD/YY)

# FISA-OPA FY 2026 Quarterly Update Report

## Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 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 the previous quarter's submission to update your 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 your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 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 opportunity, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter.  
[Note: **Delayed** = behind schedule; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 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.

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

Distributed to all agency employees?

- ☒ Yes, on: 06/03/2025
- ☐ No
- ☒ By e-mail
- ☒ Posted on agency intranet and/or website
- ☐ Other: Enter text here

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### II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- ☐ Employee Accomplishment Awards
- ☐ Employee Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☒ Other (please specify): During September 2025, OPA celebrated National Payroll Week (9/1/2025-9/5/2025) and acknowledged all agency divisions for their work and dedication.

Please describe Awards and/or Appreciation Events below: [Enter Awards and/or Appreciation Events Here]

### III. Workforce Review and Analysis

Agency Headcount as of the last day of the quarter was:

Q1 (09/30/2025): **530**      Q2 (12/30/2026): Enter number  
Q3 (03/30/2026): Enter number      Q4 (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- ☐ Yes on (Date): By default, when employees log into ESS, they are first presented with a reminder to update this information before proceeding to the ESS home page.
- ☐ Yes (again) on (Date): (MM/DD/YY)
- ☐ 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

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Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard 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 in order to inform broad recruitment outreach efforts.

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>10/30/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> Human Resources <input checked="" type="checkbox"/> General Counsel <input checked="" type="checkbox"/> Other: EEO TEAM <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted

### IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

#### A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

##### 1. Diversity Our Workforce Demographic

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2026. FISA-OPA Human Resources will continue to send out monthly Notices of Examination for all Civil Service Exams open for filing. Additionally, employees that are eligible to take Qualified Incumbent Exams are

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notified individually. HR also holds periodic meetings with groups of staff members with questions about civil service lists and titles. HR advises employees which exams they should be filing for and serves as a resource for employees for information.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

## **2. Succession Planning**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees' skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees.

During FY 2026, FISA-OPA management will continue to:

- Identify those with the potential to assume greater responsibility in the organization.
- Provide critical development experiences to those that can move into key roles.
- Engage the leadership in supporting the development of high-potential leaders.

Target Work Units for FY 2026 succession planning efforts include the Agency's Technology Operations Division, Risk Management Division, and the Payroll Operations Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

### **3. Mentoring and leadership opportunities**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

FISA-OPA sees intrinsic value in promoting an equitable and inclusive work environment that encourages employee participation, project collaboration and the exchange of ideas. In FY 2025, such mentorship activities were conducted within the Agency's User Support-Call Center Work Unit and the Technical Operations-Technical Services Work Unit. Their respective collaborations will be ongoing into FY 2026.

FISA-OPA will make efforts to continue to pair together experienced division managers with non-managerial employees. All Employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees may be appointed to team lead and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

For FY 2026, EEO will continue to collaborate with HR to identify potential employees and/or other work units that could benefit from mentoring and leadership opportunities.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

### **Address 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. What are your metrics or indicators for evaluating the success of your initiatives?**

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FISA-OPA values the importance of a diverse workforce. Our Agency Head and EEO officer review CEEDS data and workforce reports on a quarterly basis before submitting the Agency's quarterly EEO report. For the 1<sup>st</sup> quarter of FY 2026, FISA-OPA posted discretionary positions to recruitment sources and our Agency will diligently continue to address any underutilization of job groups identified. Based on the CEEDS reports from previous fiscal years, the Agency has had some challenges with mitigating the underutilization of Females, Blacks/African-Americans and Hispanics in the Managers job group. For Q1 FY 2026, FISA rectified the number of Females in the Science Professionals job group. The Agency will continue to analyze and address the underutilization of Females, Blacks and Hispanics in the Managers job group. The Q1 FY 2026 CEEDS reports for OPA showed no significant underutilization across all job groups.

At FISA-OPA, all discretionary positions are posted in various places which serve to target minorities to both attract a wider pool of candidates and, in hopes to improve underutilization by finding interested and well-qualified candidates.

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews.

## B. Workplace:

**Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

### 1. Training and Professional Development

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City's EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA also plans to schedule the following training sessions in FY 2026 that support the City's DEI initiatives and improve supervisory skills for managing a diverse workforce:

- IgbTq: The Power of Inclusion Training (all staff members)
- Structured Interviewing and Unconscious Bias (Managers and Supervisors)

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- Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members)
- Sexual Harassment Prevention (all staff members)
- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV;EO85 (all staff members)

FISA-OPA's professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. Out of the forty-one (41) available licenses, twenty-one (21) employees or approximately 4% of the Agency's workforce is actively using LinkedIn Learning. EEO will partner with HR to promote awareness of LinkedIn Learning and its various professional development courses. The Agency will continue to encourage staff to learn new skills that enhances their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

## **2. Recognition and Support for Heritage and Diversity-related Awareness Months**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

Throughout FY 2026, FISA-OPA will continue to recognize various heritage and diversity-related awareness months and activities, such as National Immunization Month, Asian American and Pacific Islander Heritage Month, International Women's Day, Black History Month, National Nutrition Month, Jewish American Heritage Month, Caribbean American Heritage Month, Juneteenth, LGBTQ Pride Month, and Mental Health Awareness Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage, well-being and/or diversity awareness months.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed



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**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

### 3. Promote activities and groups that foster teamwork, camaraderie and wellness

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

In July and August 2025, FISA-OPA's Administration Unit distributed OLR's information about the Employee Assistance Program (EAP) and wellness resources such as "The Power of Music."

During September 2025, FISA-OPA celebrated National Payroll Week (9/1/2025-9/5/2025) and acknowledged all agency divisions for their work and dedication.

In early September 2025, the following mandatory training session was officially deployed to all FISA-OPA staff members, with instructions to complete all modules by 10/17/2025:

- "LGBTQI+, Power of Inclusion"

During July, August and September 2025, FISA-OPA distributed the list of NYC Civil Service Exams that were open for applications as well as the dates for Civil Service 101 sessions. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

In July 2025, FISA-OPA's EEO Office attended the GEIP/Seramount webinar called "Mentorship 101: Building Effective Mentorship Programs."

In July 2025, FISA-OPA hosted a Blood Drive, which gave employees an opportunity to donate blood.

In mid-September 2025, OPA launched the Annual Change Challenge, where employees will try to accomplish a specific goal that is important to them, between 09/22/2025- 10/17/2025. made by all levels of staff, provided and overview of the agency's accomplishments during the past year, and a preview of ongoing and planned projects for the coming year.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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### 4. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?

N/A.

### C. Community and Equity, Inclusion and Anti-Racism<sup>1</sup>:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

#### 1. Promote Minority and Women-owned Business Enterprises (MWBES)

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

FISA-OPA participates in the City's Minority and Women-Owned Business Enterprise (M/WBE) program and has a strong commitment to increasing the M/WBE participation in its contracting processes. The EEO Office will continue to attend M/WBE webinar events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC), in order to learn of other ways FISA-OPA can increase its percentage of awarded contracts to M/WBEs. The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

FISA-OPA's Procurement Services Group consistently participates in the annual Citywide M/WBE Procurement Fair hosted by the NYC Department of Small Business Services (SBS). This fair allows the team to connect directly with M/WBEs and inform them about contracting opportunities available at FISA-OPA.

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<sup>1</sup> Included per Local Law 14 (2024).

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The Procurement Services Group also attends the monthly CBDO meeting (formerly Citywide M/WBE CompStat) that is hosted by Mayor's Office of M/WBE. These meetings facilitate collaboration and sharing of best practices among various city agencies, all aiming to enhance opportunities for M/WBE businesses.

- In Q1 FY 2026, 46.94% of FISA's contracts were awarded to M/WBE vendors. FISA's M/WBE \$ as a percentage of total spend in Q1 FY 2026 was 34.48% which represents a total of 46 out of 98 contracts awarded to M/WBEs.
- In Q1 FY 2026, 20% of OPA's contracts were awarded to M/WBE vendors. OPA's M/WBE \$ as a percentage of total spend in Q1 FY 2026 was 2.83%, which represents a total of 3 out of 15 contracts awarded to M/WBEs.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

## **2. Other Community programs and activities:**

**Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these programs and activities?**

N/A.

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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

#### 1. Build a diverse and inclusive workforce

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

*Due to citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.*

In FY 2026, FISA-OPA will continue to make use of a number of best practices and resources to retain and build a diverse and inclusive workforce. These include but are not limited to, announcing and encouraging employees to take civil service exams, posting discretionary positions, employing the CEEDS and Workforce Diversity reports to assess and plan recruitment efforts and provide training and tools to hiring managers such as Structured Interviewing and Unconscious Bias and Interview Process tips.

FISA-OPA will continue to post all job notices on both the City's website, Jobs NYC and also the Agency's intranet site on SharePoint. In addition, FISA-OPA will also encourage staff to seek career growth through such avenues as mentorship, applying for posted vacancies, and professional development.

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

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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## 2. Collaboration between FISA-OPA's HR Office and the EEO Office

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

Both the HR Office and the EEO Office at FISA-OPA will continue to engage strategies to expand the Agency's recruitment efforts. Currently, FISA-OPA's Director of Human Resources, Ms. Kristel Simmonds-Cobb, and Human Resources Analyst, Ms. Yahaira Rosario, serve as Career Counselors. Along with Senior Director of Human Resources & Training Ms. Diana Bicchetti and members of the HR Team, they have deployed measures to better promote awareness of career growth opportunities within the Agency. FISA-OPA's Human Resources Office makes every effort to ensure that hiring processes are consistent with the City's recruitment policies, procedures and practices.

During FY 2026, FISA-OPA's EEO Office and the Human Resources Office will make every effort to collaborate with internal and external agency partners towards fortifying recruitment efforts.

Such activities include:

- Ensuring that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing & Unconscious Bias training, and Everybody Matters: EEO and Diversity & Inclusion Training.
- Attending recruitment and hiring hall events, based on the job categories being targeted and the Agency's job vacancy/headcount allotment, as determined by OMB.
- Broadening the Agency's participation in internship and fellowship programs geared towards attracting and hiring talent from diverse backgrounds.
- Consider inviting potential job seekers to a Job & Career Fair at FISA-OPA's office.

### **Recruitment Initiatives/Strategies #2 Update:**

**Q1 Update:** ☐ Not started ☒ Ongoing ☐ Delayed ☐ Completed

**Q2 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q3 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

**Q4 Update:** ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

## 3. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

N/A.

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### B. Recruitment Efforts for Civil Service Exams

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

*Due to ongoing headcount reductions and hiring freezes, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events in FY 2026. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.*

Quarter #	Event Date	Event Name	Borough
1	N/A	N/A	<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
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			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>
			<a href="#">[Select Borough]</a>

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Pursuant to Local Law 28 (of 2023) 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			

### C. Recruitment Sources

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

1. NYC Jobs
2. LinkedIn.com
3. Monster.com
4. Indeed.com
5. Glassdoor.com
6. Black Data Processing Association of New York: <https://bdpa-ny.org/>
7. Society for Women Engineers (SWE): <https://swe.org/>
8. Women in Technology International: <https://witi.com/>

### D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (College Aides): Q1 Total: 2 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

**Additional comments:**

N/A.

## FISA-OPA FY 2026 Quarterly Update Report

### E. 55-A Program

The [55-a Program](#) is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities:

☒ **Yes** ☐ **No**

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

**Q1** (09/30/2025): 2 **Q2** (12/30/2026): (#)

**Q3** (03/30/2026): (#) **Q4** (06/30/2026): (#)

During the 1st Quarter, a total of **0** new applications for the program were received.

During the 1st Quarter **0** participants left the program due to **N/A**.

During the 2nd Quarter, a total of (#) new applications for the program were received.

During the 2nd Quarter (#) participants left the program due to [State reason].

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to [State reason].

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to [State reason].

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

**Disseminated 55-a information:**

by e-mail:	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
in training sessions:	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
on the agency website:	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
in agency newsletter:	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
Other:		

**Other Goals (if applicable):**

N/A.



## FISA-OPA FY 2026 Quarterly Update Report

### VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (*e.g., use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

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

	# of Vacancies	# of New Hires	# of New Promotions
<b>Q1</b>	20	5	7
<b>Q2</b>	(#)	(#)	(#)
<b>Q3</b>	(#)	(#)	(#)
<b>Q4</b>	(#)	(#)	(#)

Please describe the steps that your agency has taken to meet these objectives.

In FY 2026, FISA-OPA's Career Counselors Ms. Kristel Simmonds-Cobb and Ms. Yahaira Rosario will continue to share opportunities for internal transfers, promotions, professional advancement, civil service exams announcements and other resources geared towards employees' ongoing career growth.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
  - Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
  - Assist employees with assessing and creating a strategic plan that's focused on their respective career path aspirations.
  - Provide employees with access to the Agency's resources and support to help with targeted job searches, effective resume preparation and job interviewing techniques, as well as internship or fellowship exploration.
  - Encourage employees to take advantage of the Agency's Training and Professional Development resources as aids towards improving their respective skills, knowledge and job performance, thereby expanding their career opportunities.

## FISA-OPA FY 2026 Quarterly Update Report

2. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)
  - EEO in collaboration with HR, regularly reviews the Applicant Interview Log to monitor job applicants' self-identification trends, identify the demographic population regarding hiring managers' final recommendation/candidate to hire, and determine whether the recruitment sources are proving effective in providing the Agency with a more diverse pool of potential candidates.
  - Endorse opportunities for promotions and internal transfers via agency-wide announcements and by coordinating transitional workforce realignment with the relevant department/division managers.
3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.

During FY 2026, FISA-OPA's EEO Office and the Human Resources Office will continue collaborative efforts on the following:

- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing & Unconscious Bias training, and Everybody Matters: EEO and Diversity & Inclusion Training.
- FISA-OPA will periodically review the e-Hire applicant data report available through NYCAPS LRS, as well as the SmartRecruiters platform, which should better help us assess the impact of our job postings via external recruiting sources.
- Coordinate with the Agency's Training & Development Director, Ms. Glenis Patterson to leverage available online, on-demand and/or classroom training sessions to improve employees' knowledge and skillsets, which can aid with overall job performance and expand potential career avenues.
- Consult with employees about their career aspirations and then guide them to formulate an action plan towards their professional growth.
- Actively connect to networks of underrepresented groups as part of FISA-OPA's outreach.
- Contact the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.

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- On a quarterly basis, reviewing and analyzing the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)
- 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).
  - 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.

5. Other:

N/A.

## FISA-OPA FY 2026 Quarterly Update Report

### VII. Training

***Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.***

Per your request, FISA-OPA's Diversity and EEO Training Summary for Q1, FY 2026 accompanies the submission of this quarterly EEO report.

### VIII. Reasonable Accommodations

**Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>**

**The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:**

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

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

#### A. 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).**

#### B. Local Law 97: Annual Sexual Harassment Complaint Reporting

☒ The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

☒ The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

**Q1:** ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

**Q3:** ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

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- ☒ The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

### C. 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).**

Per your request, FISA-OPA's Diversity and EEO Training Summary for Q1, FY 2026 accompanies the submission of this quarterly EEO report.

## X. Audits and Corrective Measures

**Please choose the statement that applies to your agency.**

- ☒ 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.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.
- **Please attach a copy of the Certificate of Compliance from the auditing agency.**

# FISA-OPA FY 2026 Quarterly Update Report

## Appendix A. EEO Personnel Details

### EEO Personnel For 1st Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title		1.	2.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

Personnel Changes: ☐ Yes ☒ No

## FISA-OPA FY 2026 Quarterly Update Report

EEO Training Completed within the last <u>two</u> years, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Margaret Withers, EEO Officer (FISA)	2. Lois Valero, EEO Officer (OPA)	3. Sherine Wright, EEO Counselor (FISA)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

[Continued] EEO Training completed within the last <u>two</u> years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role:	4. Angela Roberts, EEO Counselor (OPA)	5. Ajit Abraham, EEO Counselor (FISA)	6. John Ryan Martine, EEO Counselor (OPA)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## FISA-OPA FY 2026 Quarterly Update Report

5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

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

**MAILING ADDRESS:** 450 West 33rd Street, 4th floor, New York, NY 10001

### EEO and D&I Staffing as of 1st Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the “EEO Officer” capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer – FISA (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Margaret Withers	<u>Computer Systems Manager</u>	MWithers@fisa-opa.nyc.gov	212-857-7169
EEO Officer – OPA (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Lois Valero	<u>Administrative Staff Analyst</u>	LValero@fisa-opa.nyc.gov	212-857-7248
Deputy EEO Officer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Diversity & Inclusion Officer (or a similar business title)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer	Rozaliya Gorelik	<u>Administrative Staff Analyst</u>	RGorelik@fisa-opa.nyc.gov	212-742-5940
ADA Coordinator - FISA	Margaret Withers	<u>Computer Systems Manager</u>	MWithers@fisa-opa.nyc.gov	212-857-7169
ADA Coordinator - OPA	Lois Valero	<u>Administrative Staff Analyst</u>	LValero@fisa-opa.nyc.gov	212-857-7248
Disability Rights Coordinator - FISA	Margaret Withers	<u>Computer Systems Manager</u>	MWithers@fisa-opa.nyc.gov	212-857-7169



## FISA-OPA FY 2026 Quarterly Update Report

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b>Disability Rights Coordinator - OPA</b>	Lois Valero	<u>Administrative Staff Analyst</u>	LValero@fisa-opa.nyc.gov	212-857-7248
<b>Disability Services Facilitator</b>	Carri-Ann Crowe	<u>Administrative Staff Analyst</u>	CCrowe@fisa-opa.nyc.gov	212-857-1500
<b>55-a Coordinator - FISA</b>	Margaret Withers	<u>Computer Systems Manager</u>	MWithers@fisa-opa.nyc.gov	212-857-7169
<b>55-a Coordinator - OPA</b>	Lois Valero	<u>Administrative Staff Analyst</u>	LValero@fisa-opa.nyc.gov	212-857-7248
<b>EEO Counselor - FISA</b>	<u>Sherine Wright</u>	<u>Computer Systems Manager</u>	SWright@fisa-opa.nyc.gov	212-857-1253
<b>EEO Counselor - OPA</b>	<u>Angela Roberts</u>	<u>Computer Associae (Software)</u>	ARoberts@fisa-opa.nyc.gov	212-857-7153
<b>EEO Counselor - FISA</b>	<u>Ajit Abraham</u>	<u>Computer Systems Manager</u>	AAbraham@fisa- opa.nyc.gov	212-857-7234
<b>EEO Counselor - OPA</b>	<u>John Ryan Martine</u>	<u>Administrative Public Information Specialist</u>	JMartine@fisa-opa.nyc.gov	212-857-7284
<b>EEO Training Liaison</b>	Glenis Patterson	<u>Administrative Staff Analyst</u>	GPatterson@fisa- opa.nyc.gov	212-857-1614
<b>Career Counselor</b>	Kristel Simmonds-Cobb	<u>Administrative Staff Analyst</u>	KSimmonds-cobb@fisa- opa.nyc.gov	212-742-5931
<b>Career Counselor</b>	Yahaira Rosario	<u>Administrative Staff Analyst</u>	YRosario@fisa-opa.nyc.gov	212-857-1503

**Note:** Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.