

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

**Fiscal Year 2025
Department of Finance**



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

The Department of Finance is committed to supporting and enforcing the rights and protections afforded by the New York City Equal Employment Opportunity (“EEO”) Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and any and all New Yorkers we serve.

Our mission is to administer the tax and revenue laws of the City of New York fairly, efficiently, and transparently, to instill public confidence and encourage compliance, while providing exceptional customer service.

I am proud that the Department of Finance’s workforce reflects the diversity of New York City. I am committed to maintaining a diverse, equitable and inclusive workforce and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, advancement, and retention of our workforce.

The implementation of and compliance with the City’s EEO Policy and related Human Rights Laws is essential to the agency’s continuing efforts to foster and maintain a workplace that is free from discrimination based on any protected characteristic or category. The agency’s EEO Office is critical to our efforts in this regard. The EEO Office is responsible for conducting and deploying City mandated and other diversity related training to keep the agency workforce updated on all DEI and EEO matters. Additionally, the EEO Office is responsible for conducting investigations of alleged acts of discrimination and reviewing requests for reasonable accommodations our workforce and program participants.

As the Commissioner of the Department of Finance, I fully support the agency’s EEO Office’s efforts to ensure agency wide compliance with all EEO Policies and Citywide EEO and Diversity, Equity and Inclusion based Initiatives.

Each Fiscal Year, I will share my Annual Commitment, Accountability and EEO Statement with our employees, to affirm the principles of diversity, equity, inclusion, and equal employment opportunity, and to communicate our continued commitment to diversity and maintaining a discrimination free work environment.

☐ This statement is the same as last year.

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

☒ This statement will be disseminated to all employees in the agency

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

Cultural Heritage Celebrations

Black History Month (February)

Organized events and published an activities calendar for employees, highlighting the national theme, "African Americans and the Arts." Sent weekly emails of African American contributions in the arts. Held internal events including trivia, puzzles, and an art gallery showcase. Hosted a closing event on February 29 featuring employee-presented visual and performing arts with cultural food sampling

Women's History Month (March)

Facilitated informative events aligned with the theme "Women Who Advocate for Equity, Diversity and Inclusion" Held an in-person panel discussion on March 25 featuring 7 DOF women in leadership sharing their career journeys. Employees of all levels, roles and gender attended

Asian American, Native Hawaiian, and Pacific Islander Heritage Month (May)

Organized activities including themed video lunch-and-learns and weekly informational emails. The 2024 theme, "Advancing Leaders Through Innovation," pays homage to the visionaries and trailblazers who have shaped the AANHPI history and continue influencing our collective future. Held an opening event on May 1 focused on AANHPI innovations, featuring: Keynote speech by NYC Taxi and Limousine Commission Commissioner David Do, Violin performance. Interactive cultural activities (sari wrapping, calligraphy, origami, marigold making). AANHPI cuisine sampling.

LGBTQIA+ Pride Month (June)

Shared weekly internal and external communications honoring the LGBTQIA+ community. Planned informational resources including "Did you know?" and community spotlights. Partnered with LinkedIn Learning to offer educational videos on inclusivity and allyship. The 2024 NYC Pride theme, "REFLECT. EMPOWER. UNITE." highlight the importance of the NYC Pride March as the intersection for Queer liberation and joy. Drawing upon the activist history that ignited the movement for LGBTQIA+ rights, the theme encourages individuals, advocates, community leaders and allies to reflect on the challenges they have overcome together and empowers them to take action in shaping our collective future. At DOF, we are proud to be a welcoming and inclusive home for members of the LGBTQIA+ community at every level of the agency.

Caribbean American Heritage Month (June)

Planned informational resources including "Did you know?" and community spotlights. Organized two special presentations celebrating Caribbean American contributions

In June, we celebrated and reflected, the contributions that members of the Caribbean American community make every day at DOF, at every level of the agency. We could not fulfill our mission without the daily dedication of our diverse and talented team. The 2024 national theme, "Celebrating Caribbean Contributions to American history, culture, and life," recognizes the accomplishments and aspirations of the millions of individuals of Caribbean descent residing in the United States today.

Hispanic Heritage Month (September 15 - October 15)

The national theme, "Pioneers of Change: Shaping the Future Together" captures the spirit of innovation, resilience, and unity that is central to the Hispanic and Latino experience in our country. The agencywide Quality of Work-Life Committee (QWL) and the Office of Employee Services (OES) have organized a variety of events and activities in celebration of Hispanic Heritage Month. Held events celebrating Hispanic traditions through music, dance, and lunch-and-learn sessions. Organized a closing event on October 15 featuring: Poetry, Keynote speaker, Mariachi band performance and Cultural cuisine.

Italian American Heritage and Culture Month (October)

Recognized Italian American contributions to the agency, city, and nation. Shared resources and information on community events with employees.

Health Awareness

American Heart Month (February)

Promoted awareness of heart disease as a leading cause of death. Encouraged employees to wear red on National Wear Red Day (February 2)

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 1733

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation

practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

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

Finance's analysis of agency compensation practices did not identify any examples or instances of pay disparity or occupational segregation that needed to be addressed (see Appendix B).

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

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 43 Unknown Gender 0 Unknown Both 43

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

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

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

A. WORKFORCE

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

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

1. Continue to successfully align and promote diversity recruiting, internal candidate development, fair hiring and selection practices with evolving staffing and operational needs.

2. Require the completion of all diversity and EEO training, by all agency employees, to ensure that they know and understand their rights under the City's EEO policies and procedures and understand the importance of a discrimination free workplace.
3. The agency EEO Officer will continue to help raise awareness of the agency's need to support and better communicate with our transgender colleagues and constituents, utilizing the City of New York-issued Workplace Gender Transition Guidelines, which provide guidance for transgender or gender non-conforming City employees or job applicants, their managers/supervisors, coworker and Human Resources/Equal Employment Opportunity (HR/EEO) personnel regarding issues that may arise in the workplace when an employee transitions. These guidelines support the City's EEO policy, which includes gender identity and expression as a protected category and Mayoral directive, Executive Order 16. The Department of Finance's EEO Officer will encourage all employees to take advantage of the "IgbTq: The Power of Inclusion" computer-based, adaptive training offered by DCAS. In support of Pride Month, I reiterated my commitment to building a fair and inclusive workforce at the agency by reminding everyone that, "This agency understands that fully embracing diversity is not just a nice thing to do; it is the right thing to do." We want to provide a work environment where everyone thrives; where everyone has the opportunity to contribute and where everyone feels acknowledged.

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

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

In FY 2025, the agency will address underutilization by:

1. Conducting quarterly (with the Human Resources Unit Head and Chief Personnel Officer) and annual (with Agency Head) strategy meetings to review the CEEDS report.
2. Using the quarterly CEEDS report and dashboard to identify specific job groups where underutilization exists.
3. Broaden applicant pools to address the underutilization through outreach strategies for broader recruitment.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

B. WORKPLACE

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

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

1. All managers, supervisors and staff will reaffirm their commitment to the City's EEO in Bi-Annually meetings, to refamiliarize themselves with their rights and protections provided by the city and agency EEO policy. which will be documented by the diversity and EEO office.
2. Employees are encouraged to participate in the various hiring pools and to take full advantage of available civil service examination opportunities to enhance advancement / promotional opportunities and encourage employee retention. Additionally, the agency offers various work-related trainings, to afford agency employees to enhance their skill sets and increase confidence and self-value.
3. To provide employee specific structure to advancement goals, the Office of Employee Services encourages employees to contact the agency Career Counselor (Nicole Johnson) to assist them with both short- and long-term employment goals.
4. EEO is partnering with the Office of Employee Services to begin conducting agency wide Townhall Meetings to provide a forum for inquiries and discussion of DEI, Human Resources and related interests and issues.

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

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

[Please select below the options that apply to your agency.]

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:
- ☒ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

1. Use technology and social media to reposition and update our brand to become more accessible to the public. We have provided our customers with the ability to offer feedback via customer surveys. We will use this feedback to improve customer service training and enhance the monitoring, effectiveness, and timeliness of customer response. We have launched several online branding campaigns via our LinkedIn, Facebook and Twitter pages featuring videos and posts showcasing employees in various units. Most recently, we posted audio recordings of participants describing their mentoring experiences along with group photos depicting the multicultural Hispanic/Latino/Caribbean diaspora.
2. The Department of Finance provides language interpretation services at the business centers located in all five boroughs. Non-English-speaking employees may participate in the City's language bank for translation and interpretation assistance, as well as for translation services for essential documents.
3. The Department of Finance established a dedicated unit for the administration of the New York City Rent Freeze programs, including the Senior Citizen Rent Increase Exemption (SCRIE) and Disabled Rent Increase Exemption (DRIE). We have a business center for SCRIE and DRIE applicants, located in Manhattan, where customers can receive one-on-one assistance, and we are exploring the possibility of establishing additional Rent Freeze help centers in other boroughs. All Rent Freeze staff members have received EEO and customer sensitivity training. It is important to note that similar program assistance is available for property owners through the agency's Senior Citizen Homeowner's Exemption (SCHE) and Disabled Homeowner's Exemption (DHE) programs.
4. Consistent with Local Law 129 and Local Law 1 requirements and compliance administration, the Department of Finance is dedicated to promoting fairness and equity in the City's procurement processes, through the use of Minority- and Women-Owned Business Enterprises (MWBE) for eligible capital projects.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

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

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

The Department of Finance is currently promoting the job postings on social media including LinkedIn, X, Facebook and DCAS Newsletter. In addition, DOF has been actively participating in DCAS Hiring Halls to fill non-competitive positions and positions in titles that do not have an active civil service list.

Early next year, Human Resources Management's Recruitment Coordinator will be attending various Career Fairs at colleges like NYU, Columbia University, CUNY Graduate Center, and Fordham University to connect with the students and promote the Department of Finance and open positions available for the upcoming Summer Internship Program 2025 among other opportunities.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

The Department of Finance, Human Resources Management is responsible to send reminders via EmployeeConnect to all DOF employees when new Civil Service Exams are open for filing. In addition, Human Resources Management sends the Civil Service 101 training schedule when they become available to all DOF employees.

During the Career Fairs, the Recruitment Coordinator will also give information about civil service titles that are open for filing, who qualifies and how to apply.

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

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

C. Recruitment Sources

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

1. DCAS Hiring Halls
2. Career Fairs
3. DCAS Newsletter

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M <u>0</u> F <u>0</u> Non-Binary ____ Other ____ Unknown ____
2. Public Service Corps			M <u>0</u> F <u>0</u> Non-Binary ____ Other ____ Unknown ____
3. Summer College Interns	5		M <u>3</u> F <u>2</u> Non-Binary ____ Other ____ Unknown ____
4. Summer Graduate Interns	19		M <u>13</u> F <u>6</u> Non-Binary ____ Other ____ Unknown ____
5. Civil Service Pathways Fellows			M <u>0</u> F <u>0</u> Non-Binary ____ Other ____ Unknown ____
6. Other (specify): Apprentices (High School Aides)	6		M <u>2</u> F <u>4</u> Non-Binary ____ Other ____ Unknown ____

E. 55-a Program

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

- Presently, the agency employs 27 [number] 55-a participants. [Enter '0' if none]
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

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

DOF will continue to partner with MOPD, when practicable*, to attend diversity career fairs to fill agency's available positions.

- ☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- ☐ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees thrive in their current positions as well as grow and develop future careers.]

The agency has enhanced its support for employee career and professional development through several key initiatives:

LinkedIn Learning Integration

The agency has invested in 200 LinkedIn Learning licenses, distributed agencywide on a rotating annual basis. This online educational platform offers: Over 5,000 expert-led course videos covering business, technology, and creative skills. Personalized course recommendations and the ability to track completed courses. Option to add completed courses and skills to LinkedIn profiles. To maximize engagement, the agency's Learning & Employee Engagement unit creates and shares monthly LinkedIn Learning challenges, focusing on personal and professional skill development.

Comprehensive Career Support

Through the career coach, the Learning & Professional Development unit, the agency continues to provide resources and support for:

- Job Search Assistance: Targeted job searches and development of effective job search strategies
- Application Preparation: Resume and cover letter writing guidance
- Interview Preparation: Review of effective interview techniques
- Career Growth: Techniques to promote career advancement and adapt to change

Professional Development Initiatives

To further support employee growth, the agency personnel collaborate and:

- Encourages participation in training and development programs to enhance skills, performance, and career opportunities
- Provides information on both internal and external professional development training sources
- Collaborates with Human Resources Management to explain the civil service process and the path to becoming a permanent civil servant
- Offers technical assistance for upcoming civil service exam applications
- Assists employees and Job Training Program participants in assessing and planning career paths

These comprehensive measures demonstrate the agency's commitment to fostering a culture of continuous learning and career advancement for its employees.

B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

HRM follows the posting and candidate selection process protocols. Resumes for all available positions are sent to Human Resources Management for vetting. The Recruitment Coordinator reviews the resumes and ensures that the candidates qualify for the position

based on education, experience and minimum qualification requirements of the title. Once the resumes are vetted, the divisions can schedule interviews and make their selection.

The HR Analyst ensures that the divisions submit their interview results. HR reviews the interview results to ensure that the candidates are in correct ranking order and that the candidates meet the minimum qualification requirements of the title they are selected for before a conditional offer is extended.

C. EEO Role in Hiring and Selection Process

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

In FY 2025, the agency EEO Officer will do the following:

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

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2025.
- ☒ 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 of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	1733	11/1/24 to 3/31/25
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		

3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	1733	9/1/24 to 8/31/25
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	1733	4/1/25 to 3/31/26
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.

- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies requests within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Colleen Smith, Agency Attorney
- ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

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

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

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

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

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

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ Reassignment
- ☒ Modification of Work Schedule
- ☐ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment

- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

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

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

- ☐ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

Preston Niblack

Print Name of Agency Head



Signature of Agency Head

8/14/2025

Date

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

Agency EEO Office mailing address:

375 Pearl Street, 26th Floor
New York, NY 10038

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	William Marshall	MarshallW@finance.nyc.gov	(212) 748-2854
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator	William Marshall		
6.	Disability Rights Coordinator	William Marshall		
7.	Disability Services Facilitator	Nichole Willis	willisnichole@finance.nyc.gov	
8.	55-a Coordinator	Kimberly Corker	corkerk@finance.nyc.gov	(212) 748-2856
9.	EEO Investigator(s)	Hellura Lyle	lylehellura@finance.nyc.gov	(212) 748-2858

10.	EEO Counselor(s)	Jacqueline Morrell Kimberly Corker	morrellj@finance.nyc.gov mailto:	(212) 748-2855
11.	EEO Training Liaison(s)			
12.	Career Counselor(s)	Nicole Johnson Moline Comrie	JohnsonNicole@finance.nyc.gov ComrieM@finance.nyc.gov	(212) 291-2682 (212) 291-4819
13.	Other (specify)			