

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

Fiscal Year 2025

**Department of Youth and Community
Development**



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

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

COMMISSIONER'S EEO POLICY STATEMENT

The Department of Youth and Community Development (DYCD) is an Equal Employment Opportunity (EEO) employer. As Commissioner, I affirm DYCD's strong commitment to maintaining and enforcing fair employment practices for all its employees and applicants. Our EEO Policy reflects the Federal, State, and local laws that prohibit discrimination. DYCD is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO Policy, and by encouraging a work environment that is free of discrimination and appreciates the differences amongst its employees. Managers and supervisors are directed to make all employment decisions in accordance with the Department's EEO Policy and to ensure compliance with this Policy in their areas of responsibility.

The law and DYCD's Policy prohibits discriminatory employment actions against and treatment of an employee, Work Experience Program participant, or applicant based on his or her actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" -- which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, or status as a victim or witness of domestic violence, sexual offenses, and stalking and discrimination based on unemployment status.

Ruma Debi, our agency's Equal Employment Opportunity (EEO Officer), serves as the primary resource for our employees on guidance for addressing EEO-related matters. Any employee who wants further information or who requires assistance in identifying and preventing discrimination or harassment should contact Ms. Debi at 646-343-6722 or rdebi@dycd.nyc.gov.

The City's EEO Policy is available on the internet and can be accessed at: https://www.nyc.gov/assets/dcas/downloads/pdf/agencies/nyc_eeo_policy.pdf

I encourage all employees to access the resources available within DYCD to address any concerns they may have. The implementation of the Department's EEO Policy is one of DYCD's highest priorities and has my full support.

☐ 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:

Summer Youth Employment Program (SYEP) - For the FY 2024, DYCD received 175,117 SYEP applications, with 89,457 enrolled. More than 1,000 SYEP participants attended Citi Bike trainings with Lyft and received free Citi Bike memberships for the summer. We were able to build new employer partnerships in the transportation industry. Lyft, Lime, and Hertz hosted SYEP participants for the first time in 2023.

Summer Rising - For the FY 2024, DYCD received about 139,000 applications during the initial enrollment period. Approximately 94,000 placements were initially communicated, followed by about 17,000 mandated students sent to CBO rosters.

DYCD Young Sharks - DYCD Young Sharks project-based activity launched in 2018, is a social entrepreneurship competition for high school students in New York City. The 8th annual DYCD Young Sharks competition culminated at BKLYN Commons after 10 weeks of innovation and entrepreneurship. The 2024 Young Sharks title went to Brooklyn Community Arts & Media High School seniors with Operation Mindscape, a youth-led safe space for teens to talk about their mental health through virtual reality experiences, events, and merchandise.

Fatherhood Initiative - DYCD hosted affirming Fatherhood on June 21, 2024, with Fatherhood participants, partner agencies, community stakeholders, and the general public come together and bring awareness to and affirm the role of fathers through parenting. Dads and father figures got their time in the spotlight during that week, with a visit to the New York Aquarium on Coney Island, and the Affirming Fatherhood convening happened at John Jay College as well. About 200 fathers and their children enjoyed food, a sea lions show, raffle, and a tour of the Aquarium for DYCD's 17th annual Father's Day celebration.

New York Stock Exchange closing bell - In the first quarter of FY 2024, DYCD had a once-in-a-lifetime opportunity to ring the New York Stock Exchange closing bell! Commissioner Keith Howard, First Deputy Commissioner Alan Cheng, and Chief of Staff Gloria Chin were at the podium with Deputy Mayor Ana Almanzar, members of her staff, and young people from the Summer Youth Employment Program, and Summer Rising at the Chinatown YMCA Beacon (M.S. 131).

National Runaway Prevention Awareness - November 15, 2023, was National Runaway Prevention Awareness Month's "Wear Green Day." Staff from DYCD and RHY providers showed their support by wearing Green for runaway and homeless young people, including the lighting of City Hall, Bronx County Courthouse, and Staten Island Borough Hall. Continuing DYCD's observance of this special month.

Healing the Hurt Conference – As part of National Mental Health Awareness Month, DYCD co-hosted DYCD's ninth annual Healing the Hurt Conference, hosted again this year by UJA-Federation of New York. "Collaborating to Heal, Lift, and Activate Our Communities" was a daylong gathering that emphasized the importance of working together across sectors and backgrounds to create sustainable solutions and build stronger, resilient communities. Joining me in addressing the full house were Vibrant Emotional Health Assistant Vice President Krystalyn Kass, and the keynote speaker, Dr. Anna Ortega-Williams, LMSW, Ph.D., assistant professor at Hunter College's Silberman School of Social Work. In-person and remote workshop topics ranged from mental health, suicide prevention, and engaging young men of color, to run away and homeless youth, gun violence, and subway surfing.

DYCD Youth Apprentices - DYCD onboarded seven Youth Apprentices, through a partnership with CareerWise New York, NYC Department of Education and Career Readiness & Modern Youth Apprenticeship (CRMYA) to provide a three-year apprenticeship opportunity for High School students looking to access a career within the City of New York. DYCD was able to recruit apprentices for openings within the Youth Services Division, Community Development Division, Administration Division and the IT Unit.

DYCD Mentoring Leaders Program - In the first quarter of 2024, DYCD launched the Mentoring Leaders Program application. The Mentoring Leaders Program is a formal process that provides professional growth to emerging leaders within the New York City Department of Youth and Community Development (DYCD) and offers opportunities for established leaders to share knowledge with staff who are not direct reports. The first cohort had 20 participants, 10 mentors and 10 mentees. They met monthly between October 2023 and May 2024 and covered various leadership topics which included visioning, communication, collaborations, workplace culture and evaluation. Pairs of mentors and mentees also met on a monthly basis for one-on-one discussions and guidance. The first cohort had a final group celebration in May.

5-year accessibility plan - As part of the 5-year accessibility plan and pursuant to Local Law 12 of 2023, the agency has published the five-year accessibility plan on the MOPD portal for the public comments. The five-year accessibility plan was also emailed to the Community Based Organization. Additionally, agency's 5-Year Accessibility Plan was reviewed by our Deputy Mayor team and finally it was published on our agency's website.

Digital Accessibility Training - During the second quarter, the Chief Equity & Inclusion Officer (CEIO) developed digital accessibility training. During the 3rd quarter, the Chief Equity & Inclusion Officer (CEIO) carried out digital accessibility training. 269 employees

participated in the training. The training provided staff with an understanding of the legal requirements, key strategies for accessibility across digital platforms and specific tools and resources for Microsoft products.

Denim Day – In honor of the Sexual Assault Awareness Month in April, DYCD hosted several activities, including observance of Denim Day. Denim Day was on Wednesday, April 24, as part of Sexual Assault Awareness Month (becoming more commonly referred to in NYC as Sexual Violence Awareness Month). A march made its way from Brooklyn Borough Hall, across the Brooklyn Bridge, and to Foley Square for a noontime rally. DYCD staff were invited to wear denim that day as a visible protest against the misconceptions that surround sexual violence. We also hosted the Clothesline Project to increase awareness and give staff an opportunity to share messages of resiliency and inspiration. Staff were invited to write their thoughts on pieces of denim, which adorned a clothesline on display through the end of the month at both buildings

Employee Recognition Ceremony- Each year, DYCD celebrates employee recognition to show its appreciation for their contributions. Staff are recognized through service awards for significant milestones and tenure. In the 2nd quarter of FY 2024, DYCD held its annual Employee Recognition ceremony to highlight key milestone and projects from the past year, and to plan for upcoming year. Employee recognition helps to retain top talent, increase employee engagement, and encourage high performance. The agency will continue to honor employees, supervisors, managers, and units demonstrating superior accomplishments in diversity and equal employment opportunity.

Awareness/Heritage Months - The agency continues to celebrate cultural diversity events in celebration of our multi-cultural ~~the multi-culture within the~~ organization including Black History Month, Asian American and Pacific Islander Heritage Month, LGBTQ+ Pride Month, Juneteenth Celebration, and Hispanic Heritage Month, among others. These events are memorialized on our intranet and shared by email to all staff.

DYCD Town Hall - On May 3, 2024, Commissioner Howard hosted DYCD Town Hall highlighting the state of the agency and highlighted the tremendous work DYCD has achieved within the last year.

DEI Speaker Series - The series is intended to build capacity and understanding amongst DYCD staff on diversity, equity, and inclusion. On the 3rd quarter of FY 2024, DEI Unit conducted a survey to gauge employees' interest in the DEI Speaker Series. Employees were asked to fill out a survey to share ideas on topics and themes that they would like to see covered in future sessions of the Speaker Series. Multiple DEI Speaker Series were held throughout the year and some of the topics were Fireside chat with Deputy Mayor Ana Almanzar, Women's History Month, African Burial Ground, Recognizing the Intersectionality of Women in the Workplace, Cannabis NYC and Caribbean Heritage Month.

Career Counselor - DYCD recruited a new Career Counselor Suzette Mapp, who also serves as an Executive Advisor to the Deputy Commissioner of Human Capital and

Senior Director of HR. Most recently, HR staff under Ms. Mapp's supervision represented the agency at Citywide Hiring Halls this Summer. Ms. Mapp shared employment opportunities with DYCD staff via notification of the DCAS civil service Bridge exams on June 11, 2024. Additionally, she will share information on Hiring Pool notice reminders and other resources which are beneficial for employee professional development. Additionally, Ms. Mapp in her Career Counseling capacity will share professional development training sessions and resources in collaboration with DYCD's Professional Development Training Unit.

Agency Chief Contracting Diversity Officer – On March 25, 2024, DYCD hired an Agency Chief Contracting Diversity Officer Eileen Parfrey-Smith. Eileen will be the leading voice of DYCD's M/WBE program, coordinating and amplifying the agency's work within the M/WBE vendor community, as well as ensuring accountability to Citywide policies and goals.

NYC Government Hiring Halls – Beginning in February 2023, DYCD held weekly recruitment events, dubbed "NYC Government Hiring Halls" that were designed to address unprecedented employment challenges and fortify the city's workforce by bringing opportunities directly to the communities we serve. Hiring managers from several City agencies, including DYCD, participated in these hiring halls to fill their approved job vacancies.

EEO trainings – All mandated EEO trainings were conducted virtually or through eLearning trainings.

- a. Sexual Harassment Prevention (SHP) training: DYCD has reached 100% compliance for this eLearning training for managers, supervisors, line staff (excluding staff on leave), college aides, and interns. The Professional Development Training team in HR is working to ensure all new staff (full-time or part-time) complete the mandated training as they are onboard.
- b. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees - All DYCD staff continue to take and complete mandated training using the City's e-Learning Courses and will continue to do so as they come on board.
- c. All City employees are required to complete mandated training upon hire and on an ongoing basis. When trainings are deployed, employees are alerted to complete the following required trainings:
 - Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees
 - Sexual Harassment Prevention
 - lgbTq: The Power of Inclusion
 - Disability Awareness and Etiquette

III. Workforce Review and Analysis

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

Total Headcount: 644

[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.]

The agency's workforce report and pay structures are routinely examined by the DYCD EEO Officer to make sure that, where applicable, employees are being paid in accordance with their individual collective bargaining agreements. EEO notifies HR and the Agency Head if a salary adjustment is required based on the compensation analysis.

An evaluation of the Administrative Support, Officials and Administrators, Paraprofessional, Professionals and Technician job categories, we have higher proportion of female employees than male employees in all job categories as DYCD workforce contains of 62% Female and 38% of male. The agency comprises approximately 44% of employees with the Professional Job Category and 23% of Paraprofessionals and followed by 22% of Officials and Administrators. There were no significant over or underutilization or any pay disparities of certain ethnic or gender categories in major job groups. There were no pay disparities of certain ethnic or gender categories in major job groups.

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 with 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.

Human Resources sends out periodic emails reminding staffs that have the ability to update their status through the self-identification form.

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 33 Unknown Gender 0 Unknown Both 33

[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.]

- Enhancing internal and external applicant pools to address the underutilization. DYCD hired a Recruitment and Career Readiness Coordinator to diversify our agency's recruitment outreach efforts. Recruitment and Career Readiness coordinator identify resources to strengthen efforts expected at increasing the effectiveness of diversity recruitment. In addition, we disseminated postings as appropriate to colleges, professional organization serving minorities and women through different social media platform.
- Develop intergenerational diversity at the agency. NYC DYCD staff range from college aides to mature older workers. We look to shape programs to build an interconnected working environment.
- Align diversity recruiting, internal candidate development and equitable selection practices strategically with current employment needs, underutilization assessment.
- Encourage agency employees to take promotional civil service examinations by sending e-mails with schedule of exams and posting schedules and exam announcements.
- Prioritize accessible and striving opportunities for staff to grow skills and optimize engagement by the Professional Development Training Team.
- Foster accessible and inclusive communication by providing tools and professional development to DYCD staff.

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

We will continue to review internal and external applicant pools as we implement outreach strategies and expand our recruitment efforts to address any underutilization.

During the last fiscal year, DYCD held multiple weekly recruitment events, dubbed “NYC Government Hiring Halls” that were designed to address unprecedented employment challenges and fortify the city’s workforce by bringing opportunities directly to the communities we serve. Hiring managers from several City agencies, including DYCD, participated in these hiring halls to fill their approved job vacancies.

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experience 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.

After receiving the quarterly CEEDS reports and summary dashboard, the EEO officer reviews the demographics by gender and race across job groups, identify the representation of women and minorities in new hires, promotions, and separations according to job group and civil service title. Additionally evaluate the job groups for any underutilization in minorities and women.

The EEO Officer shared the CEEDS report data with the Agency Head, HR, Chief Equity and Inclusion Officer and scheduled meetings as needed for discussion.

[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’s workplace and cultural environment.

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

- Our agency's initiatives for FY 2025 will center on a variety of initiatives, such as professional development opportunities, collaborative workspaces, and acknowledging employees' contributions to DYCD's agencywide missions.
- DYCD will continue to disseminate contact information on the agency’s EEO Personnel and engage in respective and constructive dialogue.

- Diversity and Inclusion training will be mandated to inform employees of their rights, responsibilities, and protections under the EEO Policy and Human Rights laws.
- DYCD will continue to celebrate heritage months to promote cultural diversity in our workplace.
- DYCD will continue to collaborate with WorkWell NYC to enhance wellness programs at the agency such as mediation courses, mental health care seminars and more.
- DYCD also actively share NYC EAP information with all staffs to make sure they are aware of the free services.
- Additionally, new hires are required to attend New Employee Orientation to become acquainted with the policies and procedures of the organization.

[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.]

DYCD is committed to ensuring an inclusive and accessible environment for all our employees, our program participants, and anyone seeking to participate in our activities.

DYCD uses a variety of information and communication technologies for both our internal and public facing websites. DYCD is committed to attaining compliance with Web Content Accessibility Guidelines 2.1 Level AA for both our public-facing websites and internal intranet.

- DYCD is committed to making sure our information and how we communicate is accessible to people with disabilities. This includes our digital content. The following steps have been taken:
 - DYCD has begun developing templates for accessible and inclusive communication with the public.
 - DYCD has developed training on digital accessibility and inclusive engagement. This includes creating documents using plain language, high color contrast, alternative text, structuring a document for screen reader navigation, as well as strategies to be inclusive at in-person events.

Starting in 2025, DYCD will:

- Expand staff training on inclusive and accessible engagement. This includes both digital content such as outreach flyers and presentations, as well as in-person events.
- Upon request, provide or arrange for the preparation of accessible formats and communication support to persons with disabilities in a timely manner, considering the person's accessibility needs.
- In FY 2025, our goal is to begin training key staff who are involved in public outreach and engagement
- Include images of persons with physical disabilities in brochures, videos, and the website.
- Explore having ASL interpreters on contract and develop an internal process, to facilitate these requests for public events

[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:

1. NONE

2.

3.

4.

5.

- ☒ 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.]

DYCD will continue to promote diversity and EEO Community outreach in providing government services. DYCD provides funding support to a myriad of providers to alleviate the effects of poverty on communities of color. The Youth Town Hall series which helps to inform policies and programs that support young people including civic engagement and systemic racism, etc. The Fatherhood initiative which provides program support to non-custodial fathers.

This Fiscal Year, DYCD geared up for its second year of SYEP Pride. The objective of SYEP Pride is to support LGBTQ+ youth and young adults in overcoming the homophobia and transphobia still all too common in many workplaces. Sharing DYCD's commitment to helping all young people to thrive as their full and authentic selves at work, employers at more than 1,100 work sites signed on in 2023 to be part of the effort.

Summer Safety Plan: To reduce summer youth gun violence, DYCD is activating its prevention and intervention initiatives in a coordinated safety plan to expand programming hours and maximize space usage at select community centers around the city. The centers will be linked to local Crisis Management System Cure Violence partners for violence interruption services and crisis support.

Interagency Coordinating Council (ICC) – The ICC is a charter mandated body that consists of city agencies that provide youth services. The Mayor or their designee serves as the Chair, and the DYCD Commissioner serves as the Director. By raising the engagement and expectations of the ICC city agencies for partnership with DYCD, we hope to increase coordination of youth services citywide, while also promoting other city funded programs that meet the needs of youth and families.

New York City Youth Board / Youth Committee - The New York City Youth Board advises DYCD on the development of youth programs. The board is comprised of leaders from business, academia, government, foundations, and the non-profit sector. The New York City Youth Board and its Sub-Committee will be meeting with various DYCD programs this fiscal year to better appreciate our work in series of monthly meetings. DYCD's EEO Officer and Chief Equity Inclusion Officer met with the Sub-Committee and highlighted information about our work with the members. The meeting content shared regarding the agency's accessibility plan and digital accessibility compliance was very impressive and went a long way in promoting DYCD's commitment to youth and the community.

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.]

In FY 2025, DYCD will continue to promote diversity and EEO community outreach in providing government services. Here are some of the major outreach opportunities DYCD has been working on to serve our communities better and make our services inclusive for everyone.

- **Five Year Accessibility Plan**
- **Language Access Plan**

DYCD's newest [Language Access Plan](#) was launched on August 2024. This plan demonstrates the agency's deep commitment to ensure that all New Yorkers can access our programs regardless of the languages they speak. This is accomplished by ensuring they can locate services in their primary language, including through the agency's website and discover DYCD, and by calling Community Connect where live interpretation services are provided.

Five Year Accessibility Plan Local Law 12 of 2023 codified as section 23-1004 of the NYC Administrative Code, requires City agencies to prepare and publish five-year accessibility plans describing the steps it is currently taking and will take over the next five years to ensure that the agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

The Office of Equal Employment Opportunity lead the accessibility plan in collaboration with the Mayor's Office for People with Disabilities (MOPD). DYCD published the Five-Year Accessibility plan in our DYCD Website. The accessibility plans include the plan for five areas: physical access, digital access, programmatic access, effective communication and workplace inclusion.

[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

On March 25, 2024, DYCD hired an Agency Chief Contracting Diversity Officer who will be the leading voice of DYCD's M/WBE program, coordinating and amplifying the agency's work within the M/WBE vendor community, as well as ensuring accountability to Citywide policies and goals.

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.

In FY 2025, DYCD will continue to implement the following recruitment strategies and initiatives.

- DYCD will continue to notify its employees of available vacancies by placing notices on the agency's intranet, DYCD website and City Jobs.
- DYCD will continue to post open positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This will allow us the ability to recruit from a diverse population outside the Agency.
- The EEO office will review its recruitment and promotional efforts with an equity lens. We will continue to assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- DYCD disseminates information on rights and protections under the EEO policy and NY Human Rights Law.
- We will apply the **Inclusive Recruitment Guide** Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- We are already in the process of sharing job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov
- DYCD will continue to reach out to DCAS Office of Citywide Recruitment (OCR) as a resource. Additionally, ensure that agency personnel involved in both the discretionary and the civil service process have received appropriate training.

Training - DYCD hiring managers will be trained in understanding unconscious bias and structured interviewing techniques to avoid intentional and unintentional biases in the hiring process. In the first quarter of 2025, DYCD Professional Development Training team roll out the complete **DCAS' Structured Interviewing workshop Parts 1 and 2** to all the hiring managers.

NYC Government Hiring Halls – Beginning in February 2023, DYCD held weekly recruitment events, dubbed "NYC Government Hiring Halls" that were designed to address unprecedented employment challenges and fortify the city's workforce by bringing opportunities directly to the communities we serve. In FY 2025, DYCD staff will continue to participate in Citywide and agency hiring halls.

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.]

DYCD's HR team routinely notifies employees of upcoming open competitive and promotional exams via email. This email correspondence includes the title and job specification, information to file, filing period and the exam schedule for the fiscal year. This information is disseminated to all staff multiple times during the filing period.

Assistant Commissioner of HR and the agency's Professional Development & Training Unit sends out agency wide notifications to all staff members regarding the DCAS sponsored Civil Service 101 Monthly Sessions.

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
	None	

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

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

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. Mayor's Office of People with Disabilities
2. Affinity group of Colleges and Universities

3. Offer internships to diverse populations
4. CBO (Community Based Organizations) Pathways to Employment Presentations
5. Collaboration with CareerWise New York, NYC Department of Education, and Career Readiness & Modern Youth Apprenticeship (CRMYA) to recruit High School Students as Youth Apprentices.

Colleges/Universities	Department
Bronx Community College (BCC), CUNY	Career Services
York College, CUNY	Career Services
Hostos Community College, CUNY	Career Services
Medgar Evers College (MEC), CUNY	Career Services
Borough of Manhattan Community College (BMCC), CUNY	Career Services

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.]

On the 2nd Quarter of FY 2024, DYCD onboarded seven Youth Apprentices, through a partnership with CareerWise New York, NYC Department of Education and Career Readiness & Modern Youth Apprenticeship (CRMYA) to provide a three-year apprenticeship for High School students looking to access a career within the City of New York. DYCD was able to recruit apprentices for openings within the Youth Services Division, Community Development Division, Administration Division and the IT Unit.

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 __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns/College Aids/Senior Field Supervisor	46	Asian – 8 Black – 18 Hispanic – 13 White – 1 Not Specify – 3	M 16 F 30 Non-Binary __ Other __ Unknown __

		Two or More – 2	
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown __
6. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

E. 55-a Program

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

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

[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.]

☐ 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.

DYCD plan to continue to partner with MOPD and DCAS to increase inclusion and awareness through training and hiring events. The EEO Office distributes quarterly emails to all DYCD staff and Hiring Managers informing them of the 55-a program and encourages Hiring Managers to utilize the 55-a program.

DYCD will continue educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities. DYCD plans to participate in career and job fairs and use internship, work-study, or other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2025 are:

1. Partnering with NYC: ATWORK, and MOPD
2. DYCD employment unit will send and share job vacancies with NYC: ATWORK, and utilize them as a recruitment tool for 55-a
3. The EEO Officer will work with the Career Counselor to promote the 55-a program by sending quarterly emails to all staff and hiring managers informing them of the 55-a program.

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 grow and develop future careers.]

In FY 2025, the agency's Career Counselor will continue to meet with employees to discuss civil service status and help employees determine their talents, values, and goals. The Career Counselor will also encourage the use of training and development programs to improve skills, performance and career opportunities, provide information to staff on Professional Development training sources, explain the civil service process to staff and what it means to become a permanent civil servant, provide technical assistance in applying for upcoming civil service exams.

During FY 2025 and going forward, DYCD will send semiannual communication to employees on the type of guidance available from the Career Counselor. Notification will be made via all staff emails and posting on Teams and agency Intranet. DYCD's Career Counseling is available through the agency's Human Resources Unit to assist employees in making informed decisions regarding their professional development. DYCD's career counselor information and contact information are available on the agency intranet. The intranet provides all the topics covered by the career counselor during the counseling sessions.

The career counselor planned duties for FY2025, and going forward will be to inform employees of the following:

- Civil Service Examination Process
- Career Development Plan
- Promotion Opportunities
- Education / Training Opportunities

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.]

The EEO and HR offices play an active role in the review of interview questions prior to interviews being conducted and keep track of interview panels. DYCD has a Structured Interviewing guide provided by DCAS for hiring managers to use in the creation of job descriptions and interview questions; review and selection of applicants for interview; and how to conduct interviews and complete candidate evaluations sheets. This guide will be updated and reissued to our hiring managers, EEO, and HR teams as a part of this year's Structured Interviewing training and will subsequently be posted on our DYCD SharePoint Portal.

The agency's practice for in-title promotions/salary increases requires hiring managers to submit a business necessity and ~~comprises providing a~~ justification for the promotion/salary increase as part of the Personnel Action Request package.

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 reasonable accommodation is requested for an interview.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[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.)	627 (All Staffs)	January 6, 2025 – February 21, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	627 (All Staff)	September 2, 2024 – October 25, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	627 (All Staff)	July 1, 2024 – August 30, 2024
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		627 (All Staff)	March 17, 2025 – April 18, 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		25	Based on DCAS Offering
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.]

Upon receiving the reasonable accommodation request, the EEO office ensures that a cooperative dialogue with the applicant or employee making the request is initiated within ten business days as required. The EEO office will also discuss the request with the supervisor and/or manager of the requestor, if applicable, and determine whether there are any barriers to granting the request. All conversations and documentation provided are confidential, and employees are informed of this in the very beginning of a reasonable accommodation request process.

If an alternative accommodation may be required, the EEO office will assist in identifying an appropriate alternative through discussions with the employee and the supervisor or manager, general counsel's office or Human Resources. A determination of the request will be made within 15 days or less of receipt, unless additional information is required. Should a determination take longer than 15 days, the requestor will be notified of the delay and given an estimated timeframe for when a determination can be expected.

In the event an accommodation request is denied, the EEO officer will notify the applicant or employee of the decision and inform the applicant/employee that they may appeal the decision, if they choose to do so, within 15 days. The Commissioner, Keith Howard or his designee, Alan Cheng, First Deputy Commissioner, will review the applicant/employee's appeal of the denied reasonable accommodation request. A decision will be issued within 15 days of receipt of the appeal by the Commissioner or his designee.

The EEO office ensures the timely and efficient processing of reasonable accommodation requests by keeping an internal tracking sheet that records the basis and types of requests, as well as the timeframe of receipt to determination. This information is also entered contemporaneously into the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and regularly analyzed to identify patterns in the volume and kind of requests as well as the timeliness of their resolution.

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

XI. Agency Head Signature

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

Keith Howard, Commissioner

Print Name of Agency Head



Signature of Agency Head

05/15/2025

Date

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

Agency EEO Office mailing address:

123 William Street, 17th 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']	Ruma Debi	rdebi@dycd.nyc.gov	646-343-6722
2.	Agency Deputy EEO Officer [if appointed]	N/A		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Denise Ramirez	dramirez@dycd.nyc.gov	646-343-6490
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	N/A		
5.	ADA Coordinator	Ruma Debi	rdebi@dycd.nyc.gov	646-343-6722
6.	Disability Rights Coordinator	Timothy Johnson	tjohnson@dycd.nyc.gov	646-343-6365
7.	Disability Services Facilitator	Ruma Debi	rdebi@dycd.nyc.gov	646-343-6722
8.	55-a Coordinator	Ruma Debi	rdebi@dycd.nyc.gov	646-343-6722
9.	EEO Investigator(s)	N/A		
10.	EEO Counselor(s)	Andrew Miller Derick Martinez Shakina Shaw Rosa Morales	amiller@dycd.nyc.gov dmartinez@dycd.nyc.gov shshaw@dycd.nyc.gov romorales@dycd.nyc.gov	646-343-6738 646-343-6157 646-343-6107 646-343-6897

11.	EEO Training Liaison(s)	N/A		
12.	Career Counselor(s)	Suzette Mapp	sumapp@dycd.nyc.gov	646-343-6781
13.	Other (specify) Agency Chief Contracting Diversity Officer	Eileen Parfrey-Smith	eparfreysmith@dycd.nyc.gov	646-343-6020