

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

Fiscal Year 2024

NYC Department of Veterans' Services

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Department of Veterans' Services, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer / Chief Diversity and Inclusion Officer Johanna Perez will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Her contact information will be prominently available to all employees.

During this Fiscal Year 2024, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ This statement is the same as last year.

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

II. Recognition and Accomplishments

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

1. Agency has and will continue to contract minority and women owned business enterprises (MWBEs).
2. Agency recognized monthly cultural heritage events by sending out educational flyers and offering ethnic snacks in celebration of diversity. The following heritage months were recognized by the agency: Black History Month, International Women's Day, Asian American and Pacific Islander heritage month, Arab American heritage, St. Patrick's Day and LatinX heritage. had and will continue community outreach and agency services.
3. Agency has complied with EEO mandatory annual trainings.
4. Agency has and will continue to participate in the Department of Veterans Affairs Work Study Work Site Program.
5. Agency has and will continue to participate in the New York State Industries for the Disabled Program.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 34

1. Currently at DVS there is no pay disparity. In conjunction with our APO an analysis was conducted, and data results showed that titles where pay disparity existed have been recently corrected.

Our CEEDS report did not show underutilization of women and minorities in DVS Workforce.

2. In FY 2024, 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 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

Before promotions/new hires are submitted, there are internal meetings that take place between Executive staff and our Commissioner to make sure that needs are met and we are in compliance.

☒ 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.

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (Budget)

☒ 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 2024

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

- Our people are our greatest asset; we are committed to recruiting, developing, and retaining a diverse and inclusive workforce which reflects our City's communities. DVS fulfills this mission by providing New York City's Veterans with essential services and programs focused on pivotal areas such as economic empowerment, housing security, benefits, health and wellness, and culture

❖ Workplace:

- We would like our present and future employees to view us as an employer of choice. We will continue to provide a workplace that values diversity of thought and background. We actively encourage current employees to further enhance their skill set and make sure they are aware of current NYC Workwell and EAP programs they can participate in if needed.

❖ Community:

- The hallmark of continuing economic development and recovery is through outreach, utilization of and investment in our communities.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- We will continue to develop equity and race relations initiatives by working closely with managers and employees. We will make sure that every employee participates in Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees.

2. Planned Programs, Initiatives, Actions

A. Workforce

[Describe how your agency will address underutilization in FY 2024. 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.]

The agency will address underutilization in FY 2024 by expanding internal and external applicant pools through outreach strategies for broader recruitment. DVS will launch outreach efforts to inform and encourage applications for the upcoming civil service examinations. We will continue to use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.
- Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Institute coaching, mentoring and cross training programs.
- Implement initiatives to improve the personal and professional development of employees.
- Conduct assessment to ensure pay and promotions are equitable.

B. Workplace

The agency will continue to take initiatives to create an inclusive work environment that values differences. Currently we have the People & Culture Committee who have and will continue to plan cultural celebrations.

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. People & Culture Committee

- ☐ 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

The people and culture committee continued to meet throughout 2022 to hear the needs of agency employees and to plan for morale-boosting activities, such as an internal newsletter and recognition of birthdays. We will be formulating the following 4 working groups, each with a focus and goal of improving processes, creating and maintaining efficiency and ensuring coordinated care not only to our clients, but caring for ourselves too. Please see the below groups:

1. VetConnect committee - members will address issues on an ongoing basis, that relate to the VetConnect platform. The goal is to address internal processes to ensure efficiency when performing intake and referrals, it will be led by three employees.
2. Mental Health Referrals - members will coordinate and be trained/provide training to Client Services team, in conjunction with Executive Director of MH (Lauren D.), to learn how to respond and triage client requests for mental health services, it will be led by two employees.
3. Mental Health for DVS Employees - members will coordinate with ED of MH (Lauren D.), perform research for best practices, and provide our staff members with resources and opportunities to improve their mental health, especially for those that interact with vulnerable clients on a daily basis (e.g. housing). Meditation, group lunches, EAP, etc., were discussed. It will be led by four employees.
4. Cross-training Committee - members will develop informational presentations for staff members to learn about other units in the agency. This will address concerns of staff members who feel they are not fully informed of the different units in our agency, and what they do. It will be led by two employees.

C. Community

The mission of DVS is to connect, mobilize, and empower New York City's Veteran Community to foster purpose-driven lives for US Military Service Members past and present and in addition to their caregivers, survivors, and families. DVS plans to continue to serve our communities within the 5 boroughs via our DVS Veteran Resource Centers.

In FY 2024, 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)
- ☐ Conduct a customer satisfaction survey
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

In FY 2024, DVS will review policies, procedures, and practices related to targeted outreach and recruitment. We will utilize the Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans. We will continue to quarterly review underutilization and develop recruitment efforts to identify resources aimed at increasing the effectiveness of diversity recruitment. The plan will include exploring additional job posting platforms (other than NYC Jobs), enhanced applicant screening and a collaborative interview process.

Nothing has changed in our recruitment efforts due to size of agency and frequency of job vacancies. We will continue to utilize our social media platforms and newsletter to advertise job postings if necessary.

B. Recruitment for Civil Service Exams

1. DVS social media
2. Emails send to all employees advising of upcoming exams

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
	We do not anticipate our agency having planned recruitment events in FY2024.	

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
---------	--------------------------------

Bronx	NA
Brooklyn	NA
Manhattan	NA
Queens	NA
Staten Island	NA

C. Recruitment Sources

1. DVS social media - previous hires from this source and has helped in diversity recruitment
2. LinkedIn - previous hires from this source and has helped in diversity recruitment
3. Indeed - previous hires from this source and have helped in diversity recruitment

D. Internships/Fellowships

DVS will continue to utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations. The agency has hired and continues to hire former interns. The agency plans to continue to provide internship/fellowship opportunities in FY 2024.

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	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. College Interns	1	Asian	M <u>X</u> F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
Other(specify): DoD Skillbrige Program	1	White	M <u>X</u> F__ Non-Binary __ Other __ Unknown __
NYC Service	1	Other/Unknown	M <u>X</u>

NYC Service AmeriCorps	1	Other/Unknown	M <u>X</u>
VA Work Study Program	20	6 ASIAN/PACIFIC ISLANDER 1 Black 6 Hispanic 2 Other/Unknown 5 White	M <u>17</u> F <u>3</u>

E. 55-a Program

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

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

DVS will continue to work with DCAS to consider utilizing the 55-a Program to hire and retain qualified individuals.

- ☐ 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.

DVS currently has no vacancies to fill; but if so, DVS would be more than happy to consider candidates eligible for 55a program.

VI. Selection (Hiring and Promotion)

A. Career Counselors

In FY 2024, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.

- Encourage the use of training and development programs to improve skills, performance, and career opportunities.
- Provide information to staff on both internal and external 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.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.

No changes we will continue the same programs/initiatives.

B. New Hires and Promotions

In FY 2024, the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
- Promotion and salary increase protocol in existence.
- Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Items have and will continue to be implemented, promotion and salary increase protocols have been successful in employees being up to par in pay. Continued efforts will take place to ensure that equal pay and responsibility is adhered to.

C. EEO Role in Hiring and Selection Process

In FY 2024, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I 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 during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☒ 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 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

- ☒ 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 2024.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, 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

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.)	55	3/2024
2. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	55	3/2024
3. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	55	3/2024
4. Disability Awareness and Etiquette			
5. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
6. Other (specify)			
7. Other (specify)			

VIII. Reasonable Accommodation

We make sure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Requests that do not cause any undue hardship, DVS provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.

The agency grants or denies requests within 30 days after submission or as soon as possible. In cases that request an appeal the Agency Head or designee reviews and grants or denies an appeal fifteen (15) days after submission of appeal.

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- ☐ The agency has implemented an analysis regarding volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals.
- ☒ 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 grants or denies request 30 days after submission or as soon as possible.
- ☒ 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 : **Charles Rivera, Press Secretary**
- ☐ 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 Executive Orders and Local Laws

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 6 – September 1, 2023 – August 31, 2024) 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 2023.

- ☒ 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 2024

- ☒ List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

F. 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 4 runs from April 1, 2022, to March 31, 2024.

- ☒ 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

- ☒ 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.]

James W. Hendon

Print Name of Agency Head



Signature of Agency Head

12/22/2023

Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Johanna Perez	jperez@veterans.nyv.gov	646-634-1620
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer	Johanna Perez	jperez@veterans.nyv.gov	646-634-1620
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Cassandra Alvarez	calvarez@veterans.nyc.gov	646-891-8637
5.	ADA Coordinator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
6.	Disability Rights Coordinator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
7.	Disability Services Facilitator	Emily Jagroop	ejagroop@veterans.nyc.gov	(646) 889-4181
8.	55-a Coordinator	Saffie Touray	stouray@veterans.nyc.gov	646-799-2728
9.	EEO Investigator(s)	Emily Jagroop Johanna Perez Eileen Barcene	ejagroop@veterans.nyc.gov jperez@veterans.nyc.gov ebarcene@veterans.nyc.gov	(646) 889-4181 646-634-1620 646-499-0055
10.	Career Counselor(s)	Saffie Touray	stouray@veterans.nyc.gov	646-799-2728
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)	Eileen Barcene	ebarcene@veterans.nyc.gov	646-499-0055
13.	Other (specify)			

Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

Agency Name:

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	N/A
# of applicants who completed the program	N/A
# of applicants who passed and graduated from the program	N/A
# of applicants who passed but did not graduate from the program	N/A
# of applicants who did not pass or graduate from the program	N/A
# of applicants who accepted any appointment offered base on graduation from the program	N/A

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	N/A
Brooklyn	N/A
Manhattan	N/A
Queens	N/A
Staten Island	N/A

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
N/A	N/A	N/A

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]