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

Fiscal Year 2024

NYC Mayor's Office of Management and Budget



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I. Commitment and Accountability Statement by the Agency Head

On behalf of the New York City Mayor's Office of Management and Budget (OMB), I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City (City) EEO Policy, the City and New York 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. My commitment extends throughout the agency: All OMB employees of this agency are required and expected to adhere to the City's EEO Policy and other mandates that prohibit harassment and discrimination in the workplace. OMB, like all City agencies, will be a discrimination-free workplace.

Furthermore, as the Agency Head, I have a strong personal commitment to furthering equity, diversity, and inclusion principles throughout the agency by implementing strategies and best practices in partnership with the agency's Interim Chief EEO and Diversity, Equity, and Inclusion Officer (Stephanie Baril), Director of Human Resources (Lauren Wittels), Chief Diversity and WMBE Officer (Latonia McKinney), and other agency leadership (including all senior managers, supervisors, and employees). OMB, under my leadership, will uphold the City's EEO and DEI values and will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, acceptance, and cooperation in our workplaces, and to promote equity in all its aspects, including by working to implement this Plan. I will aim to ensure that all our staff and those our agency serves feel empowered, valued, and respected and to address potential barriers to our EEO and diversity and inclusion goals head-on.

Workforce -

OMB not only accepts, but also embraces the diversity of our workforce, including differences in age, color, disability, ethnicity, familial or marital status, gender identity or expression, language, national origin, race, religion, sexual orientation, socio-economic status, veteran status, and other essential characteristics that are at the heart of the people of New York City. When we value our differences, we build stronger teams, which drives the best performance of our agency and therefore best serves the City overall. Our agency will 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.

The agency also values the diversity of the potential members of its workforce. Because of this, I commit to hold the agency's EEO and human resources professionals, managers, supervisors, and anyone else who may be involved in the hiring process, accountable for ensuring that OMB does not discriminate against not only existing employees, but also applicants for employment. Employment decisions will be made based on merit and equality of opportunity.

Workplace -

To best support our diverse workforce, I commit to working with relevant agency leaders, including the Director of Human Resources, Chief of Staff, and EEO/DEI Officer, to examine and work to eliminate the structural obstacles to equal treatment in the recruitment, development, and retention of employees, and to develop, implement, and maintain other measures to maintain a safe and inclusive work environment for all our staff. These measures will include critical human resource decisions, such as recruitment and hiring strategies, workforce projections, succession planning, promotion of training and career development opportunities, and strategic planning.

Additionally, the EEO/DEI Officer will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing identified EEO and DEI issues. Her contact information is prominently available to all employees. The Agency EEO/DEI Officer should be contacted with any questions, inquiries, concerns, or complaints that an employee may have regarding any EEO-related issues, including any allegation of a violation of the City EEO Policy.

Community -

I will actively involve OMB's senior staff in the agency's efforts to enhance and promote the values of diversity, equity, inclusion, and respect for all as they lead efforts to implement the FY 2024 EEO Annual Plan ("FY 2024 Plan") across OMB. As an agency, we will better provide equitable, fair, and effective services to the public by implementing this plan, which will help us perform all aspects of our work through a lens of diversity, equity, and inclusion.

I also will ensure that the agency's Chief Diversity/MWBE Officer (Latonia McKinney) will assess and reevaluate the agency's MWBE participation goals, and lead efforts toward meeting those goals as outlined in Executive Order 59.

During this Fiscal Year, I will provide 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.

OMB's Interim EEO/DEI Officer, Stephanie Baril, may be reached at BarilS@omb.nyc.gov or 212-788-6096.

☒ 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. *Launched the OMB Employee Equity Group (EEG) Program.* The first official group to launch was the agency's Pride OMB EEG. This group began meeting monthly in FY 2023 and hosted a successful celebration in June 2023 in recognition of Pride Month. The event was attended by the maximum possible employees given space constraints, and highlighted issues such as the origins of the Stonewall riots, AIDS/HIV activism, disco, books focused on LGBTQ+ issues (including books banned in other states), queer artists/activists/other prominent figures, and included ice cream sandwiches from Coolhaus, a local female and queer owned business.
2. *Continued efforts to engage M/WBE vendors within the guidelines of Local Law 1.* OMB attends M/WBE outreach events and procurement fairs hosted by various city agencies. In keeping with past precedent and dependent on available events, especially given the

budget constraints for FY 2024, OMB hopes to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors, as it has in the past.

3. *Achieved 100% employee participation in the EEO-related mandatory DCAS trainings.* In FY 2023, OMB achieved 100% employee compliance for the EEO-related mandatory trainings, including: IgbTq: The Power of Inclusion, Sexual Harassment Prevention, and Everybody Matters. The agency also required all staff involved in the agency's hiring process to attend DCAS's structured interview training. Although the trainings are not mandatory, the agency also encourages staff to DCAS's Unconscious Bias and Disability Etiquette.
4. *Monthly DEI newsletters.* The agency began creating and sending out DEI newsletters to all staff monthly during FY 2022. These newsletters covered topics including various cultural commemorations (e.g., Caribbean American Heritage Month, Women's History Month, Pride, etc.) and other events of note that are DEI-related (e.g., National Coming Out Day, National Native American Day, BIPOC Mental Health Awareness Month, etc.).
5. *DEI events.* OMB started organizing DEI-related events for all staff beginning in March 2022. These events took place nearly every month. For example, in FY 2023, OMB held numerous events, including (but not limited to) an Earth Day Celebration (where the agency's taskforce on Environmental Sustainability and Resiliency presented their work, a team trivia game took place, participants took part in a plant propagation activity, and vegan food was served), an Asian American Pacific Islander Celebration (where the agency hosted two external speakers, Kam Mak (a Chinese American artist who created a series of stamps for the US Postal Service in recognition of Lunar New Year) and Stephanie Meta Meyer (founder of sustainable clothing brand Nary; showcased artwork and other items from staff who identify as AAPI), a BIPOC Mental Health Awareness Month Mixer (where participants could select activity stations, including areas for games, massage chairs, crocheting, essential oil salts making, and journal decorating), and a Women's History Celebration (which highlighted the OMB artists who identify as women or non-binary and showcased employees' visual arts, such as paintings, photographs, and fashion design, and featured a panel of former OMB female senior leaders who remain active in the NYC community).
6. *Additional Training Opportunities:* Beginning in FY 2023, OMB started holding monthly new employee orientations which include a specific EEO component. New employees are also provided with a welcome email from the EEO/DEI Officer that includes a link to the City's EEO Policy and provides information about the EEO and DEI trainings, which new employees are encouraged to complete in their first 30 days of employment at the agency.

Additionally, OMB offers a quarterly new manager training which also includes EEO information.

III. Workforce Review and Analysis

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

Total Headcount: 401

1. Agency Review and Analysis of Workforce Data

OMB conducted a thorough analysis of potential pay disparity and occupational segregation based on reported demographic details (e.g., race/ethnicity and gender) for FY2023, and has done so on an annual basis since FY2019. OMB's analysis utilizes data provided by DCAS (including CEEDS reports), reported data from job applicants, and details from the American Community Survey (to obtain information detailed information specific to all New York City residents with a bachelor's degree or higher, due to the educational requirements of the unique Budget Analyst title and the general nature of the required work performed by OMB).

First, OMB used the aforementioned data to analyze staff representation based on race/ethnicity and gender and how those categories were represented by title and status as manager/non-manager.

The data was also used to measure potential gaps in compensation/pay parity based on race/ethnicity and gender. The compensation analysis also looked at tenure of employees, as that factor had a significant impact in compensation decision. Individual compensation decisions were reviewed to determine whether additional trends were at play that impacted the figures.

Along with potential compensation gaps, OMB also looked at how promotions were awarded from FY2018 to FY 2023, based on race/ethnicity and gender, again to see whether there were any discrepancies based on those categories that required follow-up.

The agency reviewed the data for FY2023 to see any trends with respect to Interview-to-Hire status, broken down by race/ethnicity and gender to see whether there were any concerning patterns with respect to job applicants being hired based on those categories.

The annual diversity analysis also looked at the Hires-to-Separations rates for staff, comparing FY2023 to FY2022, based on gender and race/ethnicity to see whether certain groups had higher separation rates and, if so, what the factors for separating from the agency were, to observe potential patterns that may be addressed going forward.

The analysis also included a look at new hire data based on race/ethnicity and gender, compared to the NYC Available Workforce data as provided by the American Community Survey.

Additionally, the agency conducted a review of job recruitment sources for FY2023, focusing on which groups based on race/ethnicity and gender were utilizing specific recruitment sources.

Separately, a review of pay parity for unionized titles was also conducted, and the results confirmed that these employees were being paid according to the different collective bargaining agreements.

Overall, all the diversity, equity, and inclusion-related analysis for FY2023 provided helpful information that will help the agency move forward by monitoring potential issues and making changes to recruitment, hiring, and retention efforts.

2. Self-Identifying Information Updates

In FY 2023, the agency reminded and encouraged its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through 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 2023, the agency informed and reminded employees of the option to add preferred name in ESS.

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. Review Process for CEEDS Reports on Workforce Composition, Utilization, and New Hires and Promotions Data

- ☒ 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 (Chief of Staff and other Senior Leadership)

☐ 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).

OMB's review and analysis of demographic related data and trends includes a quarterly review of CEEDS workforce reports and the summary dashboard, but also extends far beyond that, including an extensive annual data-driven review and analysis, as outlined in greater detail above in Section III (1).

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:

Hiring, Promotion, and Retention Practices

A central workforce goal is for OMB to continue to secure, support, and maintain a high-performing and diverse workforce. OMB will do this by strengthening existing efforts to recruit from a diverse, qualified group of applicants. These efforts begin with the agency's consistent work on reviewing the data relating to job applicants, new employees, and all other employees (including issues relating to potential wage disparity, promotions, representation, etc.), to look for important patterns and shifts in numbers that may require that the agency engage in targeted efforts to obtain and maintain a diverse workforce.

This will also involve continuing efforts to develop and implement an effective recruitment and hiring system, including diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive. In FY2023, the agency began thoroughly analyzing recruitment sources to begin tracking where applicants are making their initial connections with OMB and how we may tweak our use of various recruitment sources to yield strong results.

For FY2024, the EEO/DEI Officer will continue to partner with the HR Director and other agency leadership as necessary to implement DCAS's Diverse and Inclusive Recruitment Best Practices, as established by DCAS in FY2022 and add additional practices as necessary to help build a diverse and inclusive workforce. As part of efforts to enhance the hiring process at OMB, the agency began working with the Mayor's Office of Veteran's Services to participate in the VetConnect program in FY2022 and will solidify those efforts in FY2024.

OMB will also continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year. The agency will do this by regularly analyzing the composition of its workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency. OMB will also continue to engage in efforts such as work with EquityNYC (including requirements under Executive Order 34) and performing additional analysis of workforce composition, including a review of promotion practices, professional development opportunities, and other issues relevant to this workforce goal.

Mentorship Program

Another workforce goal is to cultivate an inclusive workplace that enables full participation encourages collaboration, flexibility, and fairness. As part of this effort, OMB's Mentorship Program pairs together senior managers and less experienced staff to share perspectives, values, and experiences. It also provides an opportunity for staff to explore areas of interest outside their assigned portfolio. Each month, mentors and mentees are provided with a theme to cover during each pairing's session, in addition to other topics that the group wants to discuss. Topics for the current cycle include "Growth in the Face of Adversity," "Managing Stress in the Workplace," "Reflecting on the Significance of Workforce Diversity," and "Continuous Learning."

The previous cycle, which began in April 2023, had a total of 114 participants (53 mentors and 61 mentees, with some mentors taking on more than one mentee). The agency will continue with this Program during FY2024 and determine additional areas for growth.

Professional Development Opportunities

OMB significantly expanded its professional development opportunities beginning in FY2022, and these robust efforts will continue in FY2024, as continuing to expand professional development opportunities through the agency's Learning and Development program, is a key focus for this fiscal year as well.

In FY2023, OMB launched a new initiative for its managers, called OMB Catalyst. OMB Catalyst was developed by the agency's Learning and Development Unit and is a comprehensive development program customized to help managers manage people, processes, and operations more effectively and achieve managerial excellence in their roles. The program runs on a year-long cycle and the first class of 30 Unit Heads and Deputy Assistant Directors began at the tail end of FY2023, on July 24, 2023, and will continue through FY2024. The first half of the program is titled "Foundations and Growth." This half of the program focuses on mindset, relationships, culture, feedback, coaching, and performance. The second half of the program will focus on operations and strategy. Each month requires an average of two days of live workshops and approximately half a day of on-the-job application assignments, support circle meetings, and independent study.

Once participants complete the Foundations and Growth cohort and the required components of Operation and Strategy within the specified timeframe, they will receive program certification through the Learning and Development unit.

The agency's professional development opportunities also include the OMB Institute, which is a speaker series designed to help educate employees about other groups within the agency, with presenters who are leaders of OMB divisions, taskforces, and units, along with OMB employees who are working on specific projects of interest, and external guests from other City agencies whose work is relevant to OMB. In FY2023, there were 13 separate sessions that OMB Institute put on, covering the following topics:

- Equity as a Delivery System
- Racial Justice Commission
- Capital Eligibility
- Stagflation Nation? The Uncharted Path of the US and NYC Economy
- The Office of Budget Review: What we Do and How it Impacts You
- FEMA 101
- Education – NYC Public Schools: New Administration, New Normal, New Issues
- Bond, Not James Bond
- Citywide Energy Efficiency
- Certified to Proceed: Capital Process Upgrades
- Funding the Budget: The City's Economy and Tax Revenues
- The Vision for OMB and the Challenges and Opportunities Ahead

For FY 2024, there are already eleven OMB Institute sessions that took place in the first quarter.

In addition to the Learning and Development team's efforts, OMB has its Data Science Huddle initiative, which seeks to empower employees to utilize data analysis in policy evaluation and decision making through partnership and training – all key to effectively performing work relevant to the mission of the agency.

The Data Science Huddle provides presentations on work being carried out by data professionals within and beyond OMB, providing opportunities for employees to learn data science programming languages and skills through bi-weekly presentations, connections to new data analysis software, and external classes and trainings. Everyone is welcome at these sessions, from beginners seeing to learn how to use data science in their work to fluent data science users.

In FY2023, the Data Science Huddle put on sessions including, but not limited to, "Beginner-Friendly Data Wrangling," "A Gentle Intro to Programming with Python," "Using Data to Advance Equity in NYC Government," "An Introduction to the Department of Finance's Data," and "Visualizing Performance Data with Python."

The Data Science Huddle will continue with its efforts in FY2024, planning and presenting numerous sessions relevant to the work of OMB.

❖ **Workplace:**

OMB will continue to employ several strategies to achieve its goals focused on inclusion, workplace culture, and employee activities. OMB began to significantly grow its Workplace programming by beginning to host monthly DEI-related events for all staff in FY2022. These efforts grew in FY2023.

Cultural/DEI-Related Events and Activities

In FY 2022, OMB formed a committee to plan events and activities focused on cultural and diversity, equity, and inclusion. These efforts grew and during CY2023, OMB hosted events centered on the following DEI-related areas: Black History Month, Women's History Month, Earth Day, Asian American Pacific Islander Heritage Month, Pride Month, Caribbean American Heritage Month, BIPOC Mental Health Awareness Month, and Hispanic Heritage Month. Each of these events were popular with all staff, reaching maximum capacity based on available venue size. Each event included extensive planning to provide a mix of educational, community building, and celebratory opportunities for all staff. Additional details about a sampling of these events are included above in Section II (5).

The events will continue in FY2024, albeit with a restricted budget due to Citywide constraints. The tentative list of in-person events planned for CY2024 are as follows:

- January: Martin Luther King Jr. Day
- February: Black History Month
- March: Women's History Month/International Women's Day
- April: Earth Day
- May: Asian American and Pacific Islander Heritage Month: Tentative Date
- June: Pride Month, Caribbean American Heritage Month
- July: National Disability Independence Day, BIPOC Mental Health Awareness Month
- August: Team/Community Building Events – HR
- September – October: Hispanic Heritage Month
- October: World Mental Health Day
- November: National Native American, American Indian, and Alaskan Native Heritage Month
- December: Staff Recognition Party

Employee Equity Groups

OMB began revitalizing its Employee Resource Group program in FY2022 by expanding and redefining its Employee Equity Groups (EEGs) program and starting its first EEG in FY2023. EEGs are groups of employees – specifically focused on groups that have historically been underrepresented in the workplace, such as the protected groups under the City's EEO Policy – who are connected in the workplace based on shared characteristics or life experiences, and are intended to provide support, enhance career development, improve personal development at the agency and the overall agency work environment. The purpose of EEGs is for employees to have the space to show up as their full selves and be heard, valued, and engaged. Anyone is invited to participate in EEGs. As part of the EEG/EC process, the EEO/DEI Officer created a toolkit and

other information to help interested employees form these new groups and support them as they develop. The materials were finalized and distributed in FY2023, officially launching this program.

The first EEG to form was the Pride EEG, which focuses on the agency's LGBTQIA+ employees and allies. Since forming in FY2023, the group has held monthly meetings, and paired with the DEI EEG to host a Pride Celebration in June 2023. The Pride Celebration was set up as a gallery, where employees could visit individual exhibits that focused on different topics centered on the queer community. For example, the exhibits featured the Stonewall Riots and the related events leading to that time, HIV/AIDS activists, disco, banned books, queer books, LGBTQIA+ legislation and activists, "coming out" stories, LGBTQIA+ couples through the ages, the LGBTQIA+ terminology tutorial, and queer nightlife in NYC and beyond.

The second EEG to form a general DEI EEG, which covers all the other groups until employees express interest in taking on leadership roles with additional specialized EEGs.

Employee Surveys

OMB intended to create a DEI survey in FY2023, however this will need to be pushed to FY2024. This survey will be a tool to help the agency benchmark the status of DEI within the organization and build a strategic plan of measurable, tangible actions that can be implemented to improve the agency.

OMB will also continue to utilize an exit survey for all employees that are separating from the agency to measure, evaluate, and improve employee job satisfaction, including two questions that address issues relevant to EEO and DEI. In FY2022, the agency reviewed and updated the exit survey, including questions relating to EEO and DEI.

❖ Community:

In FY2024, OMB will continue to work with the Mayor's Office of Immigrant Affairs to coordinate the agency's language access policy and implementation plan. Per the Mayor's Executive Order, the agency has and will continue to work with DOITT to make our website and its publications on the City's budget more accessible to all New Yorkers. In FY2023, the EEO/DEI Officer worked with the agency's ACCO to ensure that accessibility issues were addressed in its contract with the vendor who will be updating the agency's website.

In FY2024, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors. These efforts will be led by the agency's Chief M/WBE Officer.

❖ Equity, Inclusion and Race Relations Initiatives:

Like every other City agency, OMB continues to experience this pivotal time in history, set off in 2020 with the start of the coronavirus pandemic (along with acts of unfairly associated acts of violence and discrimination against members of the Asian American Pacific Islander (AAPI) community), as well as specific acts of violence against Black people that revealed the dramatic impacts of systemic racism and other acts of inequity to many people who did not already have a deep awareness of or experience with discussing these issues, and continuing through recent turmoil in the Middle East. These difficult situations impacted many people on a personal level,

including OMB's own employees, and caused some to question how institutions, including City agencies, might perpetuate systemic racism and other inequities – even if unintentional.

During FY 2020-2021, the agency began addressing equity, inclusion, and race relations issues directly by hosting online community events for staff to process these issues as a community, as well as provided resources to staff including training opportunities, mental health, and other support options through various City services.

In FY 2022, OMB began growing in terms of how the agency addresses issues of equity and race relations. The EEO/DEI Officer began formulating a diversity, equity, and inclusion strategic plan for the agency as part of this goal in FY2023 and expects to complete this process in FY2024. This will include taking a step back and re-visiting some foundational issues: creating a DEI mission and vision statement, creating a better framework for the agency's DEI work (including identifying clear metrics, objectives, and tasks for measuring progress), defining specific strategic DEI initiatives and creating timelines for those initiatives – all with an eye toward improving workforce, workplace, community, and equity/race relations; an essential way for the agency to strategically address matters involving equity and race relations.

OMB acknowledges that it has a responsibility to address issues of equity and race relations, is committed to ensuring that the agency make improvements, and looks forward to working with others, including DCAS, on how to make these positive changes as City agencies.

2. Planned Programs, Initiatives, Actions

A. Workforce

The people who make up a workforce are at the foundation of any organization. To enhance equity at OMB with respect to the workforce, we acknowledge the importance of having a diverse network of empowered teams, utilizing open dialogue and inclusive work styles that bring out peoples' strengths and make space and provide tools for improvement. The demographic of the workforce is rapidly changing, becoming more multi-generational, multi-cultural, and driven by technology, and it is important that we recognize this reality to improve equity. Additionally, the significant challenges presented by the current state of the job market and overall economy, which also directly impacts OMB's ability to hire and retain a diverse workforce.

As outlined in greater detail above, with respect to specific actions pertaining to Workplace designed to enhance equity, in FY 2024, OMB will engage in activities including (1) re-visiting hiring, promotion, and retention practices on an annual basis, including implementing DCAS's Diverse and Inclusive Recruitment Best Practices, (2) continuing to support the promotion and retention of staff with diverse experience and attributes by regularly analyzing the composition of the workforce, (3) engage in equity work through the EquityNYC program, (4) strengthen the agency's mentorship program, and (5) expand professional development opportunities.

With respect to addressing underutilization in FY2024, OMB will continue to expand internal and external applicant pools through outreach strategies for broader recruitment. In FY2023, the agency created a list of new resources targeting women and minorities, and the agency will add additional resources and begin utilizing this list in FY2024.

The agency will continue to review the quarterly reports and dashboards on a quarterly basis, with the EEO/DEI Officer and HR Director at minimum, to have a strong grasp of the agency's underutilization numbers and adjust recruitment and retention efforts accordingly and to the extent possible. This will take place in addition to the more robust analysis of diversity-related data pertaining to job applicants and employees that the agency conducts on an annual basis, explained at great lengths in Section III (1), which includes identifying groups experiencing underutilization.

The agency will also continue to inform and encourage OMB employees to prepare for and take civil service examinations, as it has done on a consistent basis.

The agency will continue to integrate succession planning in agency activities to strengthen its existing pipeline, facilitate a seamless transition and continuity of service, especially for critical senior management positions.

In FY2024, the agency will re-visit whether any additional assessment is necessary to ensure fair and equitable pay and promotions.

B. Workplace

The key element of workplace analysis is looking at organizational culture, here, to support DEI principles and aim to build a more inclusive work environment, including initiatives to address race relations at the agency.

Last fiscal year, OMB established a formal structure and expanded its employee equity group program and formalized a DEI committee that hosts events and in FY2024 and beyond will play a role in addressing the myriad of issues to help enhance equity at the agency and continue and strengthen existing efforts such as the mentorship program, and events to address broader issues relating to race relations and other issues relating to workplace equity.

The agency will continue to celebrate heritage months and other DEI-related events, aiming to do so at least once every two months in FY2024. As mentioned above, the agency will aim to create an EEO/DEI-related survey to obtain details to help with addressing relevant issues and creating and implementing certain initiatives.

DCAS highlighted the importance of modeling inclusive language such as use of proper pronouns and age-inclusive language on job postings and other agency-related areas. It would be helpful if DOI/T would create the capability for employees to identify their pronouns in Microsoft 360 on a voluntary basis, to help provide this information if employees choose to do so, to help with inclusion when having meetings on Microsoft Teams, for example.

Additionally, the agency will continue to look at actions to strengthen leadership, create continuous learning and development opportunities, performance management programs, career development/growth opportunities, and rewards and recognition of employees. All these factors together will help enhance equity with respect to the workplace.

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

List below the names of existing ERGs:

1. Pride EEG

2. DEI EEG

- ☒ Agency will create a Diversity Council to leverage equity and inclusion programs (this is covered by the agency's general DEI EEG)

☐ Agency Diversity Council is in existence and active (this is covered by the agency's general DEI EEG)

- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion on an as needed basis

- ☒ 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

As a general matter, OMB's work is not as directly public facing as many other NYC agencies – however, the agency is aware of the importance of its role and influence on the services provided to the community based on OMB's work.

With respect to actions designed to enhance equity as they relate to community, in FY2024, the agency will continue our work with EquityNYC on efforts to incorporate equity into the agency's broader budgeting work, continue our strong use of purchasing from MWBEs, and through methods such as the future employee equity groups, and working toward a more diverse workforce and inclusive culture (including through efforts outlined above), which would drive a better understanding of the needs and relevant expectations of the community.

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

OMB notifies its employees of all discretionary vacancies within the agency, by emailing job notices agency-wide and requiring all hiring managers to interview any eligible internal candidates during the initial hiring period. All job notices are listed internally for 10 business days. All job notices are posted on the agency's website and <https://cityjobs.nyc.gov/>. In addition, OMB's Office of Personnel Management and Administration will actively work with staff interested in expanding or changing their portfolio, when possible.

The agency will continue its annual review of policies relating to promotion of discretionary positions to determine whether any changes may be possible to improve that process to better build and retain a diverse and inclusive workforce. As discussed extensively earlier in this Annual Plan, in addition to the quarterly review of CEEDS data to review underutilization and related issues, OMB will continue to conduct its extensive analysis of demographic data as it applies to job applicants, employees, promotions, and separating employees, on an annual basis, with a specific focus on underutilized groups to help inform recruitment, hiring, promotion, and retention efforts.

To identify a more diverse pool of candidates, OMB will continue its annual review of recruiting efforts. In FY2023, OMB expanded its list of potential recruitment sources, including affinity groups, including at colleges and universities, in our recruitment efforts. In FY2024, OMB will begin actively using these new resources.

OMB is actively working with other partners in City government and in the non-profit sector to help identify candidates for senior level vacancies.

This fiscal year, the EEO/DEI Officer will coordinate with the Learning and Development Officer to identify ways to better train managers and others involved in the recruitment process on DEI-related topics. Already, the agency requires that all employees involved in the hiring process must take the structured interviewing and unconscious bias courses offered by DCAS.

B. Recruitment for Civil Service Exams

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

Please note that OMB does not fill open positions through a civil service list. Due to the unique nature of the agency's work, vacancies are filled using the non-competitive/discretionary processes. OMB currently has a minimal number of staff members with competitive titles (fewer than 20).

However, all current employees are encouraged to take relevant civil service exams, including through agency-wide emails.

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

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

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

C. Recruitment Sources

1. *NYC Jobs/Careers Website*: Primarily targeting current City employees and other City residents who seek to continue their career path with the City or are seeking to join City service. This has been the primary source of new hires in recent years.

2. *LinkedIn*: OMB's HR department has been actively using LinkedIn as a recruitment tool for several years now and the efforts have yielded the most applicants from an online job search source.

3. *Referrals* (current and former employees, word of mouth): Referrals can be a useful recruitment source and OMB continues to use this method to help bring in applicants for open positions.

4. *Other Job Website* (e.g., Indeed, Handshake, AmeriCorps, FEMA, Glassdoor, Idealist, OMB Website, USA Jobs): Online job search resources continue to gain in popularity and OMB has shifted its recruitment sources to include more of these websites to attract more qualified applicants. In FY2023, OMB added HBCUs (Historically Black Colleges and Universities) to its job notice distribution list via Handshake and will continue to add additional sources.

5. *Schools*: OMB targets CUNY and SUNY schools since many of these students are from the NYC/NY State area, the agency expects that these students may have personal interests in joining City service and would help reflect the diversity of New York if they were to join OMB. Additionally, in FY2023, OMB developed an extensive list of contacts for affinity groups within local colleges and universities and will begin using this list in FY2024 to help with its recruitment efforts.

6. *Internal Vacancy Announcement:* The intention behind providing internal vacancy announcements is to provide our employees with information about opportunities for advancement and/or shifts in career interests as part of our retention efforts.

7. *Career Fairs:* These take place throughout the NYC area, and OMB increased its participation in career fairs in FY2023 and, once the hiring freeze is lifted, will continue its involvement in FY2024.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	N/A	N/A	N/A
2. Public Service Corps	N/A	N/A	N/A
3. Summer College Interns	26	Asian (10) Black (3) White, Non-Hispanic (8) 2+ Races (2) White, Hispanic (1) Undisclosed (1) Native American/Alaskan Native (1)	Male (11) Female (13) Non-Binary (1) Other (0) Unknown (1)
4. Summer Graduate Interns	8	Asian (3) Black (1) White, Non-Hispanic (2) 2+ Races (2)	Male (4) Female (3) Non-Binary (0) Other (0) Unknown (1)
5. College Aides	6	Asian (3) White, Non-Hispanic (1) White, Hispanic (1) 2+ Races (1)	Male (1) Female (5) Non-Binary (0) Other (0) Unknown (0)

OMB historically has had robust internship programs, with some former interns becoming full-time employees after graduation. The agency will continue its strong internship program in FY2024.

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 55-a participants.

Nearly all of OMB's employees are in non-competitive titles which are not suitable for 55-A titles. We are aware of the program and make our best efforts to recruit 55-A candidates to the small number of competitive civil service titles that the agency has available.

OMB's 55-a Program Coordinator will attend training sessions, seminars and/or workshops offered by DCAS's the Office of Citywide Equity and Inclusion (OCEI) which pertain to the program. As with all civil service exams, employees are encouraged to review the Notice of Exam for eligibility for open-competitive exams.

Based on the June 7, 2016, 55-a Memorandum, issued by DCAS, OMB will carefully evaluate each request by longtime provisional employees for designation under § 55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of CSL § 65(3). In addition, OMB will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam.

☒ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

OMB's Career Counselors will promote advancement and transfers within the agency, advise employees of opportunities for promotion, the availability of service exams, and provide resources to help employees grow and develop future careers by:

- Reviewing policies, procedures, and practices related to hiring (e.g., vacancy announcements sent to all staff).
- Promote opportunities for promotion and transfer within the agency to all employees, including by arranging for agency-wide notification of these opportunities.
- Work with the agency's Learning and Development Officer to encourage the use of training and development to improve skills, performance, and career opportunities.

- Explain and provide information about the civil service process to staff and providing technical assistance in applying for civil service exams as necessary.
- Provide employees with citywide vacancy announcements, civil service exam notices, and other career development information as applicable.
- Assist employees in assessing and developing plans for their career paths.
- Provide resources and support for targeted job searches, review of effective interview and career growth techniques, and internship exploration.

B. New Hires and Promotions

As with all vacancies, employees are advised of current openings. Internal applicants that meet the minimum requirements for a position are eligible to apply. External candidates may apply through email or <https://cityjobs.nyc.gov/>. Applicants for mid and high-level discretionary positions are often interviewed by senior staff members and sometimes by the Executive staff. Once a candidate has been chosen, the hiring manager submits a personnel action request packet to OMB's Office of Personnel Management and Administration who must approve the request before it goes on to the Budget Director or their designee for final approval.

The representativeness of the selection and appointment process is considered as part of the agency's annual Diversity Analysis, which is discussed above, where the agency conducts an extensive review of data to see patterns and changes with respect to representation based on race/ethnicity and gender for job candidates, employees, promotion determinations, and employees who resign from the agency.

In FY2023, the agency began reviewing its procedures and documentation relating to candidate selection and will continue to do so going forward on an annual basis. As part of this review in FY2024, the agency will determine whether a more formal role for the EEO/DEI Officer in selection and promotion actions would be appropriate.

All employees involved with the hiring process are required to take DCAS's Structured Interviewing and Unconscious Bias training.

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: _____

OMB's Chief of Staff and HR Director review all requests for promotion and hiring before approval. Personnel Action Request packets submitted include a detailed explanation for the request along with interviewer's supporting documentation, which include an interviewer's report and each candidate's resume. Each candidate selected for an interview is asked to submit an Applicant Interview Form on which they can self-identify.

EEO personnel are not involved in the interviewing process and do not observe interviews that are conducted. The agency conducts various analysis of hiring/promotion data to determine if the agency is reaching a diverse pool of candidates and will consider additional ways of incorporating the EEO Officer into the hiring process as appropriate.

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?

- ☒ 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.)	399 OMB employees	March 30, 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.)	2 OMB employees	March 30, 2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	397 OMB employees	August 30, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	3 OMB employees	August 30, 2024
5. lgbTq – Power of Inclusion (e-learning)	All employees must take either the e-learning or live webinar format of this training – Biennially (must be completed by March 31, 2024)	401 OMB employees	March 30, 2024
6. lgbTq – Power of Inclusion (classroom/live webinar)	All employees must take either the e-learning or live webinar format of this training – Biennially (must be completed by March 31, 2024)	0 OMB employees	March 30, 2024
7. Disability Awareness and Etiquette	Managers (eventually will broaden outreach efforts to other staff)	35 of OMB employees	Throughout FY2024
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All employees involved in the hiring process	0 OMB Employees	Throughout FY2024

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.

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

OMB strictly follows the City's Reasonable Accommodations procedures throughout the request process. The agency has a clear process in place, where all employees (or job applicants) requesting a reasonable accommodation must fill out the City's request form and provide supporting documentation (when required). The supporting documentation must follow the guidelines provided on page 3 of the Reasonable Accommodation request form. Some employees contact the EEO/DEI Officer to discuss their reasonable accommodation-related issue prior to submitting a request. The EEO/DEI Officer responds promptly to requests or requests for a conversation about a potential request, initiating the cooperative dialogue process on the same day or up to 2 days later.

Once a request has been submitted, the EEO/DEI Officer will confirm receipt of the request and then reviews the request to ensure that the requisite details have been provided and, if they have not, will reach out to the employee/job candidate to discuss further. If the EEO/DEI Officer has determined that the request meets the requirements, she then reaches out to the employee's supervisor (or supervisors, depending on the length and nature of the request) to discuss potential concerns about agency work needs, including potential undue hardship. If concerns are expressed, the EEO/DEI Officer works with the supervisor(s) and requesting employee to determine next steps. If there are no concerns, the EEO/DEI Officer will determine the feasibility of implementation as necessary prior to approving the request, providing a formal determination letter to the employee (or job applicant), as well as separate notice to the supervisor(s) (copying the requesting employee) confirming the details of the approved accommodation. If the approved accommodation involves telework, the email notice will include a document outlining best practices for work from home.

If the person requesting the accommodation decides to appeal the decision, they may inform the EEO/DEI Officer or directly contact the Agency Head, and then the appeal will be handled by the Agency Head or his designee.

The EEO/DEI Officer fully documents the Reasonable Accommodation process.

OMB keeps an internal spreadsheet that tracks details about all Reasonable Accommodation requests. This spreadsheet is updated weekly. Every month, the details for all active accommodations are summarized so that the EEO/DEI Officer can see the statistics pertaining to volume, trends, and speed of disposition of reasonable accommodation requests and appeals. This information is provided to the Director of HR and Chief of Staff monthly by the EEO/DEI Officer.

Reasonable Accommodation information is updated to the DCAS CAD database monthly.

Nearly all Reasonable Accommodation requests are processed in a week or less.

All EEO investigations are completed in fewer than the 90 days required by law.

- ☒ 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 : _____
- ☐ 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.
Note that OMB's current building does not have access to a non-gendered bathroom, but the building may be adding one in the next 1-3 years.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

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
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPC or specific to our EEO practices. While the Certificate of Compliance from the EEPC has not been issued yet, OMB was informed that it will receive the Certificate of Compliance after the EEPC's next Board meeting. The EEPC auditors informed OMB that the agency will not be required to implement any corrective actions after reviewing the agency's response to the EEPC's Final Determination.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect
- ☐ The agency received a Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

Jacques Jiha
Print Name of Agency Head


Signature of Agency Head

March 29, 2024
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address: 255 Greenwich Street
7th Floor
New York, NY 10007

	Title/Function	Name	Email	Telephone
1.	Agency Interim EEO Officer	Stephanie Baril	BarilS@omb.nyc.gov	(212) 788-6096
2.	Agency Deputy EEO Officer			
3.	Agency Diversity & Inclusion Officer	Stephanie Baril		
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Latonia McKinney	MckinneyL@omb.nyc.gov	(212) 788-6002
5.	ADA Coordinator	Lauren Wittels	WittelsL@omb.nyc.gov	
6.	Disability Rights Coordinator	Spiros Rally	RallyS@omb.nyc.gov	
7.	Disability Services Facilitator	Spiros Rally		
8.	55-a Coordinator	Lauren Wittels		
9.	EEO Investigator(s)	N/A		
10.	Career Counselor(s)	Lauren Wittels Spiros Rally	WittelsL@omb.nyc.gov RallyS@omb.nyc.gov	(212) 788-6371
11.	EEO Training Liaison(s)	Jeffrey Bigelow	BigelowJ@omb.nyc.gov	(212) 788-6308
12.	EEO Counselor(s)	Angel Acevedo Donna Braithwaite Kara Kirchhoff Kathryn Johnson	AcevedoA@omb.nyc.gov BraithwaiteD@omb.nyc.gov KirchhoffK@omb.nyc.gov JohnsonK@omb.nyc.gov	(212) 788-2984 (212) 788-6291 (212) 788-6348 (212) 788-6432

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

Agency Name: NYC Office of Management and Budget

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:

Please note that OMB does not fill open positions through a civil service list. Due to the unique nature of the agency's work, vacancies are filled using the non-competitive/discretionary processes. OMB currently has a minimal number of staff members with competitive titles (fewer than 5), but these are underlying titles now – these individuals converted their civil service titles to non-competitive job titles for their current positions at the agency.

However, all current employees are encouraged to take relevant civil service exams.

[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 based 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
None	None	None

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.

N/A



**Equal Employment
Practices Commission**

Aldrin Rafael Bonilla
Chair/Commissioner

Elaine S. Reiss, Esq.
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.
Ngozi Okaro, Esq.
Nicole Yearwood, MPA
Commissioners

Jeanne M. Victor
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253 Broadway
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BY EMAIL

November 2, 2023

Jacques Jiha
Budget Director
Office of Management and Budget
255 Greenwich Street, 8th Floor
New York, NY 10007

Re: Resolution #2023AP/269-019-(2023)C39
DETERMINATION: Compliance

Dear Director Jiha:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Office of Management and Budget's compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. Office of Management and Budget's successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Danica You for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Office of Management and Budget to ensure equal employment opportunity in the City of New York.

Sincerely,

Aldrin Rafael Bonilla
Chair/Commissioner

Enc.

c: Danica You, Principal EEO Professional, OMB



Monitoring of Employment Practices with a Focus on Underutilization

RESOLUTION NO.

2023AP/269-019-(2023)C39

Office of Management and Budget

Budget Director Jacques Jiha

DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 7		
Period Audit Covered:	July 1, 2020 to December 31, 2022		
Preliminary Determination Issued:	August 2, 2023	Response Received	August 22, 2023
Final Determination Issued:	September 5, 2023	Response Received	October 3, 2023
Compliance-Monitoring:	Required	October 1, 2023 to January 31, 2024	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of Management and Budget's Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Office of Management and Budget's Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated August 2, 2023, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.
2. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained on the use of uniform, job-related techniques (such as training on structured interviewing) and trained to consider EEO laws/policies (such as training on unconscious bias, diversity and inclusion, etc.) to identify, interview, and select the most capable candidates.
3. Ensure that the principal EEO Professional, principal Human Resources professional (or designee), and Agency Head review the entity's statistical information (e.g. workforce, hires, promotions, and separations by race/ethnicity and gender) to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies (e.g. underutilization or adverse impact). Document the data reviewed, barriers identified (if any), and the entity's strategy to address each barrier.
4. Use an applicant/candidate log or tracking system that tracks the application-to-hiring lifecycle, which includes disability status, result (or disposition), and reason selected/not selected for each applicant (disposition reason).
5. Assess recruitment efforts by, at minimum, ensuring the following are completed and practiced: 2.) review applicant demographics to identify the number of protected applicants yielded by each recruitment source; 3.) eliminate recruitment sources that do not yield a practical number of relevant qualified applicants; 4.) update the recruitment sources list to increase the effectiveness of targeted diversity recruitment initiatives by: engaging in activities such as identifying relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, advertising in target-oriented media, participating in job fairs, and/or utilizing internships to attract interested and qualified persons in the target audiences; and 5.) utilize the updated recruitment sources list when positions become available or where the entity may otherwise use discretion in hiring. Document each step taken to assess recruitment efforts and address adverse impact.
6. Advise all employees of the identity/type of guidance available from the Career counselor at least annually.
7. Ensure EEO or human resources professional(s) annually assess the manner in which candidates are selected for employment in discretionary titles to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group by annually: 2.) assessing the selection procedures within each job group/relevant title to identify barriers that may exclude certain groups; 3.) assessing the relevancy of selection criteria for measuring job suitability; 4.) discontinuing use of criteria that are not job-related; and 5.) adopting selection methods that reduce adverse impact. Document each step the entity has taken to identify and address adverse impact in selection criteria and selection methods.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on September 5, 2023, which indicated that the following areas required corrective action: no(s). 7 and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2023 to January 31, 2024, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on October 3, 2023, the entity issued a response to the EEPC's Final Determination; and

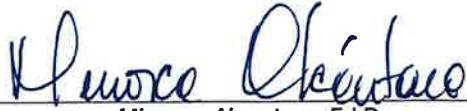
Whereas, in accordance with Charter Chapter 36, Section 832(c), Office of Management and Budget was monitored until October 3, 2023; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Budget Director recognized the EEPC's audit and reiterated commitment to the Office of Management and Budget's equal employment practices. **Now Therefore**,

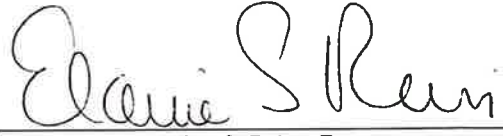
Be It Resolved, that the Office of Management and Budget has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Budget Director Jiha of the Office of Management and Budget.

Approved unanimously on November 2, 2023.



Minosca Alcantara, Ed.D.
Commissioner/Mayoral Appointee



Elaine S. Reiss, Esq.
Vice-Chair/Commissioner/Mayoral Appointee



Ngozi Okaro, Esq.
Commissioner/City Council Appointee



Nicole Yearwood, MPA
Commissioner/City Council Appointee



Aldrin Rafael Bonilla
Chair/Commissioner/Joint Appointee

This

Determination of Compliance

is hereby issued to

Office of Management and Budget

*for successful implementation of 7 of 7 required corrective actions,
thereby achieving compliance with the Equal Employment Practices Commission's
Employment Practices with a Focus on Underutilization
from July 1, 2020 to this date.*

*In care of Budget Director Jacques Jiha
and Principal EEO Professional Danica You*

On this 2nd day of November in the year 2023,



Aldrin Rafael Bonilla, Chair/Commissioner



Jeanne M. Victor, Executive Director