



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

Fiscal Year 2024

Office of Technology and Innovation

Table of Contents

I. Commitment and Accountability Statement by the Agency Head	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	6
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024.....	8
V. Recruitment.....	11
VI. Selection (Hiring and Promotion).....	15
VII. Training.....	18
VIII. Reasonable Accommodation	19
IX. Compliance and Implementation of Requirements under Local Laws and Executive Order 16 (2016).....	21
X. Audits and Corrective Measures	23
XI. Agency Head Signature	24
Appendix A: Contact Information for Agency EEO Personnel.....	25
Appendix B: Local Law 28 (2023) Reports.....	27

I. Commitment and Accountability Statement by the Agency Head

As the City's Chief Technology Officer and Commissioner of OTI, I hereby declare my commitment 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.

OTI remains committed to creating a diverse workforce that reflects the City's population, in which the contributions of all employees are equally valued. 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 the population of NYC.

All personnel are encouraged to work together to maintain an atmosphere of appreciation for the diversity reflected in our staff. OTI is committed to promoting EEO and diversity in the workplace to ensure that all employees, interns, temporary workers, consultants, applicants, and members of the general public are aware of their rights and obligations under the City's EEO Policy as well as available resources.

As such, managers and those in supervisory positions are reminded of their obligation to enforce the EEO Policy, including reporting discriminatory conduct and making employees aware of their right to access resources through the EEO Office, such as seeking a reasonable accommodation. Managers are advised of their obligation to assist the EEO Office in any EEO related inquiry and direct employees who may have concerns involving EEO related matters.

OTI's Office of EEO and Diversity Management will continue to serve as a resource for agency managers and supervisors by providing them with direction in addressing any identified EEO issues. Employees, interns, temporary workers, consultants, applicants, and members of the general public can contact the EEO Office with any questions, inquiries, concerns, or complaints they may have regarding their EEO rights.

We will continue to report to DCAS on the steps undertaken to comply with all provisions of the various Executive Orders and local laws prohibiting employment discrimination in New York City, and on our progress in implementing OTI's Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan. The agency will continue to disseminate policies in accordance with all EEO related mandates.

As part of OTI's continued efforts to reinforce the City's EEO Policy, I will issue a Policy Statement in the beginning of calendar year 2024 to reinforce OTI's commitment to compliance with the City's EEO Policy and all applicable federal, state, and local laws, and to affirm the principles of diversity, inclusion, 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

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2023) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. Add additional lines as needed.]

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

1. From Q1 to Q2, a total of 188 employees attended OTI's People Manager University, a managerial training program that embedded diversity, equity, inclusion and EEO principles into each of the modules.
2. During Q2, the agency conducted several "Meet the Division" sessions where the Office of EEO & Diversity Management conducted presentations to the staff providing in depth discussions of the team and the work of the EEO office. Approximately 400 employees attended the sessions.
3. OTI launched OTI Match, a flexible mentoring program that connects employees with colleagues, or "sponsors," who assist the participating employee in achieving the professional growth, career exploration, or skill-building that they desire. 26 mentees enrolled in OTI Match and were partnered with mentors.
4. The Office of EEO and Diversity Management sent agency-wide recognition announcements of National Coming Out Day, Hispanic Heritage Month, National Disability Employment Awareness Month (NDEAM), Native American Heritage Month, of Martin Luther King Jr., Chinese New Year, Black History month, Caribbean Heritage Month, Pride Month, Juneteenth.
5. The Office of EEO & Diversity Management hosted Dr. Ana Valentin, an Enterprise Service Program Manager in the Office of Chief Information Officer at the National Oceanic and Atmospheric Administration (NOAA); Ken Granderson, the creator of Blackfacts.com, the world's first online Black History Encyclopedia and news and video source; Jean-Claude Brizard (President and CEO) and Dr. D'Andre Weaver (Chief Digital Equity Officer) at Digital Promise, a global, nonpartisan, nonprofit organization focused on accelerating innovation in education; and Greg Gunn, co-founder of Lingo Ventures, a company that makes angel investments and philanthropic grants to startups focused on



expanding economic opportunity, developing entrepreneurs of color, and researching pathways into programming and other creative fields.

III. Workforce Review and Analysis

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

Total Headcount: 1517

[This figure is available on the total line for your agency in the FY 2023 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1.] [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

The EEO Office conducted an analysis of executive staff salaries. All Deputy Commissioners are paid the same salary. There is a pay disparity among Associate Commissioners, but the highest paid Associate Commissioner has the largest portfolio of the group, and the lowest paid Associate Commissioner has the smallest. There is a pay disparity in the salaries of Assistant Commissioners and this information has been provided to Human Resources for review.

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

In FY 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.]

EEO has quarterly meetings with the APO and Agency Head to review the CEEDS data. The city is currently in a hiring freeze and all actions are on hold until further notice. HR and Budget began reviewing all promotional actions to help establish parity across the agency.

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

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

[Select the options that apply to your agency.]

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (___ specify)

Quarterly Semi-Annually Annually Other _____

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

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

[State below the central goals of your strategy for FY 2024 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

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

❖ Workforce:

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

Human Resources and EEO have monthly check-ins to discuss hiring trends, and recruitment and retention strategies that will be utilized once the Citywide hiring freeze (effective 10/1/23) is lifted. Our Senior Technical Recruiter is currently at OMB awaiting approval. The STR will focus on recruiting for underrepresented and underutilized demographic groups.

The EEO Office and HR teams meet monthly or as needed to discuss best practices in addressing underutilization for job groups and titles that are underrepresented within the Department (specifically titles that are filled via Civil Service requirements). Throughout FY 21 and in FY 22, recruiting efforts have been in a virtual format. Virtual recruiting will remain in place and will be revisited once the Agency is able to begin hiring again. The agency will refocus on underutilization for job groups and underrepresented titles with its ability to hire throughout FY23. The Department will utilize the OMB allotment for new hires based on agency need and will take that into consideration while reviewing the underrepresented titles.

In Q1, Human Resources will be piloting a Leadership and Development curriculum for managers and supervisors starting in October. This curriculum will explore the next level of leadership skills necessary for managers including feedback on supervisory best practices and guidance on coaching managers on how to navigate the interpersonal challenges of managing a team. This program seeks to build on the knowledge, skills and abilities developed in People Manager University through a participatory and experiential curriculum. While PMU focused on best practices, policies and procedures, OTI Leadership Academy will focus on developing the participants' leadership presence and skills. The program will consist of five topics explored in two sessions each over the course of five weeks. This program will expand through FY24 and FY25 until managers in all divisions are trained.

Human Resources and EEO will also pilot a blind screening resume process, to be adapted to the technical constraints present due to the use of Smart Recruiters.

❖ Workplace:

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

EEO will work with Human Resources' Employee Engagement group and the Communications team to reestablish ERGs. OTI is currently working on centralizing OTI staff at 15 MetroTech and 22 Reade, where office space was finalized for the Civil Engagement Commission. Office space for MOME is currently being built out at 253 Broadway to centralize the MOME staff, which previously has been stationed at multiple locations in Lower Manhattan. These consolidations are intended to make operations more effective and allow staff to work together.

❖ **Community:**

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

OTI's goal remains to increase opportunities for M/WBEs to do business with the City through OTI procurement vehicles and by facilitating events that afford IT M/WBE vendors opportunities to meet agencies' IT and procurement teams. We continue to meet with MWBEs to offer resources and mentorship to aide in their success in navigating the procurement process and identifying opportunities.

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

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

Guided by equity, performance, affordability, privacy, and choice, the City seeks to ensure that universal broadband provides all New Yorkers with the access, devices, and skills they need to thrive in a digital world, online and off. OTI does this by developing strategies, infrastructure, programs, and initiatives that will increase access to language services, technology, and digital literacies.

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

A. Workforce

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

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

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

[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.]

OTI EEO and HR will continue to review the quarterly workforce reports and dashboards to identify specific job groups where underutilization exists to guide recruitment efforts. We will also provide staff with information for relevant upcoming civil service examinations, including promotional civil service examinations.

We will continue to monitor the City's fiscal climate to determine the timeline and feasibility of planned professional development actions. Updates will be provided in upcoming quarterly reports.

B. Workplace

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

[Select the options that apply to your agency.]

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

List below the names of existing ERGs:

1. LGBTQ+
2. Abilities Circle
3. Women's Empowerment

Agency will create a Diversity Council to leverage equity and inclusion programs

- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

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

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

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

The EEO Office will continue to review job postings to ensure that equal opportunity employer messaging is included. EEO and Human Resources will work to target job postings to be submitted to MOPD's NYC: ATWORK Job Board.

We will continue to monitor the City’s fiscal climate to determine the timeline and feasibility of planned professional development actions. Updates will be provided in upcoming quarterly reports.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion 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. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough

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

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

Due to the hiring freeze, we will not be attending external recruitment events, other than DCAS hiring fairs. The agency continues to use social media to advertise job openings and also uses LinkedIn and Dice (a technical recruiting resource). We will continue to monitor the City’s fiscal climate to determine the timeline and feasibility of recruitment actions. Updates will be provided in upcoming quarterly reports.

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment

sources should reflect your agency’s effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

We will continue to monitor the City’s fiscal climate to determine the timeline and feasibility of recruitment actions. Updates will be provided in upcoming quarterly reports.

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2023 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2024. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	1	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	49	Black 8 Hispanic 6 Asian/Pacific Islander 15 Native American 2 White 10 Two or more Races 2	M 27 F 20 N -B __ O __ U 2
4. Summer Graduate Interns	26	Black 3 Hispanic 2 Asian/Pacific Islander 8 Native American 0 White 12 Two or more Races 0	Black 3 Hispanic 2 Asian/Pacific Islander 8 Native American __ White 12 Two or more Races __
5. Other (specify): CUNY Fellows and CUNY Interns	5	N/A*	M __ F__ Non-Binary __ Other __ Unknown __
6. Other (specify): Civil Service Fellowship	3	N/A*	M __ F__ Non-Binary __ Other __ Unknown __

*According to our Organizational Development unit, CUNY employees are not our employees. Therefore, we cannot run a demographic report. Also, according to Org Dev, historically, CUNY doesn't collect that info either. We plan to implement an internal demographics survey for all fellowships and external internship programs in the upcoming fiscal year.

We plan on continuing our relationships with our external partners, including the CUNY Research Foundation. In FY24, we are working with CUNY on the CUNY OTI Fellowship program. This three-year program offers a competitive wage, professional development, and support to help recent CUNY graduates further their careers in the tech industry. As an OTI Fellow, they will have the opportunity to gain experience and a direct path to a career with the City. Over the three years, Fellows are expected to take civil service exams which would make them eligible to become full time employees. This program is designed to help recent CUNY graduates build their skills and launch their careers in technology within the NYC public sector matrix.

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 **11** 55-a participants. [Enter '0' if none]
- There are **2** participants who have been in the program less than 2 years.
- In the last fiscal year, a total of **2** new applications for the program were received and **0** participants left the program due to [state reasons] _____.

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

The 55-a Coordinator will educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities. Additionally, the Coordinator will attend all DCAS targeted 55-A trainings; work closely with DCAS in following each candidate's status in the 55-a process once they have received and accepted a job offer and ensure hiring managers and human resources staff are knowledgeable of the 55-a Program.

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

VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

A. Career Counselors

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

The Career Counselor will review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists; provide information about promotional opportunities; 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, and notify staff of relevant civil service exams notices.

B. New Hires and Promotions

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

OTI will publicly post announcements for all positions, including senior level positions; conduct targeted outreach and recruitment; review and analyze the demographics race\ethnicity and gender for those who received promotions\salary raises to ensure such practices are equitable; regularly review the demographics of newly hired staff with the Chief Technology Officer and Human Resources.

C. EEO Role in Hiring and Selection Process

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

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: Human Resources, in consultation with the EEO Office, has revamped its hiring process, and all associated documents. The EEO Office will also be conducting updated structured interviewing training for hiring managers agency wide in Q3 and Q4 of FY24.

D. Layoffs

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

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 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

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	1500	March 31, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	1500	August 31, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	1500 (all agency employees)	March 31, 2024
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		
7. Disability Awareness and Etiquette	All new hires.		
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All hiring managers	150	June 30, 2024

9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

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 follows the City's Reasonable Accommodation Procedures which requires decisions to be made within 30 days and appeals to be decided within 15 business days. The agency does not analyze statistics regarding volume. Trends are identified to determine if there is a workplace issue that needs to be addressed, such as an increase in requests for certain types of equipment, or schedule modifications around the time of certain holidays. Human Resources staff notify the EEO Office when employees are returning from medical leave with limitations indicated on their paperwork. They also advise returning employees of their right to seek an accommodation.

- 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 : Dineil Diaz, Deputy Chief of Staff, Office of the CTO

- 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

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

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

XI. Agency Head Signature

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



Print Name of Agency Head

Matthew Fraser

Signature of Agency Head

Date 4/5/2024

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

2 MetroTech Center, Fifth Floor, Brooklyn, NY 11201

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']			
2.	Agency Deputy EEO Officer [if appointed]	Rachel Alba	raalba@oti.nyc.gov	718-403-8513
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator	Rachel Alba		
6.	Disability Rights Coordinator	Rachel Alba		
7.	Disability Services Facilitator	Rachel Alba		
8.	55-a Coordinator	Rachel Alba		
9.	EEO Investigator(s)	Eric Hagans, Jr.	ehagans@oti.nyc.gov	718-403-8081
10.	Career Counselor(s)	Stacey Abramson	Sabramson@oti.nyc.gov	718-403-8639
11.	EEO Training Liaison(s)			

12.	EEO Counselor(s)			
13.	Other (specify)	Tito Leon – Temp	tleon@oti.nyc.gov	

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	
# of applicants who completed the program	
# of applicants who passed and graduated from the program	
# of applicants who passed but did not graduate from the program	
# of applicants who did not pass or graduate from the program	
# of applicants who accepted any appointment offered base on graduation from the program	

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	
Brooklyn	
Manhattan	
Queens	
Staten Island	

