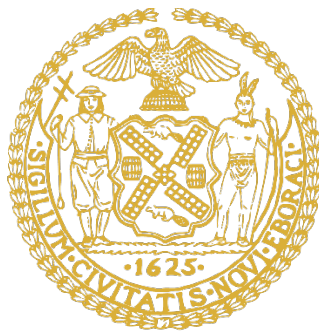


Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2025

Office of the New York City Comptroller



OFFICE OF THE NEW YORK CITY
COMPTROLLER

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

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

The Office of the New York City Comptroller is committed to fostering a diverse, equitable, inclusive, and respectful work environment that provides equal opportunities for all and is free of discrimination, harassment, and retaliation. Our office recognizes that having diversity across each of our teams benefits our employees, improves retention, and boosts morale. Additionally, we believe that having a culturally responsive team that reflects the diverse city we live in strengthens our ability to better serve New Yorkers.

The Comptroller's Office is an equal opportunity employer that will not tolerate discrimination or harassment of any kind against employees and/or applicants for employment on the basis of actual or perceived age, race, color, national origin or ethnicity, immigration or citizenship status, religion or creed, gender/sex (including pregnancy, childbirth, or related medical conditions, sexual harassment, gender identity or expression), disability, status as a current or former military service member, arrest or conviction record, marital or partnership status, caregiver status, genetic information or predisposing genetic characteristics, height, weight, sexual orientation, unemployment status, consumer credit history, familial status, salary history, sexual and reproductive health decisions, cannabis use, pre-employment marijuana testing, status as a victim/survivor of domestic violence, sex offenses, or stalking, or other non-merit based factors (collectively "protected status"). The Equal Employment Opportunity ("EEO") Policy of the Comptroller's Office is intended to implement this commitment.

It is also the Comptroller's Office policy that none of its employees or job applicants will suffer retaliation or harassment for raising good faith complaints of discrimination; opposing discrimination; participating (in any way) in an employment discrimination investigation or lawsuit; or engaging in any other protected activity.

Consistent with local, state, and federal laws governing reasonable accommodations, the Comptroller's Office will endeavor to accommodate specific needs to allow employees and applicants to apply for a job, perform the duties of a job, or enjoy equal benefits and privileges of employment that are enjoyed by similarly situated employees. It is a privilege to welcome employees from across demographic and lived experiences onto our team.

Any employee or applicant who believes they have been subject to discrimination, retaliation, or harassment should contact the EEO Officer or the General Counsel's Office.

EEO Officer

Diane Jones Randall

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EEO Counselor

Sherry Williams-Nisbett
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The Comptroller's Office will provide a prompt, thorough, and impartial investigation into any report of an alleged violation of the EEO Policy. Immediate and proportionate corrective action will be taken if it is determined that discrimination has occurred. The full EEO Policy is available on the agency intranet site: <https://svweb01-wp/wp-content/uploads/2022/03/Equal-Employment-Opportunity-Anti-Discrimination-and-Anti-Harassment-Policy-Revised-January-2024.pdf>

Thank you all for your dedicated service to the City of New York.

☒ This statement is the same as last year.

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

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

II. Recognition and Accomplishments

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

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

Bureau of Administration

- Comptroller's Office Excellence Recognition Program - Developed and issued Agency-wide Recognition Guidelines; Four bureaus held bureau wide events.
- First Agency Excellence Awards - held in May 2024; awards were presented for Teams, Innovation, Leadership, and Outstanding Achievement
- Career Counseling Sessions
- Skills Training
- Management Bootcamp
- Volunteer Opportunities: Making Strides Walk in October 2023
- Team-Building Activities: Brooklyn Museum Trip in March 2024; Brooklyn Bridge Walk in May 2024; Workwell Sponsored Fitness Classes

Public Affairs

- This year, we released our first-ever five year accessibility plan at the NYC Comptroller's office. This plan in part is our commitment to deploy the tools of this office to effectuate real change in the lives of everyday New Yorkers with disabilities and combat ableism in all its forms across all government agencies, including our office and in the private sector.
- Our Bureau of Public Affairs began working closely with our Bureau of Administration to partner with AHRC NYC to bring in qualified individuals with disabilities into our summer internship program. We also are exploring partnerships with other programs that cater to people with disabilities because we believe a diverse workforce is a strong one.
- Our Digital Inclusion Officer conducted a web accessibility audit, finding that our web templates were on average 97% web accessible in accordance with WCAG 2.1 AA standards. We intend to maintain an average web compliance score of 90% or greater.
- We have continued to work closely with local stakeholders to assist MWBEs navigate getting certified with the City.

Bureau of Contract Administration

- BCA released the FY23 Annual Report on M/WBE Procurement on 2/14/24. This Report offered transparency into City contracting and analyzes contract registrations and spending with M/WBEs. This Report also offers recommendations for ways that the City can direct a higher share of contracts and contract value to M/WBEs.
- Comptroller Lander and Deputy Comptroller Hamamgian offered testimony at the 2/14/24 New York City Council Joint Hearing of the Committee on Contracts and the Committee on Transportation and Infrastructure. This testimony shared insight and transparency into the state of contracting with M/WBEs and advocated for necessary improvements to procurement processes to invest more equitably in the future.
- In collaboration with Public Affairs and the Chief Equity Officer, BCA participated in and support Comptroller's Office M/WBE Borough Events. In partnership with several elected officials our Office convened M/WBEs to create space to answer questions and discuss barriers and challenges to doing business with and in the City. Our Office also arranged a panel of M/WBEs at October's Hispanic Heritage Month event in Manhattan.
- In Q3 of FY24 BIST launched system upgrades that make data relevant to M/WBE procurement more accessible across City data tools. BIST worked with the NYC Department of Small Business Services (SBS) to enhance the Online Directory of Certified Vendors to include a link to Checkbook NYC to offer real-time registration and spend data. This up-to-date information will bolster the market research and vendor outreach required of agencies when targeting vendors when using discretionary award methods. It will also support agencies in establishing appropriate participation goals required of prime vendors

Equity Department

- Events/Trainings
January - Effective Facilitation: We Are Practicing the Future Right Now
February - Rooted in Antiracism: Power, Privilege, and Progress
March - Rooted In Unity: What We Carry & What we Can Work Towards
April - Fireside Chat with Sandra Abeles & Justina Rivera
May - Brown v. Board Event 70 Years later
June - "Applying an Equity Lens" a Report by The New York City Comptroller's Equity Council, Prep and Practice
July - Leadership Presentation for "Applying an Equity Lens" a Report by The New York City Comptroller's Equity Council

- Agency-wide Equity Work
 - January -
 - "Facts Not Fear" Report: How Welcoming Immigrants Benefits NYC
 - Latino Faith Leaders Breakfast
 - Launched the Equity Landing Page
 - Launched the Investigation of the implementation of the "60-day rule" for migrant families
 - NAN Picket Line outside of Bill Ackman's Office: DEI under threat & Harvard President
 - Launch of shareholder drive to hold banks accountable for transition away from financing of fossil fuels
 - Spotlight: "New York City's Rental Housing Market"
 - February -
 - Annual MWBE report & video release
 - Audit Report on Intensive Mobile Treatment Initiative Carried out by DOHMH
 - Black History Month Celebration: "The Cost of Discrimination"
 - Commission on Racial Equity Convenes
 - DEI Training with BAM's Equity & Culture Committee
 - Disability Advocates Roundtable on the 5yr Accessibility Plan
 - Attended NYSABPRL Caucus Weekend
 - "The Bottom Lines: Analyzing the Administrations Proposed Budget Cuts & Their Impacts on City Services" Report
 - March-
 - "Accurately Assessing and Effectively Addressing Vacancies in NYC's Rent Stabilized Housing Stock" Report
 - Audit of the Department of Parks and Recreation Oversight of Indoor Recreation Centers
 - "Economic Benefits of Immigration Legal Services" Report
 - "Iftar on the Go" Meal Distributions for Ramadan
 - Launched "Homes Now" Affordable Housing Budget Campaign with NYC Progressive Caucus
 - Campaign for GameStop & NextEra Energy to disclose board demographics
 - Review of salaries paid to certified early childhood teachers hired by community based organizations
 - Women Faith Leaders breakfast
 - Workers' Rights Convening
 - April -
 - Applying an Equity Lens: A Report by the NYC Comptroller's Equity Council
 - Announcement of recovery of nearly \$230,000 for building employees cheated out of Pay
 - BAM Operating Committee Equity Workshop
 - Launched new dashboard to track shelter population, eviction, housing vouchers & more
 - Hosted Minority Banking Roundtable with NYS Comptroller DiNapoli, State Senator Sanders & CM Brannan
 - Won \$2.7M in back wages for workers contracted by NYC Health & Hospitals and \$119K in Benefits for Workers at Queens Condo
 - Hosted Resilience Vision Hub Workshop with HS students
 - May -
 - AAPJ Heritage Month: Breakfast & Roundtable

Attended AAPI Classroom Program at Midwood HS
Hosted AAPI Classroom & Graduation Ceremony
Audit Report on the Department of Social Services Administration of the Pandemic Food Reserve Emergency Distribution Program
“Brown vs. Board 70 years Later: The State of Integration in NYC Public Schools” event
“Intentional and Inclusive School Mergers” Report
Announced \$60 Million investment in loan portfolio that will preserve nearly 35,000 rental units
Announced finding of the Investigation of the Implementation of the “60 Day Rule” for Asylum-Seeker Families

June -
Hosted Pride Month Celebration
Released 2024 LGBTQIA+ Resource Guide & Staff Highlight Sam Stanton
Spotlight: “Watching the Workforce – Introducing the Comptroller’s NYC Agency Staffing Dashboard”
Facilitated: Conflict Mediation, Implicit Bias & Public Narrative Workshops with Interns

July -
Spotlight: Disability and Employment in New York City
Disability Roundtable Discussion & Staff Highlight Nick Astor

III. Workforce Review and Analysis

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

Total Headcount: 703

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

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

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

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe your agency’s analysis of compensation data, including conformity with collective bargaining agreements and Mayor’s Personnel Orders (MPO).

- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The Agency is in the process of conducting a compensation review that will allow us to establish rational salary ranges based on measurable competencies to ensure more targeted and successful recruitment & retention. This review is a component of the Agency's comprehensive employment strategy that is designed to be equitable, competitive, and supportive of our organization's strategic goals.

The compensation review includes comparisons across parameters such as civil service title, collective bargaining units, job duties and competencies, education and experience requirements, years of service, demographic information (race and gender) and other available data points in CHRMS/NYCAPS. As part of this effort, we have developed tools for supervisors and managers to use to identify and describe the knowledge, skills, and competencies required for success in each role, and their plans for development, feedback, and recognition.

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 April, the Agency newsletter encouraged and provided instructions for all employees to update self-ID information through NYCAPS ESS.
In addition, the Agency encourages self-ID updates at onboarding.

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

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

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

Unknown Race/Ethnicity _____ Unknown Gender _____ Unknown Both _____

Unknown Male Ethnicity 17 / Unknown Female Ethnicity 22

[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 last reviewed on 7/9/24

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (Deputy Comptroller for Administration specify)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

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

A. WORKFORCE

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

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

Learning & Development / Goals

- Career Counseling- Ensure that Comptroller's Office employees can identify the Agency's Career Counselor; Ensure that Comptroller's Office employees are aware that the Career Counselor role is to provide guidance and counseling tailored to the individual employee's career path within the Agency/City government.
- SWAP Program- Develop and implement an employee job-swapping program
- Skills Training- Ensure that Comptroller's Office employees leverage the LinkedIn platform
- Performance Evaluations- Ensure that Comptroller's Office supervisors receive reminders to conduct performance evaluations and tasks & standards; Ensure that all Comptroller's Office employees have current Tasks & Standards and receive performance feedback

Mentoring & Coaching / Goals

- Leadership Training- Update Mandatory Curriculum for Managers & Supervisors
- Buddy Program- Participate in DCAS pilot Buddy Program
- Monthly Manager Meet-Up- Provide open forum for managers to discuss shared obstacles as well as effective solutions.
- Mentoring Program- Develop Agency Mentoring Program

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

Planned Programs, Initiatives, Actions aimed at Workforce:

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

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

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

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

Learning & Development / Programs, Initiatives, Actions

- Career Counseling-
 - Quarterly Announcements are sent indicating the name and contact information for the individual who has been designated to serve in the Career Counselor role and the services provided by the Career Counselor.
 - Mid-Year Teams Informational Session About Career Counseling.
 - Monthly Distribution of Civil Service Exam filing Schedule
- SWAP Program-
 - Develop Program parameters, duration, and eligibility
 - Partner with Bureaus in development of program to ensure continuity of operations
 - Announce program
 - Select participants
 - Create calendar of activities, opening and closing ceremonies, and check-in activities
- Skills Training-
 - After initial announcement, reminders are sent to employees on a bi-monthly basis encouraging them to complete a LinkedIn Learning course
- Performance Evaluations-
 - After initial announcement, send monthly reminders
 - Share compliance reports with bureaus

Mentoring & Coaching Goals / Programs, Initiatives, Actions

- Leadership Training
 - Rollout in-house Progressive Discipline training for managers and supervisors
- Buddy Program
 - Communicate Program guidelines and identify Buddy Volunteers
 - Pair volunteers with new employees
- Monthly Manager Meet-Up
 - Share articles on relevant topics for discussion
 - Schedule and host Meetings
- Mentoring Program
 - Develop program parameters, duration, eligibility
 - Develop action plan for implementation

Underutilization Actions & Initiatives

The Agency regularly reviews the underutilization identified in the quarterly workforce reports.

In FY24Q1, our single area of underutilization was -10 in Black/Job Group Clerical.

In FY24Q2, our single area of underutilization was -11 in Black/ Job Group Clerical.

In FY24Q3, our single area of underutilization was -10 in Black/Job Group Clerical.

In FY24Q4, our single area of underutilization was -12 in Black/Job Group Clerical.

We will continue to review the ethnicities of the employees in that Job Group, remaining mindful of the suggested need to increase that category by 12.

FY25 Success Metrics: Comparison of each quarter's underutilization numbers should result in a decline in underutilization.

B. WORKPLACE

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

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

Recognition/Value / Goals

- Comptroller's Office Excellence Recognition Program- Standardize recognition efforts throughout the agency; Ensure that Comptroller's Office bureaus and managers prioritize employee recognition
- QWL Reboot- Standardize procedures for QWL oversight and sub-committees; Recruit additional Management co-chairs and committee members

Contribution to Mission & Team / Goals

- Volunteer Opportunities- Create volunteer opportunities for Comptroller's Office Staff
- Multi-Bureau Collaborations- Leverage cross-bureau teams for projects
- Team-Building Activities- Create opportunities for employees to collaborate and have fun

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

Planned Programs, Initiatives, Actions aimed at Workplace:

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

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

Recognition/Value / Programs, Initiatives, Actions

- Comptroller's Office Excellence Recognition Program
 - Develop & publish Recognition program that includes categories, criteria, selection and approval Processes
 - Develop Dashboard for Employee recognition activities (KUDOS, Bureau sponsored activities, etc., # employees recognized/Bureau)
- QWL Reboot
 - Schedule meetings at regular intervals
 - Clarify committee members' role and responsibilities
 - Plan and implement activities for the period

Contribution to Mission & Team Goals / Programs, Initiatives, Actions

- Volunteer Opportunities
 - Making Strides Walk
 - Holiday Toy/Food Drive
- Multi-Bureau Collaborations
 - Job Fair
- Team-Building Activities
 - Haunted Halls for Halloween
 - December Deck the Doors
 - Mocktail Meetup
 - Wellness Wednesday/Workwell Sponsored Fitness Classes

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

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:

We are willing and eager to implement ERGs when our resources allow.

- 1.
- 2.
- 3.
- 4.
- 5.

- ☒ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☒ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

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

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

Bureau of Administration

- Volunteer Opportunities / Goals
Create volunteer opportunities for Comptroller's Office Staff, such as Making Strides Against Breast Cancer is an employee fundraising effort that we participated in last year and this year. Employees participate in the Hong Kong Dragon Boat Festival, which includes a volunteer beautification project at Flushing Meadows Corona Park.

Bureau of Contract Administration

- Goals / BCA will continue advocating for increased utilization of M/WBEs across Citywide procurement

Equity Department

- Goals / We continue to keep a strong focus and shared vision of building a more equal and inclusive city with a thriving and inclusive economy. We applied an equity lens when deploying multiple tools of our Office to help shine a spotlight on what's possible when our city invests in all our communities equitably and the grave cost when we don't.

Key themes in our Agency work were:

- Immigration
- Workers' Rights
- Climate
- Community, Advocates & Electeds Engagement: engagement with external stakeholders, including but not limited to: Community leaders, clergy, elected officials,

parents, students and advocacy groups. Elected engagement include but are not limited to: Hearings, town halls, reports, events, etc.

The racial, disability and gender inequities that have long been pervasive – in housing, accessibility, access to capital, the number & value of MWBE Contracts, education, public health, income, and much more remain urgent.

- We believe that equity and inclusion are not only a matter of justice; they are New York City's core competitive advantages as we face the future.
- Evidence shows that marshaling resources that narrow racial & socio-economic disparities can yield "solidarity dividends," that benefit all New Yorkers.

Including, but not limited to:

- Increased Educational Outcomes
- Revenue Generation
- Job Creation
- Safer Streets
- Improved Health outcomes

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

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

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

Bureau of Administration Volunteer Opportunities / Programs, Initiatives, Actions

- Making Strides Walk for breast cancer awareness.
- Holiday Toy/Food Drive

Public Affairs / Programs, Initiatives, Actions

- OTC Lunar New Year Celebration
- OTC Black History Month Celebration
- OTC Disabilities Justice Roundtable
- OTC, Islamic Relief and Malikah Iftar
- Iftar on the go
- OTC Shred Day
- OTC AAPI Classroom Roundtable and Graduation Ceremony
- OTC LGBTQIA Guide in honor of Pride Month.
- OTC Pride Celebration
- OTC Hispanic Heritage Event

Bureau of Contract Administration / Programs, Initiatives, Actions

- BCA will analyze M/WBE contract data in its Annual Report on M/WBE Procurement. This report will measure the administration's progress towards achieving critical reforms needed to direct more contracting to M/WBEs and offers recommendations and insights to both contracting practitioners and M/WBEs.
- As an oversight entity, BCA will continue to monitor agencies' compliance with and effective use of systems/processes aimed to increase M/WBE utilization, including the use of the M/WBE Small Purchase Method.
- BCA will advocate for legislation to support a more effective, inclusive, and transparent M/WBE program
- As members of the PPB, BCA will work to promulgate procurement rules to codify and effectuate M/WBE policies.

Equity Department / Programs, Initiatives, Actions

- How we do this work:
Audits
Analyses
Tools & Resources
Community Engagement
Internal Capacity Building & Professional Development
- What's Next:
The racial, disability and gender inequities that have long been pervasive – in housing, accessibility, access to capital, the number & value of MWBE Contracts, education, public health, income, and much more remain urgent.
We believe that equity and inclusion are not only a matter of justice; they are New York City's core competitive advantages as we face the future.
Evidence shows that marshaling resources that narrow racial & socio-economic disparities can yield "solidarity dividends," that benefit all New Yorkers.
- We are focused on, including but not limited to:
Increased Educational Outcomes
Revenue Generation
Job Creation
Safer Streets
Improved Health outcomes
So much more!

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

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☒ Expand language services for the public
The Agency engages sign-language interpreters when needed.

V. Recruitment

A. Recruitment Efforts

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

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

The Office of the NYC Comptroller posts all positions we are seeking to fill on both the Comptroller's Office website as well as JOBS NYC, the official Career website of the City of New York. In FY 2025 we are taking efforts to increase the diversity of our qualified candidate pools by partnering with Bureaus to identify additional sites for posting our positions, including organizations with missions that include partnering to increase diversity in workplaces.

B. Recruitment for Civil Service Exams

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

Every quarter, an email about Civil Service Exams Open for filing is issued from the Career Counselor to the Agency.

The filings are also published in the monthly Agency newsletter.

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

Event Date	Event Name	Borough
TBD	FY 2025 Career Day events will provide opportunities to talk about civil service.	TBD

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

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

C. Recruitment Sources

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

We hire from the civil service list or target permanent employees for competitive positions, including our underutilized group (Black/ Job Group Clerical). We use Smart Recruiter (which posts to LinkedIn) for all of our non-competitive positions.

D. Internships/Fellowships

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

- In FY 2025, the Agency is looking at internXL as a potential source to diversify the intern pool for our Bureau of Asset Management. interXL works to bring diversity, inclusion, and efficiency to the internship matching process for skilled young adults across the country.

The chart below represents the intern/fellowship count for all four quarters of FY 2024.

The agency provided the following internship opportunities in FY 2024:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	1	Asian/Pacific Islander 1	M __ F <u>1</u> Non-Binary __

			Other __ Unknown __
2. Public Service Corps	1	Asian/Pacific Islander 1	M <u>1</u> F __ Non-Binary __ Other __ Unknown __
3. Summer College Interns	88	Black 12 , Hispanic 13 , Asian/Pacific Islander 20 , Native American 1, White 13 , Two or More Races 12 , NS 14 , Unknown 3	M <u>36</u> F <u>34</u> Non-Binary <u>3</u> Other __ Unknown <u>3</u>
4. Summer Graduate Interns	9	Black 1, Hispanic 1, White 4 (includes 1 White Hispanic), NS 3	M <u>2</u> F <u>6</u> Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	14	14	M __ F __ Non-Binary __ Other __ Unknown __
6. Other (specify): College Aides	3	Gender / Ethnicity: No specify,1 White, 1 Asian, 1	M __ F <u>3</u> Non-Binary __ Other __ Unknown __

E. 55-a Program

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

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

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

- The Agency's goals are to work with HR to assess the population of provisional employees, to recruit more 55-a employees, and to determine if there are employees, we can transition into 55-a eligibility. Currently there are two 55-a participants.
- We will make further efforts to educate our full staff on the 55-a program. A 55-a presentation has been developed for managers. We will incorporate promotion of 55-a and Civil Service in upcoming career programs.

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

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

VI. Selection (Hiring and Promotion)

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

A. Career Counselors

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

Goals:

- Ensure that Comptroller's Office Employees can identify the Agency's Career Counselor
- Ensure that Comptroller's Office employees are aware that the Career Counselor role is to provide guidance and counseling tailored to the individual employee's career path within the Agency/City government.

Activities:

- Quarterly Announcements are sent indicating the name and contact information for the individual who has been designated to serve in the Career Counselor role and the services provided by the Career Counselor.
- Mid-Year Teams Informational Session About Career Counseling
- Monthly Distribution of Civil Service Exam filing Schedule

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.]

New Hires and Promotions

- All promotional opportunities are posted on the Agency's public internet job board. Internal candidates are encouraged to apply.
- The Agency is a part of the applicant tracking system Smart Recruiter, and we actively use it as a recruitment tool. The Agency can gather and develop hiring and promotion demographic data.
- The Agency's review and assessment process is detailed in the Agency Hiring Guidance memo issued in January 2024. Below, selected passages from the memo:

Recruitment

a. Utilizing the template, develop structured interview questions that are based on the competencies and skills required for the role. When developing interview questions, hiring managers must first identify what constitutes successful demonstration of the core duties associated with the role.

b. At this time the interview panelists must be identified. Panels must consist of at least three members that interview the candidate simultaneously utilizing the structured interview questions. Panelists do not need to be comprised of only Bureau supervisors. Diverse panels that include peer collaborators and agency partners outside of your Bureau can provide a useful perspective. In choosing the interview panelists, please give strong consideration to both the ability to assess subject matter expertise and relevant competencies (e.g., leadership, effective communication, relationship management).

c. HR will review and edit the document. The shared document and any comments will be available in the Bureau's Request-to-Fill SharePoint folder. The development of the panels and questions is a collaborative exercise. Once the document is finalized, HR will move the documents to a Posting Folder in SharePoint.

Candidate Evaluation

Resumes are collected and forwarded to the hiring managers through the New York City's Applicant Tracking System (ATS).

Candidate Selection

1. Bureau submits the Hiring Request Form by selecting the Candidate Selection Request type and attaches the required documents to the form.

2. Required Documents

a. Selection Template/Considered-Not Selected Template

i. Structured interviews must be utilized for candidate selection. While it may not be possible in every instance, Bureaus should aim to interview at least 3 candidates for each position. Qualified internal candidates must also be interviewed. When the 3-interview threshold is not achieved, HR will examine the selection process before any job offers are made to the Bureau's selected candidate.

ii. Only job-related information should be considered when evaluating responses. The selection template should provide a rationale that explains why a specific candidate was selected for a position and include the requested salary.

C. EEO Role in Hiring and Selection Process

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

EEO Role in Hiring and Selection Process

The Agency will: Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process; Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group; If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the Agency will discontinue using that method; There will be a collaborative effort between EEO, HR and managers where necessary, to develop action plans to eliminate identified barriers; In conducting job interviews, the Agency will ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job, and inquire about matters directly related to the position in question; The Agency will use a diverse panel of interviewers to conduct the interview.

The Agency expects to engage in the practices listed above, and we're working to enhance our selection process through increased EEO involvement.

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

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

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

Please note: The EEO Officer would review a hiring package ONLY if something about it raises a flag (for example, if there's an issue with demographics, an obvious bias regarding the choice, or something similar).

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 EEO Officer is familiar with the citywide Layoff Procedures Manual that has been followed by the Comptroller's Office and includes EEO considerations for layoffs.

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

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	All Agency (700+)	Oct 20, 2024
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.)	n/a	n/a
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	All Agency (700+)	Aug 18, 2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	n/a	n/a
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	All Agency (700+)	March 28, 2025
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	n/a	n/a
7. Disability Awareness and Etiquette		All Agency (700+)	July 18, 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		Managers, Supervisors (approx. 170)	April 27, 2025
9. Other (specify)	Unconscious Bias? Microaggression?	Partial Agency (approx. 100)	Oct 2025
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.]

Reasonable Accommodation Procedures:

The Agency Employees have a right to request a workplace accommodation for a disability; pregnancy, childbirth, or a related medical condition; religion; or based on status as a victim/survivor of domestic violence, a sex offense or stalking.

Such requests may be made verbally or in writing. Requests for accommodation can be made to the EEO Officer, agency personnel supervising the application process, or the employee's immediate manager and supervisor. All requests should be forwarded to the EEO Office. Employees may complete a Request for Reasonable Accommodation form, which is available on the Office intranet. Where the request is made orally, it shall be documented by the person who receives the request.

The EEO Officer will advise the requestor of the application procedures required for each request, and work with the employee's manager or manager or supervisor to determine whether the requested accommodation is reasonable and can be granted, consistent with relevant law.

The EEO Officer, agency personnel supervising the application process, and managers and supervisors involved in the process shall provide reasonable assistance (such as help in completing forms) to an individual requesting an accommodation. Additionally, if a reasonable accommodation is requested to facilitate an individual's ability to apply for employment, the agency staff supervising the application procedures may be required to assist the applicant in completing the application process.

Accommodations will be provided unless doing so would impose an "undue hardship" on the operations of the Comptroller's Office. "Undue hardship" means an action requiring significant difficulty or expense when considered in light of numerous factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation.

Undue hardship is determined on a case-by-case basis. If a particular accommodation would be an undue hardship, the Comptroller's Office will try to identify another accommodation that will not pose such a hardship to its operations.

Reasonable accommodation requests that have been approved are generally submitted within 24-48 hours of receipt.

If a request is denied, the requestor may appeal to the agency head or the agency head's designee within 10 days. If the decision on appeal is to grant a reasonable accommodation, the agency head/designee must direct the appropriate agency representative to implement the accommodation.

The Agency does analyze the types of requests, by volume and trend.

Reasonable Accommodation procedures are distributed to employees annually and are available at all times on the Agency's intranet site.

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Sandra Abeles, Executive Deputy Comptroller
 - ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

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

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

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

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

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

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

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

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

- ☐ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

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

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

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

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

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

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

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

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.

- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

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

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

The Audit Determination of Compliance was issued on 4/27/2023. A copy of the Certificate of Compliance is attached below.



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.]

Sandra Abeles on behalf of Comptroller Brad Lander

Print Name of Agency Head



Signature of Agency Head

10-16-24
Date

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

Agency EEO Office mailing address:

1 Centre Street
Room 639
New York, NY 10007

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

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

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Diane Jones Randall	drandal@comptroller.nyc.gov	212-669-3692
2.	Agency Deputy EEO Officer [if appointed]	n/a	n/a	n/a
3.	Agency (Chief) Equity Officer [if appointed]	Sadye Campoamor	scampo@comptroller.nyc.gov	212-669-7746
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	John Katsorhis	jkatsor@comptroller.nyc.gov	212-669-1904
5.	ADA Coordinator	Diane Jones Randall	drandal@comptroller.nyc.gov	212-669-3692
6.	Disability Rights Coordinator	Diane Jones Randall	drandal@comptroller.nyc.gov	212-669-3692
7.	Disability Services Facilitator	Nick Astor	nastor@comptroller.nyc.gov	w: 929-496-1937 c: 917-972-7086
8.	55-a Coordinator	Amanpreet Singh	asingh@comptroller.nyc.gov	212-669-7579
9.	EEO Investigator(s)	n/a	n/a	n/a

10.	EEO Counselor(s)	Sherry Williams-Nisbett	swillia@comptroller.nyc.gov	212-669-7384
11.	EEO Training Liaison(s)	Bonnie Duen	Bduen1@comptroller.nyc.gov	212-669-7840
12.	Career Counselor(s)	Amanpreet Singh	<u>asingh@comptroller.nyc.gov</u>	212-669-7579
13.	Other (specify)			