



The City of New York

Office of Management and Budget

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

Fiscal Year 2025

NYC Mayor's Office of Management and Budget



**Mayor's Office
of Management
and Budget**

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

On behalf of the New York City Mayor's Office of Management and Budget (OMB), I remain committed to supporting and enforcing the rights and protections afforded by the New York City EEO Policy, the City and New York State Human Rights Laws, and all other relevant legislation concerning our employees, job applicants, external contractors, consultants, agency partners, and the public we serve. All OMB employees are required and expected to adhere to these policies and mandates, ensuring a workplace free from harassment and discrimination.

Under my leadership, OMB will strive to be a discrimination-free workplace. I hold a strong personal commitment to advancing equity, diversity, and inclusion principles throughout the agency. This will be achieved through strategic partnerships with the Chief Diversity and MWBE Officer, the EEO Officer, the newly established Diversity, Equity, and Inclusion (DEI) Officer, the Director of Human Resources, and other agency leaders. Together, we will uphold the City's EEO and DEI values, striving for the greatest possible diversity within our workforce and fostering an inclusive culture of openness, acceptance, and cooperation.

Workforce

OMB embraces the diversity of our workforce, celebrating differences in age, color, disability, ethnicity, familial or marital status, gender identity or expression, language, national origin, race, religion, sexual orientation, socio-economic status, veteran status, and other essential characteristics. By valuing these differences, we build stronger teams, drive optimal agency performance, and better serve the City. Our commitment includes examining and eliminating structural obstacles to equal treatment in recruitment, selection, development, advancement, and retention to reflect the diversity of New York City's population.

We also value the diversity of potential members of our workforce. Therefore, I hold our EEO and human resources professionals, managers, supervisors, and all involved in the hiring process accountable for ensuring non-discrimination against both current employees and job applicants. Employment decisions will be made based on merit and equality of opportunity.

Workplace

To support our diverse workforce, I commit to collaborating with relevant agency leaders to eliminate structural obstacles to equal treatment and to develop and maintain measures for a safe and inclusive work environment. This includes critical HR decisions such as recruitment and hiring strategies, workforce projections, succession planning, promotion of training and career development opportunities, and strategic planning. The EEO Officer (Stephanie Baril – barils@omb.nyc.gov), DEI Officer, and EEO Counselors will serve as primary resources for managers and supervisors, providing best practices and direction on EEO and DEI issues. EEO Counselors' contact information is available to all employees at the end of this statement for any inquiries, concerns, or complaints regarding EEO-related issues, including any alleged violations of the City EEO Policy.

Community

I will actively engage OMB's senior staff in enhancing and promoting diversity, equity, inclusion, and respect for all. They will lead efforts to implement the FY 2025 EEO Annual Plan across OMB, ensuring we perform all aspects of our work through a lens of diversity, equity, and inclusion. Additionally, I will ensure that the Chief Diversity/MWBE Officer continues to assess and

reevaluate our MWBE participation goals and lead efforts to meet those goals as outlined in Executive Order 59.

By implementing these strategies, OMB will provide more equitable, fair, and effective services to the public, ensuring that all staff and those we serve feel empowered, valued, and respected, and addressing any potential barriers to our EEO and diversity and inclusion goals.

☐ 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

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

1. *Launched new Employee Equity Group (EEG).*

In FY2024, OMB started its second active EEG, BOLD- Black Organization for Leadership Development. BOLD's mission is to foster a supportive and inclusive environment within OMB for employees of African descent. BOLD co-hosted the Black History Month Celebration along with the EEO/DEI Office. The event highlighted the Black Community in NYC: Then & Now through exhibits depicting significant events, people and neighborhoods throughout NYC's history. The event was concluded with an engaging tutorial of the card game Spades.

2. *Increased professional development opportunities.*

The **Catalyst Program** is a customized leadership development initiative tailored specifically for the New York City Mayor's Office of Management and Budget (OMB). Designed to cultivate management and leadership skills, the program offers two pathways: the cohort-based "Catalyst Cohort," a three-month sequential workshop series, and "Open Catalyst," which provides year-round, flexible individual workshops. Currently, we are training the second cohort, focusing on key areas such as communication, active listening, and team management, to empower OMB managers in leading effectively within the organization.

The **Excelerate Program**, which launched in the first quarter of FY2025, is a standardized training program aimed at OMB Analysts, who represent over 60% of the agency's workforce. This program will provide foundational knowledge in budgeting, project management, and business skills, along with networking opportunities, equipping analysts with the tools they need to excel in their careers at OMB.

2. *Achieved 100% employee participation in the EEO-related mandatory DCAS trainings.*

In FY 2024, OMB achieved 100% employee compliance for the EEO-related mandatory trainings, including: IgbTq: The Power of Inclusion, Sexual Harassment Prevention, and Everybody Matters. The agency also required all staff involved in the agency's hiring

process to attend DCAS's structured interview training. Although the trainings are not mandatory for staff not involved in hiring, the agency also encourages staff to attend DCAS's Disability Awareness and Etiquette class.

3. *Introduced Virtual Suggestion Box.*

The suggestion box offered a discreet way for OMB employees to share valuable feedback, enabling us to continuously improve our workplace environment. Since launching, we've received over 53 suggestions many of which have already been implemented to enhance our operations and culture.

4. *DEI events.*

OMB started organizing DEI-related events for all staff beginning in March 2022. These events took place nearly every month. For example, in FY 2024, OMB held numerous events, including (but not limited to) a Women's History Month Celebration (which featured a panel of current OMB female senior leaders who discussed their professional journeys, the challenges they have faced in their careers, and the strategies they have used to overcome obstacles while advancing in their fields), an Asian American Pacific Islander Celebration (where participants learned key words and phrases in Bengali and Mandarin and participated in a thrilling game of Jeopardy), a Mental Health Awareness Month Event (where the agency hosted Dr. Sunne-Ryse [founder and lead coach of Inspiration Matters Consulting & Coaching] and focused on the theme of "Healthy Mind, Healthy Life - Shedding Light on the Realities of Mental Health,").

III. Workforce Review and Analysis

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

Total Headcount: 438

1. OMB conducted a thorough analysis of potential pay disparity and occupational segregation based on reported demographic details (e.g., race/ethnicity and gender) for FY2024, and has done so on an annual basis since FY2019. OMB's analysis utilizes data provided by DCAS (including CEEDS reports), reported data from job applicants, and details from the American Community Survey (to obtain detailed information specific to all New York City residents with a bachelor's degree or higher, due to the educational requirements of the unique Budget Analyst title and the general nature of the required work performed by OMB analysts).

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

The data was also used to measure potential gaps in compensation/pay parity based on race/ethnicity and gender. The compensation analysis also looked at tenure of employees,

as that factor had a significant impact in compensation decision. Individual compensation decisions were reviewed to determine whether additional trends were at play that impacted the figures.

Along with potential compensation gaps, OMB also looked at how promotions were awarded from FY2018 to FY2024, based on race/ethnicity and gender, again to see whether there were any discrepancies based on those categories that required follow-up.

The agency reviewed the data for FY2024 to see any trends with respect to Interview-to-Hire status, broken down by race/ethnicity and gender to see whether there were any concerning patterns with respect to job applicants being hired based on those categories.

The annual diversity analysis also looked at the Hires-to-Separations rates for staff, comparing FY2024 to FY2023, based on gender and race/ethnicity to see whether certain groups had higher separation rates and, if so, what the factors for separating from the agency were, to observe potential patterns that may be addressed going forward.

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

Additionally, the agency conducted a review of job recruitment sources for FY2024, focusing on which groups based on race/ethnicity and gender were utilizing specific recruitment sources.

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

Overall, all the diversity, equity, and inclusion-related analysis for FY2023 provided helpful information that will help the agency move forward by monitoring potential issues and making changes to recruitment, hiring, and retention efforts. OMB has already started to aggregate data to review FY2024 data now that the fiscal year has ended.

2. 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 25 Unknown Gender 5 Unknown Both 0

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

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

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Other (Chief of Staff and other Senior Leadership)

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

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

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

A. WORKFORCE

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

Hiring, Promotion, and Retention Practices

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

This will also involve continuing efforts to develop and implement an effective recruitment and hiring system, including diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive.

For FY2025, the EEO and DEI Officers will continue to partner with the HR Director and other agency leadership as necessary to implement DCAS's Diverse and Inclusive Recruitment Best Practices and add additional practices as necessary to help build a diverse and inclusive workforce.

OMB will also continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year. The agency will do this by regularly analyzing the composition of its workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency.

Mentorship Program

Another workforce goal is to cultivate an inclusive workplace that enables full participation, encourages collaboration, flexibility, and fairness. As part of this effort, OMB's Mentorship Program pairs together senior managers and less experienced staff to share perspectives, values, and experiences. It also provides an opportunity for staff to explore areas of interest outside their assigned portfolio. The current cycle, which began in April 2024, has a total of 94 participants (46 mentors and 48 mentees, with some mentors taking on more than one mentee). The agency will continue with this Program during FY2025 and determine additional areas for growth, particularly in the areas of diversity and inclusion and leadership development.

Professional Development Opportunities

In FY2025, OMB will continue to expand professional development opportunities through the agency's Learning and Development program.

In FY2023, OMB launched a new initiative for its managers, called OMB Catalyst. OMB Catalyst was developed by the agency's Learning and Development Unit and is a comprehensive development program customized to help managers manage people,

processes, and operations more effectively and achieve managerial excellence in their roles. In FY2024, Catalyst has initiated training for their second cohort. The program now runs on a condensed 3 month-long cycle and this class of 42 participants, made up mostly of Supervising Analysts, Unit Heads and Deputy Assistant Directors, began at the tail end of FY2024, and will continue through FY2025. There is now also an option for Open Catalyst, which offers managers the opportunity to build their management and leadership skills throughout the year in a flexible and ad hoc manner. Some of the classes offered include: Training Your Team, Building Relationships & Expanding Your Conflict Toolkit and Handling Performance Issue.

In early FY2025, OMB launched Excelerate which was also developed by the agency's Learning and Development Unit and is OMB's first standardized training program crafted for OMB Analysts. The program will begin with four foundational sessions and the goal is for the program to become mandatory for all new analyst. Excelerate aims to provide new analysts with foundational knowledge and skills, budgeting know-how and provide them with a community of analysts.

The OMB Skillshare Initiative will launch in FY2025. It is a pilot that aims to leverage available staff capacity and talent to fulfill short-term agency needs. At different points during the budget cycle, some units will experience differing volumes of work. In other cases, a taskforce may encounter a challenge that they do not have an immediate answer to and could benefit from outside perspective. This program will allow analysts who are caught up on their standard tasks to explore their interests and flex their technical skills, all while supporting their peers in need of assistance.

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

For FY 2025, there are already thirteen OMB Institute sessions that took place in the first quarter.

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

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

The Data Science Huddle will continue with its efforts in FY2025, planning and presenting numerous sessions relevant to the work of OMB.

Planned Programs, Initiatives, Actions aimed at Workforce:

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

As outlined in greater detail above, with respect to specific actions pertaining to Workplace designed to enhance equity, in FY 2025, OMB will engage in activities including (1) revisiting hiring, promotion, and retention practices on an annual basis, including implementing DCAS's Diverse and Inclusive Recruitment Best Practices, (2) continuing to support the promotion and retention of staff with diverse experience and attributes by regularly analyzing the composition of the workforce, , (3) strengthen the agency's mentorship program, and expand professional development opportunities.

With respect to addressing underutilization in FY2025, OMB will continue to expand internal and external applicant pools through outreach strategies for broader recruitment. In FY2023, the agency created a list of new resources targeting women and minorities, and the agency will add additional resources and utilize this list in FY2025.

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

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

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

In FY2025, the agency will re-visit whether any additional assessment is necessary to ensure fair and equitable pay and promotions.

B. WORKPLACE

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

OMB will continue to employ several strategies to achieve its goals focused on inclusion, workplace culture, and employee activities.

Cultural/DEI-Related Events and Activities

In FY2025, will continue to host events centered on DEI-related areas. The tentative list of in-person events planned for CY2025 are as follows:

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

Employee Equity Groups

The first EEG to form at OMB was the Pride EEG, which focuses on the agency's LGBTQIA+ employees and allies. Since forming in FY2023, the group has held monthly meetings, and paired with the DEI/EEO Office to host a Pride Celebration.

In FY2024, OMB saw the formation of its second EEG; BOLD (Black Organization for Leadership Development). BOLD's mission is to foster a supportive and inclusive environment within OMB for employees of African descent. BOLD co-hosted the Black History Month Celebration along with the EEO/DEI Office.

In FY2025, OMB's goal is to increase membership in the existing two EEGs and to host 2 orientations to foster more interest and awareness in forming a new EEG.

Employee Surveys

OMB is currently developing a combined DEI/EEO/Learning & Development survey to be deployed in the second quarter of FY2025. Along with assessing general satisfaction at OMB, this survey will be a tool to help the agency benchmark the status of DEI within the organization and build a strategic plan of measurable, tangible actions that can be implemented to improve the agency.

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

Planned Programs, Initiatives, Actions aimed at Workplace:

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

In FY2023, OMB established a formal structure and expanded its employee equity group program and formalized a DEI committee that hosts events. Although FY2024 marked the creation of the BOLD EEG, the formal DEI committee did not meet during the second half of the fiscal year. In FY2025, we plan to re-establish the DEI committee and have it actively address various issues to enhance equity within the agency. The committee will also continue to support and strengthen existing initiatives, such as the mentorship program and events focused on broader topics like race relations and workplace equity.

The agency will continue to celebrate heritage months and other DEI-related events, aiming to do so monthly in FY2025. As mentioned above, the agency will deploy the EEO/DEI-related survey in FY2025 to obtain details to help with addressing relevant issues and creating and implementing certain initiatives.

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

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

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

1. Pride EEG

2. BOLD (Black Organization for Leadership Development)

- ☐ 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:**

In FY2025, OMB will continue to work with the Mayor's Office of Immigrant Affairs to coordinate the agency's language access policy and implementation plan. Per the Mayor's Executive Order, the agency has and will continue to work with DOITT to make our website and its publications on the City's budget more accessible to all New Yorkers. In FY2023, the EEO/DEI Officer worked with the agency's ACCO to ensure that accessibility issues were addressed in its contract with the vendor who will be updating the agency's website.

In FY2025, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors. These efforts will be led by the agency's Chief M/WBE Officer and agency ACCO.

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

. In FY2025, we will complete the diversity, equity, and inclusion strategic plan for the agency. This will include taking a step back and re-visiting some foundational issues: creating a DEI mission and vision statement, creating a better framework for the agency's DEI work (including identifying clear metrics, objectives, and tasks for measuring progress), defining specific strategic DEI initiatives and creating timelines for those initiatives – all with an eye toward improving workforce, workplace, community, and equity/race relations; an essential way for the agency to strategically address matters involving equity and race relations.

OMB acknowledges that it has a responsibility to address issues of equity and race relations, is committed to ensuring that the agency make improvements, and looks forward to working with others, including DCAS, on how to make these positive changes as City agencies. OMB is actively collaborating with the Mayor's Office of Equity & Racial Justice (MOERJ) to develop its Racial Equity Plan.

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

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

With respect to actions designed to enhance equity as they relate to community, in FY2025, the agency will continue our work with EquityNYC on efforts to incorporate equity into the agency's broader budgeting work, continue our strong use of purchasing from MWBEs, and through methods such as the future employee equity groups, and working toward a more diverse workforce and inclusive culture (including through efforts outlined above), which would drive a better understanding of the needs and relevant expectations of the community.

In FY 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

V. Recruitment

A. Recruitment Efforts

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

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

. Due to current hiring restrictions that limit recruitment, in FY2025, X will actively utilize its extensive list of recruitment sources to build a strong and diverse applicant pipeline and raise awareness of the agency's work.

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

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

B. Recruitment for Civil Service Exams

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

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

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations.

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

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

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

C. Recruitment Sources

1. *NYC Jobs/Careers Website*: Primarily targeting current City employees and other City residents who seek to continue their career path with the City or are seeking to join City service. This has been the primary source of new hires in recent years.
2. *LinkedIn*: OMB's HR department has been actively using LinkedIn as a recruitment tool for several years now and the efforts have yielded the most applicants from an online job search source.
3. *Referrals* (current and former employees, word of mouth): Referrals can be a useful recruitment source and OMB continues to use this method to help bring in applicants for open positions.
4. *Other Job Website* (e.g., Indeed, Handshake, AmeriCorps, FEMA, Glassdoor, Idealist, OMB Website, USA Jobs): Online job search resources continue to gain in popularity and OMB has shifted its recruitment sources to include more of these websites to attract more qualified applicants. In FY2024 while recruiting for our open internship positions, OMB sent targeted email to the following HBCUs (Historically Black Colleges and Universities): Morehouse College, Spelman College and Medgar Evers College (CUNY).
5. *Schools*: OMB targets CUNY and SUNY schools since many of these students are from the NYC/NY State area, the agency expects that these students may have personal interests in joining City service and would help reflect the diversity of New York if they were to join OMB. Additionally, in FY2023, OMB developed an extensive list of contacts for affinity groups within local colleges and universities and will begin using this list in FY2025 to help with its recruitment efforts. Due to the hiring freeze and associated restrictions, we were unable to fully leverage these resources.
6. *Internal Vacancy Announcement*: The intention behind providing internal vacancy announcements is to provide our employees with information about opportunities for advancement and/or shifts in career interests as part of our retention efforts.
7. *Career Fairs*: These take place throughout the NYC area, and OMB attended one career fair in FY2024 and, once the hiring freeze is lifted, will continue its involvement in FY2025.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		
2. Public Service Corps	0		
3. Summer College Interns	18	Asian (10) Black (0) White, Non-Hispanic (7) 2+ Races (0) White, Hispanic (1) Undisclosed (0) Native American/Alaskan Native (0)	M _6_ F _10_ Non-Binary _ Other _2_ Unknown _
4. Summer Graduate Interns	4	Asian (1) Black (0) White, Non-Hispanic (2) 2+ Races (1) White, Hispanic (0) Undisclosed (0) Native American/Alaskan Native (0)	M _ F _4_ Non-Binary _ Other _ Unknown _
5. Civil Service Pathways Fellows	0		
6. Other (College Aide):	4	Asian (2) Black (1) White, Non-Hispanic (1) 2+ Races (0) White, Hispanic (0) Undisclosed (0) Native American/Alaskan Native (0)	M _1_ F _3_ Non-Binary _ Other _ Unknown _

OMB historically has had robust internship programs, with some former interns becoming full-time employees after graduation. The agency will continue its strong internship program in FY2025.

E. 55-a Program

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

- Presently, the agency employs 0 55-a participants.

- There are 0 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 new applications for the program were received and 0 participants left the program due to n/a .

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

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

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

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

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

VI. Selection (Hiring and Promotion)

A. Career Counselors

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

- Reviewing policies, procedures, and practices related to hiring (e.g., vacancy announcements sent to all staff).
- Promote opportunities for promotion and transfer within the agency to all employees, including by arranging for agency-wide notification of these opportunities.
- Work with the agency's Learning and Development Officer to encourage the use of training and development to improve skills, performance, and career opportunities.
- Explain and provide information about the civil service process to staff and providing technical assistance in applying for civil service exams as necessary.
- Provide employees with citywide vacancy announcements, civil service exam notices, and other career development information as applicable.
- Assist employees in assessing and developing plans for their career paths.
- Provide resources and support for targeted job searches, review of effective interview and career growth techniques, and internship exploration.

B. New Hires and Promotions

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

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

In FY2024, the agency began reviewing its procedures and documentation relating to candidate selection and will continue to do so going forward on an annual basis. As part of this review in FY2025, the agency will determine whether a more formal role for the EEO and DEI Officers in selection and promotion actions would be appropriate.

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

C. EEO Role in Hiring and Selection Process

In FY 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: _____

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

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

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

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

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.)	346	02/28/2025
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.)	25	02/28/2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	438	07/31/2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	0	07/31/2025
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	423	02/28/2026
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	02/28/2026
7. Disability Awareness and Etiquette	Managers (eventually will broaden outreach efforts to other staff)	50	06/30/2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All employees involved in the hiring process	15	06/30/2025
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.

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

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

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

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

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

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

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

- ☒ 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 : _____
- ☐ 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.

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


- ☐ 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 _____ 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.
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPD or specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect.
- ☒ The agency received a Certificate of Compliance from the auditing agency. [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.]

Jacques Jiha, Ph.D.

Print Name of Agency Head



Signature of Agency Head

December 10, 2024

Date

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

Agency EEO Office mailing address: 255 Greenwich Street
6th Floor
New York, NY 10007

	Title/Function	Name	Email	Telephone
1.	Interim Agency EEO Officer	Stephanie Baril	Barils@omb.nyc.gov	(212) 788-6096
2.	Agency Deputy EEO Officer	N/A		
3.	Agency Diversity & Inclusion Officer	Lauren Wittels	WittelsL@omb.nyc.gov	(212) 788-6371
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Latonia McKinney	MckinneyL@omb.nyc.gov	(212) 788-6002
5.	ADA Coordinator	Lauren Wittels	WittelsL@omb.nyc.gov	(212) 788-6371
6.	Disability Rights Coordinator	Spiros Rally	RallyS@omb.nyc.gov	(212) 788-6112
7.	Disability Services Facilitator	Spiros Rally	RallyS@omb.nyc.gov	(212) 788-6112
8.	55-a Coordinator	Lauren Wittels	WittelsL@omb.nyc.gov	(212) 788-6371
9.	EEO Investigator(s)	N/A		
10.	EEO Counselor(s)	Angel Acevedo Donna Braithwaite Kara Kirchhoff Kathryn Johnson	AcevedoA@omb.nyc.gov BraithwaiteD@omb.nyc.gov KirchhoffK@omb.nyc.gov JohnsonK@omb.nyc.gov	(212) 788-2984 (212) 788-6291 (212) 788-6348 (212) 788-6432
11.	EEO Training Liaison(s)	Jeffrey Bigelow	BigelowJ@omb.nyc.gov	(212) 788-6308
12.	Career Counselor(s)	Lauren Wittels Spiros Rally		
13.	Other (College Aide)	Biantae Brown	brownb@omb.nyc.gov	N/A