



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

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

## **Fiscal Year 2024**

### **Office of the Mayor City of New York**



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## I. Commitment and Accountability Statement by the Agency Head

As the 110th Mayor of the City of New York, I am proud to represent the greatest city in the world—a city whose diversity is its strength. With nearly 8.3 million people representing a diverse array of backgrounds, ethnicities, experiences, and identities, and speaking more than 800 languages, calling our city home, I am resolutely committed to supporting and enforcing the rights and protections afforded by the New York City Equal Employment Opportunity (EEO) Policy, the City and State Human Rights Law, and all other relevant laws. These rights and protections extend to all New York City employees, applicants for employment, external contractors, consultants, and agency partners, as well as members of the public served by our Agency.

New York City is home to everyone from everywhere. We are the Tokyo of America, the Kolkata of America, the Kyiv of America, the Port-Au-Prince of America, the Santo Domingo of America, and the Tel Aviv of America. We are the home of Stonewall and one of the largest LGBTQ+ populations in the country, and as New York goes, so goes America, and as America goes, so goes the world. That is why I will never stop striving to achieve the greatest possible diversity among our amazing and talented workforce. Representation truly matters, and it is so important that we at the New York City Mayor's Office lead by creating an inclusive culture of cooperation, openness, and tolerance in our workplaces. We do this by promoting equity in all its aspects, and by examining and eliminating any and all structural obstacles to equal treatment, such as in the recruitment, selection, development, advancement, and retention of our workforce. Our diverse workforce must be reflective of our City's population.

For too long, too many in our great city have been un- and under-represented. In my Administration that all changes. My executive leadership team has been working tirelessly to enhance and promote the values of equity, inclusion, and respect for everyone. The debased for too long covenant between government and the people of our city, in which you pay your taxes, and we deliver your tax dollars through goods and services, is being administered with faithful parity and integrity by my executives, managers, and supervisors. They take very seriously the responsibility for ensuring our inclusive and safe work environment, and for delivering equally effective and equitable services to the public we serve.

All Agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan, which is why, as Mayor, I am holding accountable our Agency's top leadership—as well as the EEO officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors—who are charged with ensuring that the Mayor's Office does not discriminate against employees or applicants for employment. We are all committed to supporting and strengthening our Agency's diversity, equity, and inclusion initiatives by abiding by EEO mandates and working to achieve our Agency's goals in this area.

My plan to achieve these goals will include my involving the Mayor's Office's EEO Officer in critical human resources (HR) decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training and career development opportunities, and strategic planning.

We will also report to the New York City Department of Citywide Administrative Services (DCAS) on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders (EOs) and laws prohibiting employment discrimination in New York City, as well as on the progress in implementing this plan.

Our Agency's Chief EEO, Diversity and Inclusion Officer, Melody Ruiz, will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Her contact information is [mruiz@cityhall.nyc.gov](mailto:mruiz@cityhall.nyc.gov).

☒ This statement is the same as last year.

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

## II. Recognition and Accomplishments

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

1. In the Fall of 2022 to the Spring of 2023 the Mayor's Office Internship Program provided 37 interns the chance to gain valuable experience while helping to take on the challenges that our residents face and develop innovative solutions to build a better tomorrow. This opportunity allowed the interns to have hands on experience working on Mayoral and NYC agencies initiatives, projects, tasks, processes, and procedures.
2. The Mayor's Office utilized 18.9% M/WBE vendors for \$921,312 in purchases.
3. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office distributed the Mayor's EEO Message, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure to all New Hires including agency heads, deputy mayors, commissioners, directors, managers, supervisors, consultants, interns, and fellows (ongoing – 2 - 3 weeks after the start date to all new hires).
4. The Mayor's Office Chief of Staff circulated an ongoing monthly emails to all Mayor's Office team members with an inspirational message and a recommended book reading selection along with a list of past recommended book readings from January to December of 2022.
5. During fiscal year 2023 the Mayor's Office Human Resources (HR) team did the following:
  - a. Launched performance reviews for the agency.
  - b. Revamped job description templates to assist with talent pool expansion and to clarify unit vision and essential duties and requirements.
  - c. The benefits team launched monthly newsletters to ensure employees were kept apprised of benefit options, webinars, workshops, and initiatives.

- d. Offered in-person professional development workshop for senior level staff and executive coaching options for executive level staff.
  - e. Started work on a new Mayor's Office intranet site by partnering with other Mayor's Office units to ensure up to date and resourceful content.
  - f. Launched an automated employee exit survey to capture exit data to be utilized on unit and agency enhancements.
  - g. The Deputy Chief Administrative Officer (DCAO) and HR led the charge on the remote work pilot program for the agency.
  - h. Ran reports periodically to audit and review salaries to ensure pay parity when reviewing employee compensation; and evaluate any noticeable disparities amongst employees performing the same or substantially similar jobs. (ongoing)
  - i. The DCAO and HR team worked on compensation plans and salary scales to ensure pay equity.
6. During fiscal year 2023, the Women's Circles City Network Employee Resource Group (ERG) held meetings within the Mayor's Office (ongoing) – which feature various guest speakers who present to the group on their career experiences, growth, and provide tips on how to navigate city government while staying focused on self-care and career expansion.
  7. The Mayor's Office Commission on Gender Equity (CGE) relaunched the NYC Gender Equity Inter-Agency Partnership (GEIP) collaboration program on October 4, 2022. The GEIP is comprised of senior-level agency representatives from City agencies, to develop an integrated and sustainable approach to achieving gender equity in New York City. The vision of GEIP is for New York City agencies, staff, and leadership together, to embody and create a culture of responsibility for elevating and advancing gender equity for all New Yorkers, including City employees. The mission of GEIP is to dismantle institutional and societal barriers to gender equity in City agencies and New York City as a whole.
  8. On October 10, 2022, the New York City Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) in collaboration with community advocates started a citywide campaign to recognize October as National Domestic Violence Awareness Month (DVAM), and promoted NYC Go Purple Day on Thursday, October 20, 2022. Emails with resources on domestic violence and NYC Go Purple Day were sent out to Mayor's Office staff with a DVAM toolkit to spread the word. On October 20, 2022 ENDGBV raised awareness about Domestic Violence and marked the day as NYC Go Purple Day by sharing the resources and services available to survivors throughout New York City, and by lighting local buildings and landmarks in purple, including: City Hall, the David Dinkins Municipal Building, 1 World Trade Center, the Bank of America Tower, 4 Times Square, Gracie Mansion, the Parachute Jump (Coney Island), the Arsenal in Central Park, the Bronx County Courthouse, Queens Borough Hall and Staten Island Borough Hall.
  9. Mayor Eric Adams announced on October 12, 2022, that his administration is reopening the city's subsidized childcare program to applications from low-income residents across all five

boroughs after clearing a hefty backlog of 36,000 priority cases. Requests for vouchers have been processed for subsidized childcare vouchers in 17 “high-need” neighborhoods with the city’s worst poverty and unemployment rates.

10. Mayor Eric Adams announced on October 13, 2022, that both City Hall and the David N. Dinkins Manhattan Municipal Building were lit pink in recognition of Breast Cancer Awareness Month in honor of survivors, those currently fighting, those we’ve lost to breast cancer, and all the friends and family members who have sadly witnessed the pain this disease inflicts on millions. The Mayor encouraged regular screenings for breast cancer to save lives because the disease affects hundreds of thousands of people each year.
11. The EEO, Employee Relations, Diversity & Inclusion office created and distributed its first EEO quarterly newsletter on October 13, 2022.
  - a. During Fiscal Year 2023, Four EEO quarterly newsletters were distributed to over a thousand Mayor’s Office Team Members with the following information: the RA process; EEO process; EEO and EAP mental health resources. The newsletters contained information from the Office of Labor Relations WorkWell Wellness Project BUILD (Building Understanding, Inclusion, Learning, and Diversity) which focuses on eliminating inequity and injustices in access and education to health resources, and provided fun fitness resources, nutrition tips, and self-care tips and resources. The newsletter provided information on monthly Diversity and Inclusion (D&I) events, holidays, religious holidays with calendar dates with descriptions, and articles highlighting special D&I monthly celebrations to raise awareness.
  - b. Volumes 2 to 4 of the EEO Quarterly newsletters spotlighted the following Mayor’s Office units: the Mayor’s Commission on Gender Equity (CGE) unit; the Mayor’s Office of People with Disabilities; and the Mayor’s Office of Equity. The newsletters also provided information on how to contact the EEO office, EEO hotline, and the EEO Team.
12. The EEO, Employee Relations, Diversity & Inclusion office shared information via email on October 18, 2022 with all Mayor’s Office staff regarding the LGBTQ+ Latinx Equity City Talk Panel presented by the Mayor’s Office Unity Project in partnership with the Department of Citywide Administrative Services to educate and strengthen our diverse and inclusive workforce which was held on October 21, 2022.
13. Mayor Eric Adams and the Chief EEO Officer partnered with DCAS to provide Citywide Equity & Inclusion (CEI) Virtual Training Presentation on EEO policy, investigations, and procedures for which Deputy Mayors and Agency Heads are responsible, which was held on October 19, 2022.
14. On October 20, 2022, Mayor Eric Adams announced a bill proposed with Queens Assemblymember Jenifer Rajkumar’s to add Diwali to the school calendar and remove



Brooklyn-Queens Day as a holiday. Mayor Adams stated legislation will make Diwali a school holiday as soon as next year. Diwali, also called the festival of lights, typically includes a five-day celebration at home and with large events. It involves the preparation and distribution of sweets, time celebrating with family, and the burning of lamps and sparklers to represent light driving out darkness. Diwali's date changes every year, and its observance can be in either October or November depending on the Indian calendar. This year, it falls on October 24 and is celebrated by Hindus, Jains, Sikhs, and Buddhists.

15. The EEO, Employee Relations, Diversity & Inclusion office emailed the Mayor's Commitment and Accountability Statement, Mayor's EEO Message, Citywide EEO Policy, Citywide Reasonable Accommodation Procedural Guide, and EEODI Contacts flyer with introduction to the Chief EEO Officer and the EEO Office including all contact information, to all Mayor's Office team members including agency heads, deputy mayors, commissioners, directors, managers, supervisors, consultants, interns, and fellows on October 21, 2022.
16. On October 26, 2022, Mayor Eric Adams announced FDNY acting commissioner Laura Kavanagh to become permanent head of department. Laura Kavanagh will become the first female commissioner in the department's 157-year history to lead the largest fire department in this country; in charge of 17,000 FDNY employees across NYC. Mayor Eric Adams swore Kavanagh in during an October 27 ceremony.
17. On October 27, 2022, it was announced that NYC voters will see three racial equity proposals on their voting ballots in November 2022 created as an answer to the city's police brutality protests. The three proposals are based on a \$5 million grant from Mayor Eric Adams for the purpose of voter outreach and education.
18. On October 28, 2022, the Human Resources department deployed emails to all Mayor's office staff requiring their response to an Ethnic Groups questionnaire request to self-identify in Employee Self Service (ESS).
19. On October 31, 2022, Mayor Eric Adams urged small businesses in Central Brooklyn, specifically Flatbush, East Flatbush, and Canarsie neighborhoods, having large and growing Afro-Caribbean communities, to certify as Minority and Women Business Enterprises (MWBEs), to obtain city contracts, opportunities, and become more accessible. In early October, Adams said his administration launched the small business advisory commission that builds on how the city establishes partnerships with the business community to slash regulatory barriers to give small businesses access to \$25 million contract awarded to MWBEs in September.
20. On October 31, 2022, it was announced that New York will require employers as of Nov. 1 to disclose a salary range for every job, promotion, and transfer opportunity advertised in an effort to promote salary transparency and combat pay disparities.

21. On November 3, 2022, Mayor Eric Adams announced that both City Hall and the David N. Dinkins Manhattan Municipal Building will be lit teal as part of the Alzheimer's Foundation of America's 'Light the World in Teal' initiative to raise awareness for 6 million Americans suffering with the disease. Mayor Adams stated that "The growing rates of this devastating disease have disproportionately affected Black Americans, who are twice as likely to be diagnosed with Alzheimer's yet are excluded from the majority of medical studies. As we continue to work to find a cure, tonight we not only reflect on the millions of people affected by this devastating disease but recommit ourselves to doing all we can to support them and their families."
22. The EEO, Employee Relations, Diversity & Inclusion office updated the Mayor's Office intranet site by adding the Mayor's Commitment and Accountability Statement, Citywide Reasonable Accommodation Procedural Guide, and EEOC Know Your Rights: Workplace Discrimination is Illegal flyer on November 7, 2022.
23. On November 7, 2022, the EEO, Employee Relations, Diversity & Inclusion office distributed an email to all Mayor's Office staff to salute veterans on Veterans day with link to the history of veterans day and provided tips on how to celebrate National Veterans and Military Families Month.
24. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office with the assistance of agency liaisons update bulletin boards at Mayor's Office locations on an ongoing basis with the following: the Mayor's EEO Message, Mayor's Commitment and Accountability Statement, Citywide EEO Policy, RA Procedural Guidelines, RA at a Glance, RA Brochure, D&I flyer, and EEOC Know Your Rights: Workplace Discrimination is Illegal flyer. In fiscal year 2023 bulletin boards were updated on September 26, 2022, November 4, 2022, and November 7, 2022.
25. On November 9, 2022, New York City Mayor Eric Adams announced a landslide approval by New York City voters showing overwhelming support of three ballot proposals to advance racial justice and equity for all. The Mayor stated "Equity and justice go hand in hand and are key to building a prosperous city that serves all New Yorkers. By using their voices and their votes for all three racial justice ballot proposals, New Yorkers have placed racial equity at the heart of our city's government. Our administration is fully committed to advancing equity, and I am proud of New Yorkers' decision to create the first-ever Racial Equity Office. New Yorkers from all walks of life have made history to dismantle structural racism in our city and ensure equity is a core government function, setting a precedent that cities around the nation can follow."
26. On November 14, 2022, New York City Mayor Eric Adams lit orange City Hall and Gracie Mansion to commemorate six months since the racist mass shooting at Tops Friendly Markets in which thirteen people were shot, ten fatally in Buffalo, New York. Mayor Adams



also met with a few of our trans, non-binary, and gender non-conforming public servants as they reflect on Trans Awareness Week. Mayor Adams stated, “I was so moved to hear in their own words why serving New York City is so important to them and their thoughts on the work we have to do to make sure New York City remains that beacon to our LGBTQ+ community.”

27. On November 15, 2022, the Human Resources department deployed an email to all staff requesting they self-identify in ESS.
28. In fiscal year 2023 the Mayor’s EEO, Employee Relations, Diversity & Inclusion Office started its meet and greet initiative with units within the Mayor’s Office to inform them of the EEO, Diversity and Inclusion unit, EEO policy, EEO protected categories, EEO complaint process, Reasonable Accommodation(RA) request process, return to work expectations, how to file an extension of an RA, and RA requests for workplace equipment & the variety of resources available to all team members (ongoing). During fiscal year 2023 the Mayor’s EEO, Employee Relations, Diversity & Inclusion Office was able to meet with the following units:
  - a. On November 16, the EEO, Employee Relations & Inclusion Office met with the Mayor’s Office for People with Disabilities (MOPD) team.
  - b. On January 4, the EEO, Employee Relations & Inclusion Office met with the Mayor’s Office of Criminal Justice (MOCJ) team.
29. On November 20, 2022, York City Mayor Eric Adams lit blue, pink, and white City Hall and other municipal buildings in recognition of Transgender Day of Remembrance — a worldwide observance that honors the memory of transgender people whose lives were lost in acts of anti-transgender violence. Mayor Adams stated his administration is proud to stand with our transgender community against hateful bigotry and to build a more inclusive city where everyone can be seen and heard. Mayor Adams also released a video to highlight Transgender Day of Remembrance and life in the transgender community.
30. On November 22, 2022, Mayor Adams appointed nine new commissioners and reappointed 15 commissioners to the Commission on Gender Equity (CGE). The commissioners will advise CGE on dismantling institutional and societal discrimination and inequities for girls, women, intersex, transgender, and gender non-conforming and non-binary persons regardless of age, ability, ethnicity/race, faith, gender expression, immigration status, sexual orientation, and socioeconomic status.
31. On November 22, 2022, New York City Mayor Eric Adams signed two bills to provide support for survivors of domestic and gender-based violence in New York City. Intro. 153-A amends New York City’s administrative code by establishing a housing stability program for survivors of domestic and gender-based violence. Intro. 154-A amends New York

City's administrative code by requiring the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) to create an online services portal and guide.

32. On November 23, 2022 the NYC Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) circulated a newsletter to all Mayor's Office staff with current ENDGBV related news, laws, policies, and resources for victims of domestic and gender-based violence and provided toolkits to help spread awareness. The newsletter also discussed current ENDGBV campaigns and provided resources and contact information to report domestic and gender-based violence.
33. The Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) in coordination with the Mayor's Office Commission on Gender Equity (CGE), and the Mayor's Office of Equity (MOE) promoted the campaign, **16 Days of Activism Against Gender-Based Violence**, a global rallying cry for the prevention and elimination of gender-based violence (GBV) with an invitation to join a virtual event "**Reproductive Justice and Gender-Based Violence in NYC after Roe**" on Monday, November 28, 2022. The panel discussion was hosted and moderated by CGE with a discussion on how restrictions on reproductive and gender-affirming healthcare are a form of gender-based violence; how NYC is responding after Roe's reversal, and what can be done to protect and advance reproductive justice. A Toolkit, which contained information on gender-based violence, what it looks like, who it impacts, and how you can take action to prevent it in New York City was also provided. The campaign began on November 25, the International Day for the Elimination of Violence Against Women, and ended on December 10, Human Rights Day.
34. On November 28, 2022, New York City Mayor Eric Adams signed a package of five bills to improve diversity within the Fire Department of the City of New York (FDNY). The bills aimed to address recruitment and retention of underrepresented groups within the department, as well as requiring the implementation of diversity, inclusion, anti-discrimination, and antiharassment training. The laws — all of which went into effect immediately after being signed — required that the FDNY to implement a plan to hire more women and non-white firefighters, upgrade firehouses to accommodate women's privacy and submit an annual report focused on the demographic composition of firehouses around the city. The new laws also include a requirement that the FDNY provide ongoing diversity training and submit an annual report on complaints filed with its Equal Employment Opportunity division. The fire department's struggles with race and inclusion have been going on for decades — and have taken on many forms. In 2014, the city agreed to pay \$98 million in back pay and benefits to aspiring minority firefighters in a court settlement with the Vulcan Society, which represents Black firefighters, and which accused the city of discrimination in a 2007 lawsuit. More recently, a Black firefighter charged in a federal lawsuit last year that he was suspended for opposing an order to turn fire hoses on George Floyd protesters, a heavy-handed tactic used decades ago by white police against civil rights protestors in the South.

35. On December 1, 2022, the Human Resources department sent emails to all Mayor's Office staff to promote the Citywide Disability-Inclusive Recruitment and Retention training on Tuesday, December 13<sup>th</sup> held by the Mayor's Office for People with Disabilities and co-hosted by DCAS.
36. Mandated EEO trainings were deployed and monitored by the EEO, Employee Relations, Diversity & Inclusion Office in collaboration with DCAS with email reminders circulated to team members who have not completed the trainings on October 5, 2022, November 4, 2022, and December 9, 2022.
  - a. Re-deployments and follow ups were conducted until the trainings were completed in accordance with Citywide mandates on November 4, 2022 and December 9, 2022.
37. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office emailed the newly released EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO to all Mayor's Office team members including agency heads, deputy mayors, commissioners, directors, managers, supervisors, consultants, interns, and fellows on December 23, 2022.
38. On December 23, 2022, the Mayor's EEO, Employee Relations, Diversity & Inclusion Office with the assistance of agency liaisons posted the newly released EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO on bulletin boards at all Mayor's Office locations.
  - a. The Mayor's office intranet was updated on December 23, 2022 with the newly released EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO.
39. On December 29, 2022, Mayor Adams, DCWP, and the Office of Administrative Trials and Hearings (OATH) announced the launch of a new Domestic Worker Mediation Program to help the city's approximately 18,000 domestic workers and their employers resolve workplace issues in a respectful, confidential, and free way without going to court. Mediation — which benefits both workers and employers — is voluntary and available to resolve workplace issues related to unpaid wages and overtime, paid safe and sick leave violations, and retaliation.
40. On January 4, 2023, the Mayor's EEO, Employee Relations, Diversity & Inclusion Office held a meeting with Mayor's Office of People with Disabilities staff member to discuss making publications more accessible for all Mayor's Office staff.
41. On January 5, 2023, the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) and the Mayor's Fund to Advance New York City announced that they have teamed up with T-Mobile and its Assurance Wireless program again to help survivors of

domestic and gender-based violence with their immediate safety needs. Building upon a previous initiative that ENDGBV launched with T-Mobile in June 2021 to provide free phones at the City's Family Justice Centers, and discounted mobile plans to survivors of domestic and gender-based violence through their local T-Mobile stores; the Assurance Wireless program will enable survivors to apply for a free phone and mobile service from the safety and comfort of the City's five borough-based Family Justice Centers. The Assurance Wireless program combines federal Lifeline Assistance and Affordable Connectivity Program (ACP)\* benefits to offer free unlimited data, talk, and text as well as free 10GB mobile hotspot data every month, plus a free smartphone to eligible recipients. Survivors will be able to apply for Assurance Wireless services from the Family Justice Centers making it easier to access the technology they need to be connected to their support systems and service providers.

42. On January 10, 2023, the HR unit in collaboration with the Mayor's Office to End Domestic and Gender-Based Violence sent out a newsletter to bring awareness of National Human Trafficking Prevention month to all Mayor's Office staff and provided accessible links for learning with toolkits, and additional resources.
43. On January 12, 2023, NYC Kids RISE, the NYC Department of Education, the NYC Mayor's Office of Equity, City officials, and partners announced that more than 70,000 new students across the city have been enrolled in the Save for College Program, and their families can now activate and view their new NYC Scholarship Accounts at [nyckidsrise.org/activate](https://nyckidsrise.org/activate) expanding more inclusiveness.
44. On January 17, 2023, New York City Mayor Eric Adams outlined his vision for a 'New York City Women's Health Agenda' aimed at dismantling decades of systemic inequity that have negatively impacted the health of women across the five boroughs. Joined by several health care leaders of his administration, Mayor Adams acknowledged the long-standing, persistent problems that plague women's health care in a live address, and shared plans and ideas to close the gaps caused by long-standing structural inequities, including lack of access to care, lack of inclusion, and lack of innovation.
45. On January 20, 2023, the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) circulated a newsletter highlighting 2022 accomplishments and 2023 initiatives listed below:
  - a. January - National Human Trafficking Prevention Month and National Stalking Awareness Month.
  - b. ENDGBV's collaboration with city partners and program providers to raise awareness, and support survivors of human trafficking including sex trafficking, or commercial sexual exploitation, and labor trafficking by providing a series of trainings and workshops.

- c. ENDGBV's participation in the Administration for Children's Services' NYC Child Trafficking Prevention Conference which educated providers who may function as critical access points for victims of child trafficking.
  - d. ENDGBV provided a Virtual Training Presentation: "Understanding Human Trafficking: What It Is and How to Address It," on Friday, January 27, 2023. This 1-hour presentation with Q & A explored and defined: Labor and Sex Trafficking; Factors that put people at risk; Identified ways to help support survivors in every community; Common misconceptions about the trafficking industry and survivors; and available resources in the NYC community.
  - e. February 2023 - Teen Dating Violence Awareness Month and Black History Month.
  - f. February 6 - International Day of Zero Tolerance for Female Genital Mutilation.
46. On January 27, 2023, Mayor Eric Adams lit City Hall and other municipal buildings yellow in honor of International Holocaust Remembrance Day. He stated "Pure hate led to the death of more than six million Jewish people during the Holocaust. As part of the city's commitment, the Mayor's Office organized 1,000 meals and conversations across the city as part of the 'Breaking Bread, Building Bonds' initiative, bringing everyday New Yorkers from different backgrounds together to listen and learn from each other." First designated by the United Nations General Assembly in 2005, International Holocaust Remembrance Day commemorates the liberation of Auschwitz-Birkenau in 1945. Mayor Adams acknowledged the solemnity of the day and the importance of Holocaust education.
47. On February 1, 2023, Commissioner Keechant Sewell, was celebrated during Black History Month as the first woman at the helm of the NYPD. Last December, the Patrolmen's Benevolent Association named Sewell the police union's Person of the Year — the first time a current police commissioner has received the honor. And in November 2022, the NYPD Policewomen's Endowment Association recognized Sewell, who spoke at its 101st Annual Awards and Scholarship Dinner Dance. She addressed the gathering with an inspiring speech in the form of an advisory letter to the next woman at the helm of the NYPD.
48. On February 3, 2023, the Mayor's Office announced this "Era of Inequality must End". The Mayor stated that the city has added more than 200,000 new jobs over the past year and boasted employment rates that outpace the state and the nation. However, he noted that the unemployment rate for Black New Yorkers is three times as high as it is for white New Yorkers. The city will invest in apprenticeships, community hiring, and job training to promote equity. Adams said. "We are going to make sure that all New Yorkers finally have access to good jobs. We are reimagining our city's workforce development system from the bottom up, improving education, expanding job training, and creating employment on ramps at every stage of the process so that New Yorkers from all walks of life can benefit from this economic recovery."

49. On February 7, 2023, the Human Resources department circulated a newsletter to all staff members celebrating Black History Month with accessible links for learning about Black History, suggested books to read, and additional resources.
50. On February 9, 2023, it was announced that New York City will open two new specialized programs in Brooklyn for students with dyslexia or who are otherwise struggling to read. The new sites, P.S. 107 in Park Slope and P.S. 295 in Sunset Park, are part of a promise made by Mayor Eric Adams, whose own dyslexia went undiagnosed until college, to bring at least one such program to each of the city's five boroughs. The administration previously announced similar programs in Manhattan and the Bronx.
51. On February 10, 2023, Mayor Eric Adams announced the creation of a new office to oversee childcare and early childhood education. The new office, at City Hall, will be charged with overseeing strategy and planning with city agencies that teach early childhood education, including the education department and the Administration for Children's Services.
52. On February 11, 2023, the Mayor's Office of Equity, Cannabis NYC, and Small Business Services partnered to kick off The Lift Off! #CannabisNYC Listening and Learning Tour at the Melrose Community Center in the Bronx, promoting small businesses in underserved communities.
53. On February 13, 2023, the Mayor's EEO, Employee Relations, Diversity & Inclusion Office circulated an email to all staff prohibiting discrimination regarding vaccination status or contact with someone that may have Covid-19. Staff members were provided with contact information for Mayor's EEO, Employee Relations, Diversity & Inclusion Office in the event that they have witnessed or experienced this stigmatizing behavior and/or experienced discrimination.
54. On February 16, 2023, Mayor Eric Adams reaffirmed his commitment to the Minority- and Women-Owned Business Enterprise community by appointing Michael Garner as chief business diversity officer of the Mayor's Office of Minority and Women-Owned Business Enterprises (M/WBE). In this role, Garner will support and elevate New York City's M/WBEs by making the city a more equitable and inclusive business environment — a top priority of the Adams administration.
55. On February 16, 2023, Mayor Adams signed Executive Order 26, to help address the "disparity within the disparity" in the award of city procurement dollars to M/WBEs. Executive Order 26 focuses on increasing participation by Black American, Hispanic American, and Native-American M/WBEs and Asian-American WBEs — all groups that have been persistently and negatively impacted by procurement inequities.
56. On February 17, 2023, the NYC Unity Project and the NYC Mayor's Office of Equity announced the NYC Unity Grants, the City's first-ever capacity building grant program

investing in the Transgender, Gender Non-Conforming, Non-Binary (TGNCNB) serving organizations. In partnership with the NYC Office for the Prevention of Hate Crimes and Destination Tomorrow, this critical funding will further the ability of TGNCNB organizations with a strong record of leadership and service to continue supporting their communities, now and in the future.

57. On February 21, 2023, Mayor Eric Adams announced the appointment of Muhammad U. Faridi as the independent civilian representative to the New York City Police Department's (NYPD) Handschu Committee. The Handschu Guidelines – set forth under a 1985 consent decree – regulate the NYPD's policies and practices regarding investigations of political activity and terrorism. The committee plays a critical oversight role in ensuring compliance with the terms of the agreement, including when the NYPD opens or extends investigations into political activity. If the civilian representative believes an investigation does not meet the required legal threshold under the Handschu Guidelines, they are empowered to report any abuses to the NYPD commissioner and the federal judge assigned to the Handschu case. The independent civilian representative serves a five-year term.
58. On February 21, 2023, Mayor Eric Adams signed eight bills into law aimed at fixing pay disparities in the city's municipal workforce and supporting New Yorkers with disabilities, living in shelters and affordable housing. The pay equity bills would require city agencies to analyze compensation data and efforts to bridge pay disparities annually, the Department of Citywide Administrative Services (DCAS) to set up a three-year review of several city worker positions and DCAS to assess its own work to hire a diverse pool of applicants. Plus, they would amend the city's Pay Equity Law by mandating DCAS provide more data to the City Council, so it can more effectively tackle pay disparities across the city's vast bureaucracy. The bills signed by the Mayor aim to make buildings, shelters, and affordable housing more accessible for New Yorkers with disabilities.
59. On February 28, 2023, Commissioner Sideya Sherman, NYC Mayor's Office of Equity, spoke about the racial wealth gap on the Reimagining Public Health for New York City panel hosted by the Federal Reserve Bank of New York and the New York City Department of Health and Mental Hygiene. During the discussion, panelists explored the connection between health and wealth, how to better measure outcomes, and how policy could help to address racial wealth gaps.
60. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office worked with the IT department to enhance the visibility of the EEO Office, EEO policies, procedures, guides, brochures, the Mayor's Message and Commitment and Accountability Statement, contact information, and links to EEO trainings on the Mayor's Office Intranet site from January to March of 2023. As a result, all Mayor's Office staff can now see the EEO Office drop down menu as they enter the first screen of the Mayor's Office intranet page.



61. On March 8, 2023, the Human Resources department circulated a newsletter to all staff celebrating International Women's Day with a focus on ovarian cancer and Endometriosis Month; accessible links were provided with health tips and additional resources.
62. On March 17, 2023, the NYC Department of Small Business Services and Mayor's Office of Equity announced the launch of the Merchant Organizing Strategic Impact Grant, which funds local nonprofit organizations to form new merchant associations or fortify existing merchant associations. This major \$2.4M investment will support diverse communities – many hit hard by the pandemic – in building vibrant neighborhood business communities and commercial corridors. In partnership with the NYC Mayor's Office of Equity, grant funding will go to projects that engage merchants to develop relationships, foster partnerships, and build local capacity to guide ongoing commercial revitalization efforts. Fourteen nonprofit organizations will receive grants totaling nearly \$2.4M to work in approximately twenty neighborhoods and commercial corridors, including to expand the reach of SBS's Neighborhood 360° projects into neighborhoods supported by SBS grants for the first-time.
63. In fiscal year 2023, the mandated Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees was deployed by DCAS in collaboration with the EEO, Employee Relations, Diversity & Inclusion Office. The EEO Office monitored training completions and email reminders were sent to team members to achieve compliance:
- a. Re-deployments to the pending list of staff members and new hires were conducted on January 10, 2023, and March 29, 2023; further follow ups were conducted until compliance expectations were met.
  - b. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office deployed the Everybody Matters training internally on February 17, 2023.
64. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office in collaboration with DCAS deployed the Disability Awareness & Etiquette e-training to all staff members on January 10, 2023.
65. On March 30, 2023, the Human Resources department announced the rollout of annual performance reviews for all standard employees and agency partners as part of an ongoing effort to support staff development and foster mutual commitment regarding expectations. Annual performance reviews provide an opportunity for self-reflection, feedback, and alignment of professional goals with the vision and mission of the staff members' unit and the agency at large.
66. Mayor Adams declared a proclamation that April 15, 2023 is Mithila Culture and Festival Day in the City of New York. The festival, guided by the theme of "Gender Equality" from the United Nations Sustainable Development Goals, featured artworks by Mithila women and celebrated the Hindu New Year of Bikram Sambat and commemorate the birth of the

ancient Himalayan king, Salhesh Jayanti. The Mithila Culture and Festival Day was an opportunity for New Yorkers to come together and celebrate the contributions of generations of immigrants from around the world, including South Asian Americans who have made invaluable contributions to the city.

67. On April 20, 2023, Mayor Adams hosted the city of New York's first NowRuz celebration (Persian or Iranian New Year) to honor the contributions of the Persian and Iranian community in New York City.
68. On April 25, 2023 the Human Resources department in collaboration with the Mayor's Office to End Domestic and Gender-Based Violence distributed an email regarding Sexual Violence Awareness Month (SVAM) and Denim Day Campaigns. Mayor's Office staff were encouraged to take part in Denim Day Campaigns including the Denim Day March and Rally at Brooklyn Borough Hall and Foley Square; Denim Day social media campaign, and to share a video made by Mayor Eric Adams.
69. On April 27, 2023, Mayor Adams hosted and delivered remarks at Greek Heritage Reception. Mayor Adams described New York City is the Athens of America with one of the largest Greek populations in America and a strong population of businesspeople, leaders, and elected officials. Mayor Adams praised the men and women of the Greek community and their contributions to New York City.
70. On April 27, 2023, Mayor Adams delivered remarks at Flag-Raising ceremony for South Africa. Mayor Adams spoke to the history and struggle of the people of South Africa and honors their spirit and resiliency as well as their contributions to New York City.
71. On May 1, 2023 the Human Resources department circulated an email to celebrate Asian American Native Hawaiian and Pacific Islander (AAPI) Heritage Month with information, AAPI events, and resources.
72. On May 2, 2023, the EEO, Employee Relations, Diversity & Inclusion Office distributed a message to over a thousand team members in support of the City's EEO Policy including federal, state, and local laws which prohibit sexual harassment, discrimination, and retaliation. Team members were informed of the EEO and Reasonable Accommodation services the EEO Office provides and the offices' mission to promote, support, and educate all staff and create a work environment that is free of discrimination, harassment, and retaliation. Team members were informed of the name and contact information for the Chief EEO Officer, the EEO Office, and the EEO Hotline. All team members were provided with the following documents: the Mayor's Message, Mayor's Commitment and Accountability Statement, Citywide EEO Policy, Citywide Reasonable Accommodation Procedural Guide, EEODI Contacts, EEO Policy Handbook, and the EEOC Know Your Rights.

73. On May 2, 2023 Mayor Adams hosted city's Inaugural Eid Al-Fitr celebration. Mayor Adams celebrated and honored the accomplishments and commitments of the Muslim community in New York City in the inaugural EID Al-Fitr celebration.
74. On May 4, 2023 the Human Resources department circulated a health benefits newsletter with information regarding Mental Health Awareness Month, healthy ways to cope with stress, EAP, and a grief & loss support group.
75. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office in collaboration with DCAS deployed the Disability Awareness & Etiquette e-training to the pending list of staff members on May 11, 2023.
76. On May 22, 2023, Mayor Adams delivered remarks at Flag-Raising ceremony for Croatia celebrating 30 years of the opening of the Croatian Consulate in New York City, and 31 years of the establishment of diplomatic relations between the United States of America and the Republic of Croatia. Mayor Adams highlighted the rich heritage of our Croatian-American community and acknowledged that New York City has the largest Croatia population in America.
77. On May 22, 2023, Mayor Adams and NYC Department for the Aging Commissioner, Lorraine Cortés-Vázquez announced the launch of 'Silver Corps' — a new workforce development pilot program for older New Yorkers that will increase financial mobility among older adults, combat ageism in the workforce, and fill employment needs in local communities. The program will be funded by AmeriCorps Seniors and will make NYC one of just two municipalities in the nation that has received funding to develop and launch this type of pilot for older adults.
78. On May 23, 2023, Mayor Adams hosted and delivered remarks at the AAPI Heritage celebration. Mayor Adams recognized the contributions and long and rich history of the AAPI community in New York City which started over 160 years ago when the first Japanese delegation came here to our shores, and when Chinatown was founded in the 19th century.
79. On May 23, 2023, Mayor Adams announced a \$6 million in funding for the rehabilitation of '(Former) Colored School No. 4' in Manhattan, which LPC voted to designate as an individual landmark. (Former) Colored School No. 4 is the only known surviving building in Manhattan that exclusively served Black Americans during the troubled period of mandated racial segregation in New York City public schools.
80. On May 26, 2023 Mayor Adams delivered remarks and raised African Union Flag. Mayor Adams spoke to the unification of not only the African Union, but the unifications of Africans throughout the entire diaspora. The Mayor stated that "60 years ago, the decision was made to come together to fight against Apartheid and African nations united to deal with the atrocities and the nefarious acts that were perpetrated on the South African people. Now

that we evolve 60 years later, it is imperative that we continue our pursuit to bring Africa to its rightful place of innovation, of collaboration, and of self-determination, which is at the heart”.

81. On May 26, 2023, Mayor Adams announced the appointment of Ana Almanzar as deputy mayor for strategic initiatives, making her the first Deputy Mayor of Dominican decent. Almanzar will assume her role in early June and oversee strategic initiatives. Ana continues this administration’s tradition of leadership by strong women — especially women of color.
82. On June 1, 2023, Mayor Adams lit City Hall and Municipal Buildings in rainbow colors to honor the start of Pride Month. In addition, City Hall will fly the Pride flag, the Philly Pride flag, and the Transgender flag on the portico throughout the month of June to show solidarity with the LGBTQ+ community in New York and across the country.
83. On June 2, 2023 Mayor Adams delivered remarks at Flag-Raising ceremony for Italy. Mayor Adams praised the spirit of the Italian-American community and the contribution of Italian-Americans from the areas of law enforcement to infrastructure development, to song, to music, to dance, and food.
84. On June 5, 2023, Mayor Adams marched in the Celebrate Israel Parade celebrating the 75th anniversary of the country's independence. More than 40,000 people marched along with local leaders and special performers.
85. On June 5, 2023 Mayor Adams signed Intro. 209-A, which will prohibit discrimination on the basis of a person’s height or weight in employment, housing, and public accommodations becoming effective in November of 2023.
86. On June 6, 2023, Mayor Adams held a high-level summit on social media and its impact on young people. The Adams Administration assembled national experts to lay out potential pathways for action to protect the mental health of children and youth who use social media regularly. The summit included representatives from government, academia, advocacy, and youth work, as well as young people themselves, as they discuss strategies to minimize the devastating impact on mental health.
87. On June 11, 2023, Mayor Adams marched in the National Puerto Rican Day Parade with Mayor’s Office staff and volunteers. The National Puerto Rican Day Parade marched up New York’s Fifth Avenue, in one of the United States largest cultural celebrations with an estimated attendance of one million people.
88. On June 12, 2023, Mayor Adams delivered remarks at Flag-Raising ceremony for Guyana honoring its 57 years of independence. Mayor Adams thanked the Guyanese community for their contributions to New York City and recognized that New York City has the largest Guyanese population in the entire country.

89. On June 12, 2023, Mayor Adams signed an executive order protecting gender-affirming care like treatments for reassignment surgery and hormone therapy. In an effort to strongly support the LGBTQ+ community, New York City Mayor Eric Adams signed Executive Order 32 to protect access to gender-affirming health care in New York City. The executive order prevents the use of city resources to detain any individual who is providing or receiving gender-affirming health care services in New York City. Additionally, the executive order denies the use of resources by the City of New York to cooperate with any prosecution or investigation by another state of an individual for providing or receiving gender-affirming care.
90. Mandated Sexual Harassment Prevention Training for NYC Employees was deployed on June 12, 2023, by DCAS in collaboration with the EEO, Employee Relations, Diversity & Inclusion Office. The EEO Office monitored training completions, assisted with training access, and distributed email reminders with a goal of achieving 100% compliance. Contact information was provided in all deployments and re-deployments of the SHP training for the Mayor's EEO Office, and staff were asked to submit completion certificates to the EEO mailbox.
- a. Re-deployments to the pending list of staff members and new hires were conducted on July 11, 2023, August 9, 2023, and further follow ups were conducted until training expectations were met in accordance with citywide training mandates.
  - b. On August 2, 2023 and August 17, 2023, the Mayor's EEO Office, re-deployed the Sexual Harassment Training to the pending list of staff who have not completed the training.
91. On June 15, 2023, Mayor Adams delivered remarks at Flag-Raising ceremony for Caricom. Mayor Adams recognized that New York City currently has the largest population of our Caribbean communities. Mayor Adams also spoke to the contribution, spirit, food, and dedication of Caribbean people and the representation in his administration of officials of Caribbean descent.
92. On June 16, 2023, Mayor Adams hosted and delivered remarks at the celebration kick off for Juneteenth. Mayor Adams reflected on the past and the history of African Americans and the reasons for the celebration of Juneteenth. Mayor Adams praised the accomplishments of the African American community and acknowledged the current disparities as well as the work that his administration is doing to address those disparities.
93. On June 16, 2023, Mayor Eric Adams and city officials gathered at Bowling Green to host a flag-raising ceremony commemorating the 125th anniversary of Philippine Independence in a symbolic gesture of recognition and appreciation. Mayor Adams acknowledged the resilience of Filipino Americans in overcoming adversity and their positive impact on

American society and their contributions in various fields such as healthcare, military service, law enforcement, entrepreneurship, and the arts.

94. On June 16, 2023, Mayor Adams announced a formal partnership with LISA Project NYC to create 50 murals celebrating 50 years of hip hop across all five boroughs. As the birthplace of this cultural movement, New York City is celebrating 50 years of history through the medium of street art, a defining aspect of hip hop culture.
95. On June 18, 2023, Mayor Adams attended the Juneteenth parade and celebration in Staten Island. The Staten Island Community Alliance (SICA) held their third annual Juneteenth festival at the South Meadow lawn of the cultural organization's Livingston campus. The all-day event was full of activities and entertainment — drummers, dancers, singers, spoken-word poets, candle lighting ceremony and a libation honoring the ancestors. Black liberation and unity were the theme of this year's parade.
96. In fiscal year 2023 the Mayor's Office Team created the Mayor's Office LGBTQ+ Network & Affinity Employee Resource Group (ERG). On June 21, the Mayor's Office LGBTQ+ ERG announced that they created several affinity groups to allow Mayor's Office employees to share experiences and learn from their colleagues, and to create an environment for networking, support, dialogue, and learning throughout the administration. Among the ERG's created are the City Network for People with Disabilities ERG, and the Brothers Breakfast, a group created for African American men. The LGBTQIA+ Employee Resource Group also drafted an LGBTQIA+ Network Charter.
97. On June 22, 2023, Mayor Adams hosted the annual LGBTQ+ Pride reception at Gracie Mansion with a very large turnout. Mayor Adams spoke of Harvey Milk and Stonewall as well as the victories that have been won by the LGBTQ+ communities but acknowledged that there is still more work to be done. Mayor Adams also did a ceremonial signing of Executive Order 32 at the LGBTQ+ Pride reception, which reaffirms New York City's commitment to standing up for justice and against discrimination.
98. On June 23, 2023, Mayor Adams highlighted the city's work to expand access for anyone who wants and needs an abortion within the five boroughs, whether they reside here or not. The city has launched new services and supports for women and people in need of care, including the Abortion Access Hub, which has served nearly 2,000 people since November 2022, as well as the launch of no-cost medication abortion at the city's sexual health clinics.
99. On June 25, 2023 the LGBTQ+ Network Employee Resource Group gathered and marched in the Brooklyn Pride event on Saturday June 10th, Bronx Pride event on Saturday June 17th, Harlem Pride event on Saturday June 24th, and NYC Pride March on Saturday June 25<sup>th</sup>.

100. On June 26, 2023, Mayor Adams announced the formation of the city's first-ever Jewish Advisory Council. Members of the newly-formed council will focus on all issues affecting Jewish New Yorkers, including public safety, quality of life, and education, and will ensure Jewish communities across New York City are connected with all of the city's resources and services available.
101. On June 28, 2023, New York City declared Diwali as a public-school holiday based on the previous announcement by Mayor Adams and the approved by the State Legislature.
102. On June 30, 2023, Mayor Adams hosted and delivered remarks at first Flag-Raising ceremony for Kenya in New York City. Mayor Adams acknowledged the energy, commitment and many contributions of songs, dance, food, and culture from the people of Kenya in New York City.
103. During the months of June to August annually, City Hall staff holds its annual summer of games events and activities program for staff that includes a potluck, pride events, summer meet ups, volunteering, cultural diversity and inclusion celebrations, and ice cream days.

### III. Workforce Review and Analysis

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

**Total Headcount:** 473

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

Additional information from the Human Resources Department was provided to DCAS.

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.]

The Human Resources team sends out emails periodically to all staff, requesting that they update self-ID information regarding race/ethnicity, gender, and veteran status in ESS. In fiscal year 2023, the Human Resources team sent out two requests to employees to update their self-ID information.



- On October 28, 2022, the Human Resources team circulated emails to all Mayor's office staff requiring their response to an Ethnic Groups questionnaire and requested staff to self-identify in ESS.
- On November 15, 2022, the Human Resources team distributed an email to all staff with a request to self-identify in ESS and to update their professional skills profile in ESS by updating licenses and certifications, language skills, and education credentials.
- On October 8, 2023, the Human Resources team circulated emails to all Mayor's office staff requesting that they staff self-identify in ESS.

In addition, self-ID information is also requested from all applicants that are applying for jobs with the Mayor's Office through IRM and the Careers websites, as well as other recruitment sites and resources that are utilized by the Mayor's Office. In fiscal year 2024, the Human Resources team plans to periodically send emails to all staff requesting that they update their self-ID information in ESS.

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

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

The Deputy Chief Administrative Officer (representing Human Resources) is provided with a report of the job groups with underutilizations quarterly along with resources like the DCAS Inclusive Recruitment Guide for City Agencies to assist with recruitment to address areas of underutilization. The EEO, Employee Relations, Diversity & Inclusion Office (EEO Team) has scheduled quarterly meetings with the Deputy Chief Administrative Officer and

the Human Resources Team to discuss underutilization, barriers to job groups & EEO, and additional Reasonable Accommodation & EEO matters. The EEO Team assists the Human Resources Team with an understanding of areas of underutilization in the CEEDS report and provides additional assistance with recruitment. The EEO Team collaborates with the Human Resources Team to foster a diverse, equitable, and inclusive workforce, and workplace. The Human Resources Team utilizes a variety of websites and organizational resources for targeted recruitment of diverse candidates.

- ☒ 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\_specify)**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other \_\_\_\_\_

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

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

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

## ❖ Workforce:

The Human Resources department will roll out the second year of annual performance reviews in an ongoing effort to support staff development and foster mutual commitment regarding expectations. Annual performance reviews provide an opportunity for self-reflection, feedback, and alignment of professional goals with the vision and mission of each staff members' unit and the agency at large.

The EEO, Employee Relations, Diversity & Inclusion Office (EEO Team) plans to increase awareness of the Career Counselor and the services that are provided by the Career Counselor in agencywide emails and in the Quarterly EEO Newsletter to assist with career development. The Career Counselor advises employees of duties in their positions and planning their career path in terms of professional training, advancement and promotions, and job opportunities. The Career Counselor also informs employees of their EEO rights.

In an effort to foster DEI and EEO knowledge, professional development, and the fair treatment of the Mayor's Office workforce the EEO Team devised a training plan with a focus on increasing agency completion of all mandated EEO Training courses to 100%. The EEO Team has instituted automatic emails for all new hires, requiring that new hires complete all mandated EEO training courses within 45 days of their state date. Completion of all EEO trainings is monitored and reviewed with reminders provided to staff. The EEO Team plans to promote training courses periodically throughout the training cycle and will begin monthly deployments of EEO trainings 4 – 6 months prior to the end of each training cycle with weekly deployments to the pending list of staff 1 month prior to the end of each training cycle. The EEO Team plans to also incorporate the Disability Etiquette & Awareness training into our automatic training emails and will have the link available on the EEO Office tab on the intranet. The EEO Team plans to deploy the Disability Etiquette & Awareness training annually to all staff.

The HR team continues to post positions using a diverse set of external sources, such as veteran's affairs, AARP, Politico, and other CBO's.

The HR team will review promotional opportunities to ensure equitable access, including development opportunities.

## ❖ Workplace:

In fiscal year 2024 the EEO, Employee Relations, Diversity & Inclusion Office plans to implement monthly EEO connect sessions with newly hired team members including managers, supervisors, directors, commissioners, and deputy's to provide information on the reasonable accommodation and EEO process, the services that the EEO Office provides, and contact information for the EEO Office, EEO Team, and EEO Hotline and EEO mailbox.

In fiscal year 2024, the EEO, Employee Relations, Diversity & Inclusion Office plans to distribute volume 2, issues 1 to 4 of the Quarterly EEO Newsletter with spotlights of 4 Mayor's Office units. Volume 2, issue 1 will spotlight the Mayor's Office to End Domestic and Gender Based Violence (ENDGBV). The EEO newsletters will provide the following information to all team members: Microaggressions; Sexual Harassment Discrimination; the RA process; EEO protected categories; EEO and EAP mental health resources; Diversity and Inclusion (D&I) events and holidays; religious holidays with calendar dates and descriptions; articles highlighting special D&I monthly celebrations for raising awareness; Office of Labor Relations WorkWell Wellness Project BUILD (Building Understanding, Inclusion, Learning, and Diversity) resources; fun fitness resources; nutrition tips; self-care tips and additional resources. The newsletters will also provide information on how to contact the EEO office, EEO hotline, the EEO Team, and the Career Counselor.

In fiscal year 2024, the EEO, Employee Relations, Diversity & Inclusion Office plans to continue meet & greet sessions with Mayor's Office units to provide information on the reasonable accommodation and EEO process, services the EEO Office provides, and contact information for the EEO Office, EEO Team, EEO Hotline and mailbox.

During the months of June to August of calendar year 2024, the Mayor's Office plans to launch its annual summer of games events and activities program for team members which includes potlucks, pride events, summer meet ups, volunteering, cultural diversity and inclusion celebrations, and snack and ice cream days.

HR will be finalizing the new Mayor's Office intranet site by partnering with other Mayor's Office units to ensure up to date and resourceful content.

The HR Benefits team will continue to revamp and reenergize the Mayor Office Jobs Newsletter to promote positions periodically to contacts at colleges,

community-based organizations, community boards, NYC agencies, and the in-house leadership team.

The HR team continues to promote positions throughout a wide range of sources. We intend to partner with community-based organizations in the near future. This is an ongoing goal.

The HR team will continue to garner the support of the Mayor's Office of Appointments in the effort to promote diversity and leadership through their vast pool of candidates, in various ways through our units, via Mayoral Appointments, and by way of city agencies.

#### ❖ **Community:**

The Mayor will continue to host and deliver remarks at flag raising ceremonies and annual receptions that celebrate and honor the diverse communities and cultural heritages in New York City.

The Adams administration will continue its focus on Summer Rising programs for the city's youth in collaboration with the Department of Youth and Community Development and the Department of Education.

In fiscal year 2024, the Mayor will invest and support career advancement and access to career services for people with disabilities.

Mayor Adams' Working People's Agenda for the community is focused on four pillars: jobs, safety, housing, and care.

NYC Mayor Adams and the Mayor's Fund to Advance NYC announced on July 22, 2023 a new scholarship fund to expand access to educational opportunities for NYC students of color and increase diversity within journalism. Mayor Adams and the Mayor's Fund set a first-year target to raise at least \$500,000 for the scholarship fund that will allow students of color from New York City to support their undergraduate and graduate studies in journalism. People can donate directly to the fund to help support scholarships for students of color online.

The Adams administration will work to connect a record number of households with placements from shelters into permanent housing.

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

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- New York City Mayor, Eric Adams has announced the appointment of Caribbean-American Tania Kinsella as the 45th first deputy commissioner of the New York City Police Department (NYPD). Kinsella, the daughter of Jamaican and Guyanese immigrants, is the first woman of color to serve as first deputy commissioner in NYPD history.

NYC Mayor Eric Adams has appointed Edward A. Caban as the 46th NYPD commissioner. Caban is the first Latino to serve as commissioner of the NYPD in its 178-year history.

Rebecca Weiner became the first female NYPD Deputy Commissioner for Intelligence and Counterterrorism.

The NYC Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV) and the NYC Commission on Gender Equity (CGE) which is within the NYC Mayor's Office of Equity (MOE) co-chaired SHPAB, the NYC Street Harassment Prevention Advisory Board. The SHPAB was created to study street harassment and develop programming, resources, and recommendations to help eliminate street harassment. SHPAB, in collaboration with the offices listed above circulated the Street Harassment Prevention Advisory Board Survey to all Mayor's Office staff and city employees.

## **2. Planned Programs, Initiatives, Actions**

The EEO, Employee Relations, Diversity & Inclusion Team started its first EEO Connect session on August 15, 2023 with newly hired team members who joined the Mayor's Office during the month of July 2023. Team members introduced themselves and the Chief EEO Officer gave a presentation on Equal Employment Opportunity and the Reasonable Accommodation process. Team members were presented with the opportunity to ask questions and the EEO Team informed the new hires of mandated EEO trainings and provided the contact information for the Chief EEO Officer, EEO Team, EEO Hotline, and the EEO mailbox.

The Mayor's Office continues to engage with Workwell to offer programs that will promote well-being and community across the agency.

The HR team will partner with Mayor's Office units to attend recruitment events to highlight specific unit initiatives.

The HR team continues to work closely with Senior Leadership across agencies to create speaker series and panels for all professionals.

The Deputy Chief Administrative Officer and HR will continue to roll out the remote work pilot program for the agency.

The HR team will continue to run periodic reports to audit and review salaries to ensure pay parity when reviewing employee compensation; and evaluate any noticeable disparities amongst employees performing the same or substantially similar jobs. (ongoing)

The DCAO and HR team will continue to work on compensation plans and salary scales to ensure pay equity.

## **A. Workforce**

The Human Resources team offers in-person professional development workshops for senior level staff and executive coaching options for executive level staff.

The Human Resources team continuously uses a variety of recruitment sources to target a diverse pool of talent.

The Mayor's Office continues to promote and provide internships, fellowships, volunteer programs, and summer youth employment opportunities to a diverse selection of applicants to build career experience and exploration. This program also provides opportunities to recruit unique talent for career opportunities with the agency.

The Mayor's Office encourages employees to participate in DCAS' citywide leadership development programs.

The Mayor's Office maintains and further develops student/youth programs to enhance opportunities for career development and encourage collaboration among units and offices within the agency.

The Deputy Chief Administrative Officer is provided with a report of the job groups with underutilizations quarterly, along with resources like the DCAS Inclusive Recruitment Guide for City Agencies to assist with recruitment, to address areas of underutilization. The EEO, Employee Relations, Diversity & Inclusion Office (EEO Team) has scheduled quarterly meetings with the Deputy Chief Administrative Officer and the Human Resources Team to discuss underutilization, barriers to job groups, & EEO. The EEO Team collaborates with the Human Resources Team to foster a diverse, equitable, inclusive workforce, and workplace. The Human Resources Team utilizes a variety of websites and organizational resources for targeted recruitment of diverse candidates. The past area of underutilization for quarter one of fiscal year 2023 is in the clericals job group for Black women. The area of underutilization for quarter 2 of fiscal year 2023 is in the clericals job group for Black women and in the paraprofessional occupations job group for Black women. The area of underutilization for quarter three of fiscal year 2023 is in the clericals job group for Black women. The current



area of underutilization for quarter 4 of fiscal year 2023 is in clerical job group for Black Woman. The Human Resources Team has utilized a variety of sites and resources for targeted recruitment of diverse candidates to address these areas of underutilization.

## **B. Workplace**

The EEO, Employee Relations, Diversity & Inclusion Team started its first EEO Connect session on August 15, 2023 with newly hired team members who joined the Mayor's Office during the month of July 2023. Team members introduced themselves and the Chief EEO Officer gave a presentation on Equal Employment Opportunity and the Reasonable Accommodation process. Team members were presented with the opportunity to ask questions and the EEO Team informed the new hires of mandated EEO trainings and provided the contact information for the Chief EEO Officer, EEO Team, EEO Hotline, and the EEO mailbox.

The EEO, Employee Relations, Diversity & Inclusion Team distributes Quarterly newsletters to all agency staff in an effort to raise awareness for cultural heritage months, religious and diversity & Inclusion holidays.

The EEO, Employee Relations, Diversity & Inclusion Team works with the Mayor's Office for People with Disabilities to ensure that all materials distributed by the EEO Office are made accessible for all users including the Quarterly EEO newsletter.

The Human Resources Team has revamped the Mayor's Office job description/vacancy notices with updated Statements regarding the Agency, the Mayor's continued mission to eliminate inequalities; Equal Opportunity/Diversity Equity & Inclusion; Minimum and Maximum Salary compensation; and salary equity.

The Human Resources Team celebrates heritage months in monthly newsletters, distributed to all Mayor's Office staff.

The HR team will continue developing and exploring recruitment strategies to build and maintain relationships with NYC schools, colleges, programs, and cohorts to target a diverse workforce drawn from all segments of society within NYC communities to foster a diverse workplace.

The HR team will enhance our workplace by continuing to engage in strategic outreach and broad recruitment, utilizing a variety of sources including diverse professional organizations, to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities.

The HR team will resume workplace diversity initiatives by conducting outreach and recruitment at job fairs and other events hosted by schools and various organizations supportive of diverse communities, including disability advocacy groups and veterans.

The HR team plans to continue to partner with DCAS in their local outreach and recruitment activities to create a more diverse workplace.

The HR team will continue to enhance our talents' analytical capabilities and human capital data developments within the agency to utilize internal reporting to identify areas of strengths and weaknesses to develop workplace improvements.

The HR team strives to have diverse representation in wage and leadership by adhering to the Pay Equity Law and posting to a diverse selection of posting sites to garner the most diverse candidates. The HR team will also work closely with our units and Senior Leadership within our workplace to garner diverse applicants for an inclusive selection process.

The HR team will develop & implement pay transparency policies, which will include the continued use of salary scales.

The HR team will periodically run reports to audit and review salaries to ensure pay parity when reviewing employee compensation; and evaluate any noticeable disparities amongst employees performing the same or substantially similar jobs.

The Mayor's Office will continue to grow and expand the Mayor's Office Internship program.

The Mayor's Office will continue to partner with DYCD – SYEP to offer a more collaborative experience for youth across the City.

The Mayor's Office will leverage information from internal and citywide employee engagement surveys on an ongoing basis. Specifically, the Mayor's Office will use employee feedback and survey data to create, update, and implement action plans to improve organizational culture; encourage leadership approaches that support employee engagement and belonging; and address specific employee concerns ongoing.

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

List below the names of existing ERGs:

1. NYC Mayor's Office LGBTQ+ Network and Affinity Group!
2. Women's City Network
3. Brothers Breakfast
4. City Network for People with Disabilities,
- 5.

☐ 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**

New York City Mayor Eric Adams announced the city will open a 12th Humanitarian Emergency Response and Relief Center as thousands of asylum seekers continue to arrive weekly in New York City.

On July 11, 2023, Mayor Eric Adams signed Intro. 54-A into law, amending the city's administrative code to allow financial empowerment education in New York City Department of Youth and Community Development (DYCD) programs.

July 22, 2023, NYC Mayor Eric Adams, and the Mayor's Fund to Advance NYC announced a new scholarship fund to expand access to educational opportunities for NYC students of color and increase diversity within journalism. A first-year target was created to raise at least \$500,000 for the scholarship fund that will allow students of color from New York City to support their undergraduate and graduate studies in journalism. People can donate directly to the fund to help support scholarships for students of color online.

On July 26, 2023, Mayor Eric Adams announced a new, two-part investment to support career advancement for people with disabilities and expand access to internships, training seminars, jobs, future careers, and financial counseling. The announcement includes launching a Center for Workplace Accessibility and Inclusion that will address the structural challenges many people with disabilities face when pursuing a career. It will also increase the city's investment in direct employment services that help people with disabilities prepare for and connect to jobs and careers. The \$8.8 million plan will help 2,500 New Yorkers with disabilities find career-track employment over the next three years. According to American Community Survey data, two-thirds of adult New Yorkers with disabilities are jobless — being either unemployed or not in the labor market. Additionally, those living with disabilities experience poverty at a much higher rate than adults without disabilities: nearly 30 percent compared to 17 percent. The city's investment will address these challenges head-on. Mayor Adams appointed Martha Jackson as Interim Executive Director of Center for Workplace Accessibility and Inclusion.

## **Jobs**

Mayor Adams plans to address disparities in unemployment rates between Black and White New Yorkers by launching a new Apprenticeship Accelerator to connect 30,000 New Yorkers to apprenticeships by 2030. The Accelerator will track all forms of apprenticeship from youth to adults in the workforce – providing technical assistance to support the expansion of apprenticeship programs by employers, training providers, educational institutions, and labor unions. The administration will also launch a citywide campaign to engage potential apprenticeship program participants by highlighting how these programs are providing a pathway to economic opportunity and financial security while transforming the career trajectory for New Yorkers in industries like information technology, marketing, health care, and finance.

Mayor Adams will kickstart a new effort to make New York City the global center of sustainable biotechnology – leveraging the city's growing life sciences and biotechnology industry to meet the city's carbon neutrality goals and create jobs. The Adams administration will open a first-in-the-nation, 50,000-square-foot innovation space that will provide office space, research laboratories, and events and programming space to support the growth of sustainable biotechnology startups and companies, with an emphasis on creating opportunities for women and people of color and bringing greater diversity to the industry. Additionally, the New York City Economic Development Corporation will release a request for expressions of interest for an operator to open a new hub for materials science innovation focusing on early-stage companies.

Under the Working People's Agenda:

- Create a new Nursing Education Initiative, in partnership with the City University of New York (CUNY), to support 30,000 current and aspiring nurses over the next five years to enter the nursing workforce, stay in the profession, and climb the career ladder.
- Double the city's current rate of contracting with minority- and women-owned business enterprises (M/WBEs) and award \$25 billion in contracts to M/WBEs over the next four years and \$60 billion over the next eight years.
- Launch the new Center for Workplace Accessibility and Inclusion – a dedicated team that will connect 2,500 people with disabilities to jobs, help employers make their workplaces more accessible, and continue the mission of helping New Yorkers living with disabilities thrive in the workplace and every other aspect of city life.
- Expand the CUNY2x Tech program to more campuses – including community colleges – with a focus on institutions serving first-generation college students and communities of color.
- Help 36,000 economically disadvantaged workers and residents of high-poverty communities – including 8,000 construction workers and 28,000 service contract workers – connect to good jobs every year by working with city partners in Albany to finally empower New York City to require companies with city contracts to hire local community members.
- Support the city's growing legal cannabis industry by launching a new loan fund to help more New Yorkers impacted by the 'War on Drugs' start new businesses, while

increasing enforcement against unlicensed establishments undermining the legal industry.

- Give every child the support they need to read at or above grade level, building on the success of supplying every elementary school with a phonics-based curriculum rooted in the science of reading by ensuring every school has at least one staff member trained in literacy-based interventions, launching the first district school in city history dedicated solely to supporting students with dyslexia, and making dyslexia screenings available in every public school in New York City.
- Establish a whole-child approach to education that includes social-emotional learning, rolling out a pioneering student mental health program with telehealth care for every public high school student, community-based counseling for those who need additional support, daily breathing, and mindfulness exercises, and expanded nutrition education standards and plant-powered school menus.
- Ensure every child graduates high school with a clear pathway for the future – whether that is a job, job training, or continuing education, provide up to 35,000 middle school students in the Summer Rising program with career exposure and college visits, empowering LGBTQ+ youth through a new Summer Youth Employment Program Pride initiative that places students in truly supportive work opportunities, and expanding FutureReadyNYC to 90 schools and 7,000 students to provide a reimagined high school experience with early college and career-connected learning programs.

## **Safety and Quality of Life**

The Adams administration plans to get “New York’s Most Wanted” off the streets by working with Albany on targeted, evidence-based solutions to this crisis and changes to state law to ensure that defendants receive the speedy trial that the Constitution guarantees, that victims and their families are provided justice in a timely manner, and that district attorneys and public defenders have the resources to hire more attorneys and paralegals to remove the bottleneck in the courts while simultaneously investing in technology. The administration will work to address the overly complex and burdensome discovery process that is consuming innocent people with bureaucracy without getting dangerous people off the streets or providing closure for victims.

The Adams administration is focused in 2023 on holding reckless drivers accountable. The administration will work with partners in Albany to advance a package of six bills called Removing Offenders and Aggressive Drivers from Our Streets (ROADS) to increase penalties for serious crashes, running red lights, and impaired driving. The ROADS legislative package would also ensure swift and serious consequences for those who drive with suspended or revoked licenses, including by revoking the privilege of driving on city streets and suspending the registration of vehicles that collect five or more red light camera violations within a 12-month period.

Mayor Adams will also continue to focus on quality of life and provide clean, high-quality public spaces that are essential to the city's comeback. The mayor will take a major step by launching the country's largest curbside composting program, with access for every New Yorker by the end of 2024. He will address the longstanding, pervasive issue of unsightly sidewalk construction sheds by replacing them with newly designed structures that keep our streets vibrant and strengthening enforcement against those who leave sheds up for years. And, building on the "Making New York Work for Everyone" action plan released in December, Mayor Adams will make a game-changing \$375 million investment to create extraordinary new public spaces and permanent Open Streets in all five boroughs, including: Mayor Adams will make a game-changing \$375 million investment to create extraordinary new public spaces and permanent Open Streets in all five boroughs, including:

- The Broadway Vision plan to connect Madison Square to Greeley Square between 21st and 33rd Streets.
- Unlocking two spaces under the Brooklyn Bridge in Manhattan for public use with a working group to evaluate medium- and long-term concepts for these spaces and others nearby.
- Additional high-quality pedestrian space around the perimeter of Court Square Park and along Thomson Avenue and Court Square West in Long Island City.
- A full reconstruction of Jamaica Avenue from Sutphin Boulevard to Merrick Boulevard in Jamaica.
- Permanent upgrades to the Open Street on Willis Avenue between East 147th Street and Bergen Avenue in the Bronx with a bike lane, pedestrian safety improvements, and public space beautification; and
- Permanent improvements to the Minthorne Street Open Street on Staten Island, with expanded pedestrian space at Tompkinsville Park and a new plaza at Central Avenue.

Under the Working People's Agenda, the Adams administration will also:

- Supplement the city's focus on the most violent offenders by redoubling efforts to protect New Yorkers from robberies and burglaries – including increasing the New York City Police Department's (NYPD) crime prevention units' focus on retail theft and working with business owners and business improvement districts on proactive solutions to prevent shoplifting.
- Expand the community response teams to operate at the borough level and address everything from ghost license plates to noise complaints and property crimes.
- Continue the fight against gun violence by expanding neighborhood safety teams to additional neighborhoods, investing in more violence-prevention programs in neighborhoods with the highest concentration of violent crime, and launching a new Neighborhood Safety Alliance – a partnership between local precincts, service providers, and community leaders in many of these same neighborhoods.
- Increase the number of NYPD tow trucks to address the growing number of abandoned or illegally parked cars blocking traffic and visibility, help keep delivery zones and bus and bike lanes clear and crack down on illegal placards and placard abuse.

- Bring CompStat meetings to the community level and give New Yorkers direct access to a version of these meetings for the first time, allowing them to interact directly with local and citywide NYPD leaders.
- Build on efforts to electrify the city vehicle fleet by requiring the 100,000-plus high-volume for-hire vehicles to do the same – requiring them, with the support of Uber and Lyft, to be zero-emissions by 2030, with no new costs for individual drivers.
- Appoint a new director of the public realm to coordinate across city government, community organizations, and the private sector to ensure we invest in public spaces citywide.
- Work with the City Council to build on the massive success of the pandemic-era temporary Open Restaurants program and deliver a permanent program that actually works for businesses and residents in all five boroughs.
- Unveil an updated PlaNYC in April with even more of our sustainability agenda, including new data on how our food choices impact the environment; and
- Launch a new climate budgeting process – making New York City the first big city in the nation to adopt the approach of aligning financial resources with our sustainability and resiliency goals.

## Housing

Building on the mayor's "Get Stuff Built" plan and his moonshot goal to meet the need for 500,000 new homes across the city, the Adams administration will work with New York City Councilmembers Erik Bottcher, Keith Powers, and Kamillah Hanks to kick off two major community planning processes. In the coming weeks, community engagement will begin with the goals of creating more housing, including rent-restricted housing – in Midtown Manhattan where current zoning only allows for manufacturing and office space, as well as on the North Shore of Staten Island where the administration will pursue expanded waterfront access and flood resiliency, job creation, and mixed-use development.

The Adams administration plans to address affordability and housing shortage issues in New York City by

- Helping New Yorkers to stay in their homes by investing \$22 million in tenant protection programs to provide more staff dedicated to investigating and enforcing against bad landlords, creating stronger partnerships with community groups and legal services providers to protect tenants from being pushed out of rent-regulated apartments and cracking down on landlords who discriminate against tenants based on their source of income.
- Expanding the Big Apple Connect program to reach even more New York City Housing Authority (NYCHA) developments with free broadband and TV for tens of thousands of New Yorkers.
- Provide free broadband access to households with Section 8 vouchers with a new pilot program in the Bronx and Northern Manhattan.

- Continue putting money directly in New Yorkers' pockets – including \$350 million through the expanded Earned Income Tax credit – with an historic expansion of the city's free tax preparation program in coordination with schools, houses of worship, NYCHA, and community partners to process an additional 26,000 returns next year and save New Yorkers an additional \$14.3 million in filing fees and refunds.
- Broaden access to other public benefits like unemployment insurance, Medicaid, or SNAP by cutting unnecessary red tape and expanding benefit screenings so New Yorkers get every dollar they deserve.
- Pursue legislation allowing New Yorkers to keep public benefits for up to six months after they accept a new job, easing the transition to financial independence.

## Care

Mayor Adams will undertake an historic effort to provide health care for New Yorkers experiencing homelessness. The administration will work with its state and federal partners to allow New Yorkers who have spent more than seven days in the New York City Department of Homeless Services' (DHS) shelter system to become eligible for free, comprehensive health care services through a specialized network of dedicated providers and care management. This would make New York the first city in the country to provide this level of care and support to its residents. Connecting New Yorkers experiencing homelessness to ongoing primary care, behavioral health care, and social services is more cost-efficient than the cycle of hospitalizations and emergency room visits that so many people experience, more effective at supporting the health of a largely vulnerable population, and an important measure to get more New Yorkers into high-quality, permanent housing and ease overcrowding in DHS shelters.

The Adams administration is also developing a three-part mental health plan focused on child and family mental health, severe mental illness, and an upstream approach to the opioid crisis, including investing more than \$150 million in opioid settlement funds into proven harm reduction and treatment programs. As part of the plan, the administration will open new Clubhouses for New Yorkers with severe mental illness. Clubhouses provide peer support and access to services, employment, and educational opportunities – offering an alternative to the instability and danger of the streets, hospitals, jails, or subways, while reducing hospitalization and contact with the criminal legal system and improving health and wellness.

Under the Working People's Agenda, the Adams administration will also:

- Continue to address women's health by hosting an all-hands-on-deck summit in March and putting forward initiatives that will help improve Black maternal mortality while also improving the birthing experience for all New Yorkers, in addition to unveiling a comprehensive women's agenda in the coming months; and



- Fight the crises of obesity and chronic disease by investing in access to healthier food for lower-income New Yorkers, relaunching the Groceries 2 Go program, and expanding Health Bucks.

On August 17, 2023, New York City Mayor Eric Adams, New York City Department of Education (DOE) Chancellor David C. Banks, and New York City Police Department (NYPD) Commissioner Edward Caban announced a new partnership between the DOE and the Police Academy aimed at working with young people with autism and other developmental disabilities. Experts from the DOE's Special Education Office led a day-long training in person at the Police Academy on behaviors and responses of students with autism and other developmental disabilities and to educate NYPD recruits on responsible and compassionate ways to communicate with all young people.

In fiscal year 2024, New York City Mayor Eric Adams and New York City Corporation Counsel Sylvia O. Hinds-Radix lead a coalition of 15 cities and counties from across the nation in joining a legal fight to uphold a commonsense gun safety law and protect domestic abuse survivors, law enforcement, and others from gun violence. In an amicus brief filed in the U.S. Supreme Court in *United States v. Rahimi*, New York City and the other amici signaled their strong support for prohibiting individuals subject to domestic-violence protective orders from possessing firearms. After the U.S. Court of Appeals for the Fifth Circuit struck down the long-standing federal law preventing people with domestic-violence protective orders from having guns in February, the Biden-Harris administration asked the Supreme Court to reverse the ruling and restore the law. The city's amicus brief argues that prohibiting people under domestic-violence protective restraining orders from possessing a gun is consistent with the Second Amendment and a historical tradition of preventing dangerous individuals from accessing firearms.

Mayor Adams announced in fiscal year 2024, New York City is changing its rules to allow Muslim houses of worship to broadcast their calls to prayer at designated times each week without a permit. The NYPD rule change will clear the way for mosques to project their calls to prayer — a one to-two-minute chant played over a loudspeaker known as an Adhan — between 12:30 p.m. and 1 p.m. every Friday throughout the year and each evening at sunset during the holy month of Ramadan. The Adhan must be kept at a “reasonable” noise level, according to the mayor.

New York City Mayor Eric Adams announced in August of fiscal year 2024, “Text with Eric,” a new initiative that will facilitate two-way communication directly with New Yorkers via text message about updates from the administration and services the administration has unlocked for New Yorkers. People who sign up will receive SMS communications directly from the Adams administration with information about new initiatives and policies, local events, and more, and will be able to respond themselves to share their thoughts with the city. These messages will be facilitated through Community, an SMS engagement platform, which is also used by President

Joseph Biden, former President Barack Obama, and many other notable figures, companies, and organizations.

New York City is gearing up for a citywide day of action in fiscal 2024 against street harassment. Organizers and elected officials will gather at locations across all five boroughs on Wednesday to promote the city's recently launched public survey. It aims to track the prevalence and impact of street harassment on New Yorkers and could inform the city on what can and should be done about it. National information indicates that street harassment disproportionately impacts women, LGBTQIA, and other queer folks. It impacts people who have a religious faith that has a visible identification of that religion, as well as Black, Indigenous and other people of color. Street harassment is defined as any unwanted language, gesture or touching that occurs on the street or in the public space.

In FY 2024, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Conduct a customer satisfaction survey
- ☐ Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

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

The HR team will continue developing and exploring recruitment strategies to build and maintain relationships with NYC schools, colleges, programs, and cohorts to target a diverse workforce drawn from all segments of society within NYC communities.

The HR team will continue to engage in strategic outreach and broad recruitment, utilizing a variety of sources including diverse professional organizations, to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities.

The HR team will resume conducting outreach and recruitment at job fairs and other events hosted by schools and various organizations supportive of diverse communities, including disability advocacy groups and veterans.

The HR team will continue to partner with DCAS in their local outreach and recruitment activities.

On an ongoing basis the HR team will enhance our talent, analytical capabilities, and human capital data developments within the agency to utilize internal reporting to identify areas of strengths and weaknesses.

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles.**

## B. Recruitment for Civil Service Exams

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

Event Date	Event Name	Borough
None		

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles. There are no planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.**

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

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

Staten Island	
------------------	--

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles. There are no planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations and as a result there are no expenditures for Fiscal Year 24 related to recruiting candidates for open-competitive and promotion civil service exams.**

## C. Recruitment Sources

1. **Diversity.com**, caters to “all people of color, abilities, sex orientation, age, gender, religion and immigration status.” The site features job postings for professionals in all types of industries and organizations, with emphasis on the science, technology, education, and medical fields.
2. **BlackJobs.com**, recruits for African American applicants. Its goal is to “promote well-paying job opportunities. The site provides links for users to apply for professional jobs available around the country, in a broad range of industries.
3. **Black Career Women’s Network**
4. **Hispanic Latino Professional Association**, publishes career information and opportunities from quality socially conscious organizations who support the Hispanic / Latino Community.
5. **HBCU Connect**, is a network of students and alumni from Historically Black Colleges & Universities (HBCUs).
6. **Professional Diversity Network**, The network includes several culturally distinct job boards, such as [BlackCareerNetwork.com](https://blackcareernetwork.com) and [ihispano.com](https://ihispano.com), which is focused on the Latinx community. The sites list a broad selection of jobs, ranging from seasonal work to senior-level corporate positions from around the country. The network also hosts local, national, and virtual career fairs.
7. **Diversity Job Board**, lists opportunities from employers who are targeting “minorities, women and persons with disabilities.”
8. **United Latinos Job Bank**, Its goal is to “increase diversity in corporate America and federal government,” the site says. The job board posts openings for interns all the way up to senior-level employees from employers around the country.

## Internships/Fellowships

The Mayor's Office continues to recruit and hire interns/fellows from colleges, universities, and organizations with internship programs. Our agency continuously provides opportunities for interns to advance into entry-level positions. All interns and fellows have the option to apply for open positions within the agency. The Mayor's Office has a long history of hiring individuals from the internship/fellowship programs. In fiscal year 2024 the Mayor's Office plans to retain a interns from the summer session into salaried job positions. In fiscal year 2023 to fiscal 2024 the Mayor's Office is transitioning from unpaid internship positions into a larger group of paid interns.

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	11	Asian: 2 Two or more races: 2 White:2  Non-Hispanic: 3 Hispanic: 0	M _1_ F_5_ Non-Binary __  Other __ Unknown _5_
2. NYC Service Corps Member	17	Asian: 3 Black or African American: 4 Two or more races: 1 I choose not to disclose: 3 White: 4  Non-Hispanic: 10 Hispanic: 6 I choose not to Disclose Hispanic or Non-Hispanic: 0	M _3_ F_12_ Non-Binary _1_  Other __ Unknown _1_
3. NYC Vista Member	4	Asian: 1 Black or African American: 0 Two or more races: 1 I choose not to disclose: 0 White: 2  Non-Hispanic: 3 Hispanic: 1	M _1_ F_3_ Non-Binary __  Other __ Unknown __
4. Paid Fellow	31	American Indian or Alaska Native: 1 Asian: 4 Black or African American: 3 Two or more races: 3	M _10_ F_18_ Non-Binary __  Other __ Unknown _3_

		I choose not to disclose: 2 White: 10  Non-Hispanic: 18 Hispanic: 7 I choose not to Disclose Hispanic or Non-Hispanic: 3	
5. Other (specify): Academic Fellow	31	Asian: 6 Black or African American: 6 Two or more races: 1 I choose not to disclose: 0 White: 9  Non-Hispanic: 13 Hispanic: 0	M _7_ F _13_ Non-Binary _1_  Other _1_ Unknown _9_
6. Unpaid Fellow	8	American Indian or Alaska Native: 0 Asian: 1 Black or African American: 1 Two or more races: 0 I choose not to disclose: 0 Native Hawaiian or Pacific Islander: 0 White: 4  Non-Hispanic: 6 Hispanic: I choose not to Disclose Hispanic or Non-Hispanic: 0	M _0_ F _6_ Non-Binary __  Other __ Unknown _2_
7. Paid Intern	128	American Indian or Alaska Native: 3 Asian: 32 Black or African American: 31 Two or more races: 13 I choose not to disclose: 10 White: 42  Non-Hispanic: 102	M _38_ F _88_ Non-Binary __  Other __ Unknown _2_

		Hispanic: 22 I choose not to Disclose Hispanic or Non-Hispanic: 2	
8. Other (specify): SYEP	27	Asian: 15 Black or African American: 8 Two or more races: 2 I choose not to disclose: 2  Non-Hispanic: 23 Hispanic: 3 I choose not to Disclose Hispanic or Non-Hispanic: 1	M _11_ F _16_ Non-Binary ____  Other ____ Unknown ____
9. Other (specify): Ladders for Leaders	4	Asian; 2 Black or African American: 1 I choose not to disclose: 1  Non-Hispanic: 4 Hispanic: 0 I choose not to Disclose Hispanic or Non-Hispanic: 0	M _2_ F _2_ Non-Binary ____  Other ____ Unknown ____
10. Other (specify): Grace Mansion Conservancy (paid)	3	Asian: 0 Black or African American: 0 I choose not to disclose: 0  Non-Hispanic: 0 Hispanic: 0 I choose not to Disclose Hispanic or Non-Hispanic: 0	M ____ F ____ Non-Binary ____  Other ____ Unknown _3_

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

**\*The Mayor has directed Mayoral agencies to hire candidates under 55-a, even though the Mayor's Office is exempt from the requirement.**

☐ 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.

**\*The Mayor has directed Mayoral agencies to hire candidates under 55-a, even though the Mayor's Office is exempt from the requirement.**

## VI. Selection (Hiring and Promotion)

### A. Career Counselors

The Career Counselor reviews, revises and/or develops protocols for employee advancement and growth; publicly posts announcements for positions, including senior level positions, and provides guidance and resources to help employees grow and develop current and future careers. Our Deputy Chief Administrative Officer currently serves as our agency career Counselor bringing vast and extensive Human Resources background to the role. The EEO Office distributed an agencywide email with contact information and a description of responsibilities for the career counselor to all Mayor's Office team members in Fiscal Year 2023 and will continue to update staff with contact information for the career counselor.

### B. New Hires and Promotions

- The HR team will encourage all Senior Leadership to complete: 1. Structured Interviewing: Utilizing Follow-Up and 2. Probing Questions and Building an Inclusive Culture: Understanding Unconscious Bias.
- The HR team will require all job positions to include mid and senior level roles, are posted, and at minimum 3 candidates are interviewed and presented to the final approver for review.
- The HR team will monitor the diversity amongst candidates, where possible, and new hires.



### C. EEO Role in Hiring and Selection Process

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

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☐ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☐ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☐ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

## **D. Layoffs**

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

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	473	March 31, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	N/A	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	473	August 31, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	N/A	
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	473	March 31, 2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	N/A	
7. Disability Awareness and Etiquette		473	June 30, 2024
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			

10. Other (specify)			
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## VIII. Reasonable Accommodation

The EEO, Employee Relations, Diversity & Inclusion Office works diligently and timely to address the EEO and reasonable accommodations (RA) needs of Mayor's Office team members. Our office promptly responds to all EEO complaints and reasonable accommodation requests that we receive directly, via our EEO inbox, or our EEO hotline, supervisors & managers, or other referral sources. The tracking system that we developed for EEO complaints and reasonable accommodations allows us to continually assess trends, volume, and speed of dispositions. Our office has not received any EEO complaints for fiscal year 2023 to date but we have thorough and highly detailed tracking systems that measures our timeliness and efficiency in every step of the EEO complaint and investigation process. Our office does receive a large volume of reasonable accommodations requests and we thoroughly record and evaluate the effectiveness of our response to RA requests and our efficiency and timeliness in addressing RA requests. We have evaluated that almost 98% of our reasonable accommodations requests have a disability basis and over 60% of RA requests are for remote work and over 25% are for standing desks. In addition, almost 100% of RA requests are from employees; almost 100% of RA requests are approved and over 95% are granted approval as requested. Our office tracks the work units of staff that request the most RA's and extensions as well as their civil service titles. Our office tracks the dates that we receive RA requests, documentation, start and end cooperative dialogue, the RA start and end period, and approval or denial notices are provided to requestors. Our office also saves and records all communications with, and documentation provided by the RA requestor. Our office tracks and evaluates whether the cooperative dialogue process was started within 10 days of submission of the RA request and whether written notice was provided within 30 days of the conclusion of cooperative dialogue with approval or denial decision and appeal rights. We also track and record information regarding appeals and the timeliness of appeal requests and appeal notices. Our regular analyzation of RA trends and disposition speeds allows our office to respond to, conduct cooperative dialogue, seek supervisor approval, and approve over 99% of RA requests in less than 10 days of the initial request date.

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.

- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : Ama Dwimoh, Special Counsel to the Mayor/Agency Appeals Officer
- ☒ 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.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

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

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

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

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

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

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

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency].

Summary schedule and workplace accommodations:

Flexible schedules – 4

Equipment – 45

Office moves – 2

Select the types of accommodations that your agency has provided to your workforce in FY 2023.

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

**E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024**

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

**F. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## X. Audits and Corrective Measures

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



## XI. Agency Head Signature

Eric Adams

Print Name of Agency Head

Eric Adams

Signature of Agency Head

4/22/24

Date

## Appendix A: Contact Information for Agency EEO Personnel

### Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
2.	<b>Agency Deputy EEO Officer</b> [if appointed]	TBD		
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Mir Bashar	mbashar@cityhall.nyc.gov	(212) 788-8482
5.	<b>ADA Coordinator</b>	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
6.	<b>Disability Rights Coordinator</b>	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
7.	<b>Disability Services Facilitator</b>	Crystal Rivera	crivera@mopd.nyc.gov DSF@cityhall.nyc.gov	212-788-2603
8.	<b>55-a Coordinator</b>	N/A		
9.	<b>EEO Investigator(s)</b>	Melody Ruiz Tanesha Honeygan	mruiz@cityhall.nyc.gov thoneygan@cityhall.nyc.gov	(718) 213 5993 (929) 492 1209
10.	<b>Career Counselor(s)</b>	DeShanna Alexander	dalexander@cityhall.nyc.gov	(212) 788-7534
11.	<b>EEO Training Liaison(s)</b>	Tanesha Honeygan	thoneygan@cityhall.nyc.gov	(929) 492 1209
12.	<b>EEO Counselor(s)</b>	Tanesha Honeygan	thoneygan@cityhall.nyc.gov	(929) 492 1209

13.	<b>Other (specify)</b>			
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## Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

**Agency Name: Office of the Mayor**

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

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

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

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles.**

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

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles.**

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

<b>Borough</b>	<b>Approximate Dollar Amount Spent (\$)</b>
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles and does not recruit for discretionary and open-competitive titles. The Mayor's Office only recruits for managerial and exempt titles.**

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

Event Date	Event Name	Borough
	None	

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles.**

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

**\*The Mayor's Office does not recruit or hire for competitive and non-competitive class titles. The Mayor's Office recruits for discretionary and exempt titles.**

## FY23 NYC Office Of the Mayor Minority Or Woman-Owned Business Enterprise Utilization

Business Type	Purchase Type	Expenditures	Percentage
Minority Owned	Advertising	\$ 19,999	0.4%
	Books - Other	\$ 18,905	0.4%
	Contractual Services - General	\$ -	0.0%
	Data Processing Equip. Maint. - Cont	\$ 317,836	6.5%
	Data Processing Equipment	\$ 8,001	0.2%
	Equipment - General	\$ 8,256	0.2%
	Food	\$ 3,704	0.1%
	Local Travel - General	\$ 4,439	0.1%
	Non-Local Travel - Special	\$ -	0.0%
	Office Equipment	\$ 768	0.0%
	Printing Services - Contractual	\$ 22,141	0.5%
	Printing Supplies	\$ 2,787	0.1%
	Professional Services - Comp Serv - Cont	\$ 15,000	0.3%
	Professional Services - Other - Cont	\$ 57,000	1.2%
	Purchasing of Data Processing Equipment	\$ 38,043	0.8%
	Supplies and Materials	\$ 13,430	0.3%
	Temporary Services Contractual	\$ 73,886	1.5%
<b>Minority Owned Total</b>		<b>\$ 604,194</b>	<b>12.4%</b>
<b>Non-For-Profit</b>	Contractual Services - General	\$ 369,056	7.5%
<b>Non-For-Profit Total</b>		<b>\$ 369,056</b>	<b>7.5%</b>
Non-M/WBE	Advertising	\$ -	0.0%
	Books - Other	\$ 107,140	2.2%
	Cleaning Services - Contractual	\$ 17,044	0.3%
	Contractual Services - General	\$ 114,330	2.3%
	Data Processing Equip. Maint. - Cont	\$ 30,714	0.6%
	Data Processing Equipment	\$ 22,682	0.5%
	Equipment - General	\$ 4,640	0.1%
	Food	\$ 48,911	1.0%
	Fuel Oil	\$ 3,317	0.1%
	Local Travel	\$ 242	0.0%
	Local Travel - General	\$ 1,562	0.0%
	Maintenance and Repairs - General - Cont	\$ 4,443	0.1%
	Non-Local Travel - General	\$ (38,832)	-0.8%
	Non-Local Travel - Special	\$ 40,515	0.8%
	Obligatory County Expenditures	\$ -	0.0%
	Office Furniture	\$ 6,676	0.1%
	Office Services	\$ 60,712	1.2%
	Postage	\$ 7,832	0.2%
	Printing Services - Contractual	\$ 21,839	0.4%
	Printing Supplies	\$ -	0.0%
	Professional Services - Legal Services	\$ 3,680	0.1%
	Professional Services - Other - Cont	\$ 9,501	0.2%
	Prompt Payment Interest	\$ 106	0.0%
	Purchasing of Data Processing Equipment	\$ 2,096	0.0%
	Rentals - Land, Building and Structures	\$ -	0.0%
	Rentals - Misc. Equipment	\$ 98,011	2.0%
	Security Equipment	\$ 4,195	0.1%
	Security Services	\$ -	0.0%
	Supplies and Materials	\$ 3,454	0.1%
	Telephone and Other Communications	\$ (133)	0.0%
	Temporary Services Contractual	\$ 107,793	2.2%
	Training Program for City Employees - Cont	\$ 2,774	0.1%
	Transportation Services - Contractual	\$ -	0.0%
<b>Non-M/WBE Total</b>		<b>\$ 685,244</b>	<b>14.0%</b>
<b>Required Sources / Operational (Fixed, Requirement Contracts, Reimbursements , etc.)</b>			
Non-M/WBE	Advertising	\$ 135,118	2.8%
	Books - Other	\$ 109,427	2.2%
	Cleaning Services - Contractual	\$ (2,404)	0.0%
	Contractual Services - General	\$ (201,029)	-4.1%
	Data Processing Equip. Maint. - Cont	\$ (16,650)	-0.3%
	Data Processing Equipment	\$ 3,415	0.1%
	Equipment - General	\$ 54,068	1.1%
	Food	\$ 16,714	0.3%
	Fuel Oil	\$ 28	0.0%
	Heat Light and Power	\$ 932,621	19.1%
	Local Travel - General	\$ 37,845	0.8%
	Non-Local Travel - General	\$ 178,295	3.6%
	Non-Local Travel - Special	\$ 36,132	0.7%
	Obligatory County Expenditures	\$ 48	0.0%
	Office Furniture	\$ 45,399	0.9%
	Office Services	\$ 301,693	6.2%
	Postage	\$ 22	0.0%
	Printing Services - Contractual	\$ (7,402)	-0.2%
	Printing Supplies	\$ (8,008)	-0.2%
	Professional Services - Other - Cont	\$ (57,000)	-1.2%
	Purchasing of Data Processing Equipment	\$ 3,035	0.1%
	Rentals - Land, Building and Structures	\$ 494,860	10.1%
	Rentals - Misc. Equipment	\$ 63,866	1.3%
	Security Services	\$ 40,561	0.8%
	Supplies and Materials	\$ 38,384	0.8%
	Supplies Intra-City	\$ 2,038	0.0%
	Telephones - Intra-City	\$ 728,833	14.9%
	Temporary Services Contractual	\$ (30,071)	-0.6%
	Training City Employees	\$ 12,332	0.3%
	Transportation Services - Contractual	\$ 1,112	0.0%
<b>Required Sources / Operational (Fixed, Requirement Contracts, Reimbursements , etc.) Total</b>		<b>\$ 2,913,280</b>	<b>59.6%</b>
Woman Owned	Advertising	\$ 109,221	2.2%
	Contractual Services - General	\$ 119,991	2.5%
	Data Processing Equipment	\$ 92	0.0%
	Equipment - General	\$ 1,012	0.0%
	Food	\$ 1,486	0.0%
	Local Travel - General	\$ 4,740	0.1%
	Office Furniture	\$ 5,500	0.1%
	Printing Services - Contractual	\$ 11,477	0.2%
	Printing Supplies	\$ 392	0.0%
	Purchasing of Data Processing Equipment	\$ 16,354	0.3%
	Supplies and Materials	\$ 10,749	0.2%
	Temporary Services Contractual	\$ 26,054	0.5%
	Training Program for City Employees - Cont	\$ 13,050	0.3%
<b>Woman Owned Total</b>		<b>\$ 320,118</b>	<b>6.5%</b>
<b>Grand Total</b>		<b>\$ 4,891,892</b>	<b>100.0%</b>

