

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

Fiscal Year 2024

**Office of The
Bronx Borough
President Vanessa L. Gibson**



**Bronx Borough President
Vanessa L. Gibson**

Table of Contents

I. Commitment and Accountability Statement by the Agency Head	3
II. Recognition and Accomplishments	3
III. Workforce Review and Analysis	4
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024.....	5
V. Recruitment.....	8
VI. Selection (Hiring and Promotion).....	11
VII. Training.....	14
VIII. Reasonable Accommodation	15
IX. Compliance and Implementation of Requirements under Local Laws and Executive Order 16 (2016).....	17
X. Audits and Corrective Measures	19
XI. Agency Head Signature	20
Appendix A: Contact Information for Agency EEO Personnel.....	21
Appendix B: Local Law 28 (2023) Reports.....	22

I. Commitment and Accountability Statement by the Agency Head

I hereby declare my commitment as the Bronx Borough President to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, partners, and members of the public served by our office.

I will strive to create an inclusive culture of openness, tolerance, and cooperation in our workplace, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will hold the top leadership of our office, as well as the EEO Officer, other EEO professionals, personnel professionals, legal professionals, managers and supervisors accountable for ensuring that the office does not discriminate against employees or applicants for employment. We shall support the diversity, equity and inclusion initiatives at our office by observing EEO mandates, and working with dedication to attain our goals in this area. All staff must be compliant with the City's EEO Policy.

The EEO Officer, will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. The EEO's contact information will be prominently available to all employees. The current EEO Officers information is as follows:

Michelle Alvarado
MAlvarado@bronxbp.nyc.gov
929-286-0016.

I announce this Commitment Statement to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

- This statement is the same as last year.
- This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

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

1. Trained staff on mandatory trainings.

The Bronx Borough Presidents Office hosts events throughout the year, every year, to celebrate Bronxites and beyond together in celebration of its very diverse community and their cultures. Some examples include Iftar, Cinco de Mayo, Juneteenth and Thanksgiving. We also have parades such as Pride Flag Raising, Puerto Rica parade, Dominican parade and Pride parade.

III. Workforce Review and Analysis

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

Total Headcount: 56

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

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

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

There are no disparities at this time in our agency.

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

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

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3.

Personnel Officer, Chief of Staff and Agency Head work together to review demographic trends. Review results are taken into account during recruiting and hiring process in an effort to ensure diversity and reduce underutilization.

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

[Select the options that apply to your agency.]

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (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 agency joined e-hire in June of last year in an effort to streamline and expand our recruiting efforts thus, becoming more inclusive. Specifically, we want to look at and participate in the 55-a program. As we were informed, when a competitive class position is posted, NYCAPS automatically includes the 55-a program language. We will continue to develop and enhance our internship programs to increase diversity, equity and inclusion. FY24 will focus on offering additional trainings outside of mandatory trainings.

❖ **Workplace:**

- We want our employees to feel comfortable, at peace and happy to be here. Our administration embraces an open-door policy, we welcome new ideas, we celebrate our accomplishments as team, as well as individual team member(s) recognition at events, we celebrate birthdays, we have staff breakfasts, etc.

❖ **Community:**

- Our office holds a significant number of events throughout the year to recognize and celebrate the different communities that make up the county of the Bronx. From Three Kings to Caribbean Heritage to various flag raisings and parades, there are events every month , usually multiple times within a month. We are constantly reflecting the community we serve.

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

- Our initiatives as mentioned above include participating in the 55-a program, reactivating the Disability Advisory Council, promoting additional trainings provided by DCAS that specifically aim to bridge the gaps that will lead to a more inclusive workforce that is representative of the community that we serve. In addition to last years plan, we will explore additional internship incentives to expand on our continued fostering of inclusion.

2. Planned Programs, Initiatives, Actions

We take great pride in building and fostering a workforce reflective of the community we serve. We will continue our efforts to actively enhance and expand diversity in the workforce, workplace and community by staying true to our commitment to support and promote equity and inclusion throughout the agency.

A. Workforce

- The agency recently joined e-hire in June of this year in an effort to streamline and expand our recruiting efforts thus, becoming more inclusive. Specifically, we want to look at and participate in the 55-a program. Furthermore, we hope eHire will give us a better idea as to how diverse our pool of applicants is, this way allowing us to make the appropriate adjustments to foster more diversity within our workforce.

B. Workplace

Our employee handbook has been updated to reflect our desire to make everyone feel welcomed and included. As such, we've move from the traditional his/her; him/her, etc. to they, their, etc. We work diligently in, celebrating heritage months, ensuring worksite and meetings are accessible, etc.

[Select the options that apply to your agency.]

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

List below the names of existing ERGs:

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

In addition to reactivating the Disability Advisory Council and participating in the 55-a program, we continue to host and participate in a number of events throughout the year, which celebrate our different walks of life and ultimately bring us closer together as community. We are working on a partnership with MOPD.

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:

- The agency uses Citywide jobsite to post vacancies. These listings are also shared on our site which redirects to Citywide.
- Look forward to participating in 55-a program by way of eHire
- Reminding workforce of available additional courses that promote D&I,
- Making sure our staff involved in recruiting and hiring efforts are properly trained in areas such as unconscious bias, structured interviewing, and disability etiquette in addition to the mandatory trainings.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion civil service exams.]

Open competitive and promotion civil service exam scheduled is shared with agency staff members as we receive it from DCAS.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

No planned events at the moment.

Event Date	Event Name	Borough

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

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

No planned events at the moment.

C. Recruitment Sources

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

1. eHire
2. 55-a program
3. City & State
4. Agency Website

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ — Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ — Other __ Unknown __
3. Summer College Interns	2	White/Caucasian 2	M 2 F_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M _ F_ Non-Binary __ Other __ Unknown __
5. Other (specify): SYEP Prep for Prep	3 2	Black/African American 4 Hispanic/Latino 1	M 3 F 2 Non-Binary __ — Other __ Unknown __

E. 55-a Program

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

- Presently, the agency employs __0__ [number] 55-a participants. [Enter '0' if none]
- There are __0__ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of __0__ [number] new applications for the program were received and __0__ participants left the program due to [state reasons] __N/A__.

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

- Joined eHire and will use the applicant log review to determine whether recruitment efforts and sources yield a diverse pool of qualified candidates
- Reminding workforce of available additional courses that promote D&I,
- Making sure out staff involved in recruiting and hiring efforts are properly trained in areas such as unconscious bias, structured interviewing, and disability etiquette in addition to the mandatory trainings.

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

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

VI. Selection (Hiring and Promotion)

A. Career Counselors

Agency Career counselor will:

- Promote awareness of job openings, promotions and transfers within the agency.
 - o Staff is regularly invited to participate in agency events where cross-collaboration encourages new skill development.
 - o Employees will be encouraged to share their professional aspirations with management during their annual evaluations.
 - o Job announcements will be circulated via email to all current staff.
 - o DCAS catalogue is shared with all employees via email upon receipt.
- Explain the process to members of staff, and what it means to become a permanent civil servant
- Provide staff with civil service exam notices and other career development information as requested.

B. New Hires and Promotions

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

- Joined eHire and will use the applicant log review to determine whether recruitment efforts and sources yield a diverse pool of qualified candidates.

- Use a diverse panel of interviewers to conduct interviews
- Making sure out staff involved in recruiting and hiring efforts are properly trained in areas such as unconscious bias, structured interviewing, and disability etiquette in addition to the mandatory trainings.
- Reviewing job postings for inclusive language as well as the revised NYC EEO I Anti-Discrimination Statement.

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

- 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.)	All Staff	By 3/31/25
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.)		By 3/31/25
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	All Staff	By 8/31/24
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	As needed	By 8/31/24
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	All Staff	
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	As needed	3/31/2024
7. Disability Awareness and Etiquette	All staff	All staff	Rolling basis
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Personnel involved in recruiting and hiring efforts	Personnel involved in recruiting and hiring efforts	Rolling basis

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VIII. Reasonable Accommodation

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

The agency follows the RA process as detailed in the Reasonable Accommodation Procedural Guidelines including the Appeal process.

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals: There is no current trend in our agency but when a case arises we use from the following marked selections.

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Justin Cortes – Chief of Staff
- The designee reports directly to the Agency Head.

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

- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

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

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

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

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

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

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

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2023.

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

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

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

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

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

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

X. Audits and Corrective Measures

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

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

XI. Agency Head Signature

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

Vanessa L. Gibson
Print Name of Agency Head

Vanessa L. Gibson
Signature of Agency Head

December 20, 2023
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Michelle Alvarado (New)	malvarado@bronxbp.nyc.gov	
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator			
6.	Disability Rights Coordinator	David Coulibaly	dcoulibaly@bronxbp.nyc.gov	917 769-2866
7.	Disability Services Facilitator	David Coulibaly	dcoulibaly@bronxbp.nyc.gov	917 769-2866
8.	55-a Coordinator			
9.	EEO Investigator(s)	Michelle Alvarado (New)	malvarado@bronxbp.nyc.gov	
10.	Career Counselor(s)	Kely Espinal	Kespinal@bronxbp.nyc.gov	718 590-5282
11.	EEO Training Liaison(s)	Gaby Sonberg Kely Espinal Michelle Alvarado (New)	gsonberg@bronxbp.nyc.gov Kespinal@bronxbp.nyc.gov	718 590-5282
12.	EEO Counselor(s)	TBA		
13.	Other (specify)			

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

Agency Name: Bronx Borough President’s Office

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

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

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

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

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

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

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

N/A

Event Date	Event Name	Borough

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]

N/A

