



New York City Campaign Finance Board
100 Church Street, 12th Floor, New York, NY 10007
212.409.1800 | www.nyccfb.info

Frederick P. Schaffer
Chair

Gregory T. Camp
Richard J. Davis
Lawrence Moskowitz
Dawn L. Smalls
Members

Paul Seamus Ryan
Executive Director

Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

Fiscal Year 2026

New York City Campaign Finance Board



**New York City
Campaign Finance Board**

Table of Contents

I. Introduction	3
II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).	3
III. Recognition and Accomplishments	5
IV. Workforce Review and Analysis	7
V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026	9
VI. Recruitment	19
VII. Selection (Hiring and Promotion)	24
VIII. Training	29
IX. Reasonable Accommodation	30
X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders	33
XI. Audits and Corrective Measures	36
XII. Agency Head Affirmation and Signature	37
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors* ..	38

I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women¹

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

The City of New York, including the Campaign Finance Board (CFB), is an equal opportunity employer. The City and CFB Equal Employment Opportunity (EEO) policies prohibit employment discrimination based on actual or perceived age (18 years and older), citizenship status, caregiver status, color, consumer credit history, disability, familial status, gender/sex (including sexual harassment, pregnancy or related medical condition, and gender identity), genetic information or predisposing genetic characteristic, marital or partnership status, military status, national origin or ancestry, prior record of arrest or conviction, race or ethnicity, religion or creed, salary history, sexual and reproductive health decisions, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, unemployment status, height and weight.

Every City and CFB employee – paid or unpaid, permanent or temporary, managerial or non-managerial – is protected from unlawful discrimination by the City and CFB EEO policies and by federal, state, and local anti-discrimination laws. These protections extend to all management practices and decisions, including performance evaluations, promotions, training, and career development opportunities. The anti-discrimination laws and City and CFB EEO policies also protect all employees from discrimination by anyone they may encounter as part of their work, including supervisors, co-workers, and external parties, such as outside consultants, candidates, and campaign staff. Those who seek to work for the City and CFB also are protected throughout the hiring process. Employment decisions at the CFB are made based on merit and equality of opportunity.

Consistent with these obligations, reasonable accommodations are available to CFB employees and job applicants relating to a disability, for religious reasons, due to pregnancy or a related medical condition, or as victims of domestic violence, stalking, or sexual offenses.

The CFB recognizes that our staff is one of our most valuable assets and, as such, the agency aims to celebrate and foster understanding of the wide diversity represented in its ranks. We are firmly committed to the recruitment, development, and retention of a

¹ See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

diverse and inclusive workforce that is reflective of the City of New York. All CFB employees are expected to promote a work environment that values diversity, equity, inclusion, and respect for all, and CFB managers are expected to lead in these efforts. In fact, one of our agency's goals in our strategic plan is for our employees, both now and in the future, to view the CFB as a model employer. We are committed to integrating our agency's EEO/DEI annual plan into our overall strategic plan and mission. Our agency, everyone from the executive level to our interns, will be held accountable for maintaining a workplace free from discrimination while creating and maintaining a space of diversity, equity, inclusion, and accessibility so that we may all succeed together.

Our EEO/DEI staff work diligently to enforce our EEO policy and to create, implement and monitor our DEI strategy. You may reach any member the EEO/DEI division for any further questions, comments, or concerns, you may have.

Kirann Nesbit, Chief EEO/DEI Officer

KNesbit@nyccfb.info

(212) 409-1847

Sarah Jackson, Ph.D., Deputy Chief EEO/DEI Officer

SJackson@nyccfb.info

(212) 409-1853

Amanda Martin-Lawrence, Junior EEO Investigator/DEI Coordinator

AMartinLawrence@nyccfb.info

Janey Gemmell, Accessibility Specialist

JGemmell@nyccfb.info

This statement is the same as last year.

*Please note, this statement will significantly change for FY 2027

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

This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

In the past year (FY 2025), our agency accomplished the following as part of our commitment to DEI and EEO:

1. Collaborated with various staff stakeholders to host **11** major internal DEI events for CFB staff.
 - a. This included events including, but not limited to: a *Crip Camp* screening and conversation, *Will and Harper* screening and conversation, Lunar New Year potluck, Random Acts of Kindness Week, Eid Celebration, “Bring Your Person to Work Day” event, Juneteenth Lunch and Learn, and a “Reflections of Pride” Lunch and Learn
2. Hosted **18** Bi-weekly Listening circles providing staff with the space to discuss relevant DEI issues impacting them external to the agency.
3. Collaborated with various staff stakeholders to attend **5** external events in alignment with our agency’s mission to register diverse populations to vote and disseminate voter information.
 - a. This included events such as the NYC Dominican Day Parade, NYC West Indian Day Parade, Disability Pride Parade, Brooklyn Pride Parade, and the Deaf Asian Street Festival
4. Hosted **2** Accessibility-based Lunch & Learns to deepen staff knowledge of the intersections of accessibility and media creation, title *Accessibility 101* and *Accessibility 102*.
5. Completed second iteration of CFB Book Club and launched third iteration of the CFB Book Club.
 - a. Interested staff gathered to read, “*We Have Always Been Here: A Queer Muslim Memoir*” By Samra Habib.
6. Revamped in-office bulletin board to display up to date EEO/DEO relevant information to staff, such as monthly newsletters and relevant NY/NYC state policies.
7. Launched EEO/DEI Repository allowing staff to access information on office processes and education materials in a centralized location.

8. Reached **99.0%** staff completion for deployment of Unconscious Bias and Structured Interview live training.
9. Launched **3** new employee resource groups (ERGs) and **2** new affinity group (AGs) to staff broadening sense of community and involvement.
 - a. ERGs
 - 1. A.S.E: Advancing Solidarity & Excellence**
 - a. A.S.E. is the CFB's Employee Resource Group (ERG) for staff members of the African and Black diaspora and allies.
 - 2. D-RG: Disability Resource Group**
 - a. Disability-Based is the CFB's Employee Resource Group (ERG) for members of the disability community and allies.
 - 3. Trailblazers**
 - a. "Trailblazers" is the CFB's Employee Resource Group (ERG) for members of the first-generation community and allies.
 - b. AGs
 - 1. Creative Crafters Club**
 - a. Creative Crafters is the CFB's craft-based affinity group (AG) for all members of the CFB. who want to get more in touch with their creative side.
 - 2. PMEG: People Manager Excellence Group**
 - a. PMEG is the CFB's support-based affinity group for the People Managers of the CFB.

IV. Workforce Review and Analysis

Total Agency Headcount as of 6/30/2025: 177

Below is the number of employees in our agency whose demographic information is unknown

Unknown Race/Ethnicity: 18 Unknown Gender: 2 Unknown Both: 0

Pursuant to Local Law 27 (2023), below is an analysis of our agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025.

Below is a description of our agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO), possible indicators of occupational segregation such as significant over- or under-utilization of certain racial/ethnic or gender categories in major Job Groups.

In FY 2025, the agency fully completed our first pay equity exercise, in tandem with an external vendor, to address agency-wide pay equity discrepancies. After analyzing the data, People Operations and the EEO/DEI team worked in tandem to remedy these concerns by adjusting the affected employees' salaries. To mitigate pay discrepancy moving forward, the agency will continue to conduct annual compensation analyses. To ensure that happens, we currently are in the process of finding a vendor using an MWBE procurement plan. We expect to sign a new contract with the selected vendor in Q2 FY 2026, to undergo another pay equity exercise in early Q3 FY 2026.

In addition, we have also begun using the agency's salary bands to inform new roles, such as the starting title and pay for the role, to ensure alignment with others in the same title and salary band.

The CFB's People Operations team is also still engaging a Civil Service Classification project to further align our internal classification profiles and salary bands with current civil service titles and rates. An additional goal of this project is to continue to increase transparency throughout the agency. We are collaborating with them on the backend to provide all employees with a working knowledge of what they need to achieve to progress in their career, and conversely, where their performance gaps may lie (see Workforce Goal #5).

In regard to occupational segregation, or the over- or under-utilization of certain ethnic or gender categories in major Job Groups, we do have specific instances of under-utilization.

In FY 2025 our Technology Division collapsed into our SPI division, meaning that now the underutilization that previously existed has lessened based on the **gender** demographics

of the combined division (approximately 60% male-identifying, 40% female-identifying). However, with the Technology unit specifically, we still have an over-composition of employees who identify as men (approximately 83%).

Additionally, we have also discovered a second specific instances of under-utilization within our Legal division, in FY 2025 our Legal Division has an underutilization on employees of color based on the **racial** demographics of the division. Currently, within the unit we have an over-composition of employees who identify as White, non-Hispanic (approximately 70%).

Along with the initiatives mentioned in the *EEO, Diversity, Inclusion and Equity Initiatives for FY 2026* section of this document, another way to mitigate these gaps is to collaborate with the People and Culture unit, within the People Operations team, to attend more DEI/minority-centered job fairs centered toward recruiting minorities, such as woman and people of color. An additional solution includes partnering with the Office of Citywide Recruitment for additional help as needed, if the problem persists. As both divisions do have open positions they are recruiting for, we will work closely with them to make this a priority.

Self-ID Information

Below is a description of the steps taken to encourage all employees at our 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 2025, and furthermore, in FY 2026, the agency has and will continue to remind and encourage its employees, quarterly at minimum, to update the 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
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

Review and Analysis of Workforce Reports

Below is a description of our agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports).

When received, the Chief EEO/DEI Officer and Deputy Chief EEO/DEI Officer review the file together to see how the data may have changed from the previous quarter. Then they both lead other members of the in a guided discussion reviewing the data. At that point, we

discuss any significant and/or relevant changes with the Chief People Officer to discuss what steps should be taken to address any cases of under- or over-utilization.

In FY 2026, we expect this process to be altered slightly, as our agency has recently hired a Chief People Officer: People and Culture, who is dedicated to reshaping and improving our recruitment efforts. This person will begin being called into these discussions and being given the leverage to act on the data results.

- The agency conducts regularly 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.
- 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).

The CFB selects the following:

The EEO officer conducts workforce review with the following agency units:

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (specify): _____

Quarterly Semi-Annually Annually Other _____

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

A. WORKFORCE

Below are the CFB’s general goals and strategies to enhance DEI and EEO aimed to enhance our agency’s workforce.

Workforce goals are directed at the composition of the workforce, recruitment, retention, promotion, and professional development.

These goals are written using an OKR framework, referring to the objectives and key results of each goal. Additionally, each includes a detailed description of the specific initiatives aimed to enhance DEI in our agency programs, practices, and activities in FY 2026, especially targeting topics of equity, inclusion, and anti-racism in our agency programs and activities.

Workforce: Goal 1	
Further cementing DEI-related metrics and evaluation in project and initiative outcomes across the agency. <i>We aim to continually integrate DEI metrics into our organizational processes, so that it is visible within all aspects of our agency, not just within our division-specific materials.</i>	
Objective	DEI-related Metrics and Evaluation
Initiative(s)	<ul style="list-style-type: none"> • Create framework and approach for DEI-related metrics to be included in initial project plan • Collaborate with and train managers, empowering them on how to utilize DEI-related metrics in their various projects • Similar to the Employee Engagement Project, create a learning pathway for DEI-related metrics to be added to project results and outcomes • Create further feedback loops that reflect the voices of staff needs (i.e. utilize focus groups and feedback surveys to evaluate programming)
Key Result(s)	25% more agency projects/initiatives will be evaluated to include metrics related to DEI

Workforce: Goal 2	
Build out learning pathways for EEO, DEI, and accessibility-centered topics, with special attention given to CFB People Managers. <i>We aim to create an agency-wide cultural shift, by promoting learning on these topics with design to increase knowledge and reinforce expectations regarding discrimination, harassment, and retaliation.</i>	
Objective	Learning and Professional Development
Initiative(s)	<ul style="list-style-type: none"> • Host a bi-annual (2 per year) EEO “refresher” course for all agency staff

	<ul style="list-style-type: none"> • Require CFB People Managers to gain employee affirmation and acknowledgement of EEO Policy on an annual cadence • Further encourage People Managers to attend PMEG (People Manager Excellence Group) on a bi-monthly cadence • Collaborate with Learning and Development team to build out LinkedIn Learning pathways for EEO, DEI, and accessibility-centered topics
Key Result(s)	100% of CFB Employees attend and affirm a yearly affirmation of EEO Policy.

Workforce: Goal 3	
<p>Collaborate with People Operations division to embed topics of equity and inclusion within the following agency practices: recruitment, selection, onboarding, and employee orientation.</p> <p><i>We aim to collaborate to ensure that EEO/DEI best practice is centered and enforced within these various HR-centric processes, to ensure that all applicants, candidates, and employees have inclusive and equitable experiences.</i></p>	
Objective	Equitable and Inclusive Hiring and Onboarding
Initiative(s)	<ul style="list-style-type: none"> • Update recruitment and selection policy, processes, and procedures to be more inclusive and actively address areas of under-utilization in current workforce • Incorporate Silver Star recruitment into agency recruitment strategy • Update onboarding and orientation process to be a robust and inclusive program for staff • Ensure programs, policies, and practices are adhered to and enforced agency-wide
Key Result(s)	Host quarterly meetings with applicable senior leadership and members of internal HR team to discuss current workforce demographics and areas of under-utilization that may exist.

Workforce: Goal 4	
<p>Collaborate effectively with People Operations division to acquire and utilize software to conduct periodic pay equity audits, at minimum, annually.</p> <p><i>We aim to ensure that staff are being compensated for their labor equitably and we are actively monitoring and archiving relevant data.</i></p>	
Objective	Pay Equity Study

Initiative(s)	<ul style="list-style-type: none"> Collaborate with People Operations division to build out effective and equitable framework for pay equity audit and its cadence. After analysis of audit results, work with our People Operations division to modify our compensation framework, as needed.
Key Result(s)	100% of CFB Employees are paid equitably in alignment with their role and salary band.

Workforce: Goal 5	
<p>Collaborate effectively with different units within People Operations division to continually build-out employee resources; including, but not limited to, refreshed employee KR's (Key Responsibilities), foundational role KSAOs, (Knowledge, Skills, Abilities, and Other Characteristics), and templated career progress plans.</p> <p><i>We aim to ensure that staff are adequately informed on what performance expectations are for their current role, as well as expectations for professional development and pathways to promotion.</i></p>	
Objective	Professional Development and Career Progression
Initiative(s)	<ul style="list-style-type: none"> Lead the CFB's "KR Refresh Project" to completion by late Summer 2025. Assist with critical project planning of CFB's KSAO project in fall 2025. Collaborate with People Operations division to develop career progression plans for each role within agency. Continue to coach CFB People Managers and give them tools on how to use have conversations centered around feedback, performance expectations, and career progression with employees.
Key Result(s)	100% of CFB Employees have more transparency and increased understanding about (1) the expectations of them in their current role, (2) what career progression looks like in their role, and (3) have the tools to have performance conversations with their manager(s).

Planned Programs, Initiatives, Actions aimed at Workforce:

Below is a holistic description of how our agency plans to address underutilization in FY 2026, as well as outlines a specific instance of underutilization that we are currently facing.

Some of the proactive measures that we will continue take to address underutilization include, but are not limited to:

1. Posting all open positions to a diverse array of job sites that aim to target a diverse range of candidates.
2. Using our quarterly underutilization report and dashboard to inform our agency's recruitment efforts.
3. Partnering with the People Operations division to seek out and attend recruitment events (i.e. job fairs) that center specific demographics, especially for positions where underutilization is present.
4. Continuously reviewing and updating our agency's current policies, procedures, and practices related to recruitment to align with best practices.
5. Training hiring managers, and any CFB employee affiliated with the selection process, on "Unconscious Bias and Structured Interviewing" and other best EEO-DEI hiring practices.
6. Continuing the practice of our EEO-DEI and People Operations teams reviewing each new position's hiring packets for biased language, equitable salary matrix, discriminatory interview questions, etc.

Regarding our specific instances of under-utilization, in FY 2025 our Technology Division was collapsed into our SPI division, meaning that now the underutilization that previously existed has lessened based on the **gender** demographics of the combined division. However, with the Technology unit, we still have an over-composition of employees who identify as men (approximately 83%).

Additionally, we have also discovered a second specific instances of under-utilization within our Legal division, in FY 2025 our Legal Division has an underutilization based on the **racial** demographics of the division. Currently, within the unit we have an over-composition of employees who identify as White, non-Hispanic (approximately 70%).

Along with the aforementioned initiatives, another way to mitigate these gaps is to collaborate with the People and Culture unit, within the People Operations team, to attend more DEI/minority-centered job fairs centered toward recruiting minorities, such as woman and people of color. An additional solution includes partnering with the Office of Citywide Recruitment for additional help as needed, if the problem persists. As both divisions do have open positions they are recruiting for, we will work closely with them to make this a priority.

B. WORKPLACE

Below are the CFB’s general goals and strategies to enhance DEI and EEO aimed to enhance our agency’s workplace.

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

These goals are written using an OKR framework, referring to the objectives and key results of each goal. Additionally, each includes a detailed description of the specific initiatives aimed to enhance DEI in our agency programs, practices, and activities in FY 2026, especially targeting topics of equity, inclusion, and anti-racism in our agency programs and activities.

Workplace: Goal 1	
Collaborate with agency stakeholders to build out CFB Code of Conduct Policy, agency-wide community standards and values, as well as Managerial Standards of Conduct.	
<i>We aim to create, communicate, and train CFB staff a shared agreed upon standard for staff behavior and communication, with CFB People Managers specifically receiving additional standards, centering the principles of EEO, DEI, and accessibility.</i>	
Objective	Shared Community Guidelines and Policy
Initiative(s)	<ul style="list-style-type: none"> Collaborate with agency stakeholders to build out CFB Code of Conduct by Fall 2025, which includes community standards and values Finalize and train CFB People Managers on the Managerial Standards of Conduct, while also requiring affirmation of abidance by these standards.
Key Result(s)	100% of agency employees have a deeper understanding of the communication and behavioral standards expected of them.

Workplace: Goal 2	
Foster Internal collaboration between SPI (Strategy, Products, and Innovation) and other relevant stakeholders to create, review, and publish internal policies through an equitable and accessible lens.	
<i>We aim to foster an equitable and inclusive workplace by ensuring internal policies reflect agency commitment to EEO, DEI, and Accessibility.</i>	
Objective	Equitable and Inclusive Policy Reform
Initiative(s)	<ul style="list-style-type: none"> Collaborate with SPI, and members of Internal Policy Group, to conduct internal policy, guidelines, and procedure reviews and audits.
Key Result(s)	100% of internal agency policies center best practice of EEO, DEI, and Accessibility.

Workplace: Goal 3	
Further expand Employee Group offerings and collaborations to support to foster greater staff engagement. <i>We aim to foster a wider internal network of underrepresented identities within the CFB workplace, while also supporting more opportunities for staff connection to avoid formation of silos.</i>	
Objective	Inclusive Employee Engagement
Initiative(s)	<ul style="list-style-type: none"> Finalize financial compensation structure for both ERG and AG leaders Develop and maintain ERG and AG event calendar Further collaborate and partner with employee group leaders to host EEO/DEI centered events for all CFB staff to attend.
Key Result(s)	100% of CFB employees engage with the EEO-DEI team within FY 2026 in some form, i.e. attending an event, joining an ERG/AG, etc.

Workplace: Goal 4	
Support healthy staff connection and psychological safety with new in-office mandate. <i>We aim to cultivate a workplace culture that balances structure with empathy, especially as staff adapt to working in office with a mandated attendance policy.</i>	
Objective	Psychological Safety
Initiative(s)	<ul style="list-style-type: none"> Further promote use of Wellness Room and community spaces as spaces for staff to utilize Host workshops to support staff adjustment to working in-office, especially targeting units that have historically worked remotely Find more opportunities for in-office engagement by partnering with agency leadership and relevant stakeholders. Coach CFB People Managers on how to further engage within their teams in-person.
Key Result(s)	100% of CFB employees feel safer and more engaged within their team and while working in-office

Planned Programs, Initiatives, Actions aimed at Workplace:

1. Hosting multiple EEO-DEI focused events per year (Lunch and Learns, potlucks, media screenings, etc.)

2. Engaging in iterative surveying of employees (employee engagement, EEO-DEI event feedback, etc.)
3. Consistently providing employees with training and education opportunities
4. Collaborating with agency leadership to further internal goals and improve systems and processes (i.e. leading the Key Responsibility Refresh Project, creating Managerial Standards, creating an agency Code of Conduct for employees, creating internal policies, etc.).

The CFB selects the following:

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

Below is a list of the names of existing ERGs/AGs (Affinity Groups):

ERGs

1. A.S.E: Advancing Solidarity & Excellence

- a. A.S.E. is the CFB's Employee Resource Group (ERG) for staff members of the African and Black diaspora and allies.

2. D-RG: Disability Resource Group

- a. Disability-Based is the CFB's Employee Resource Group (ERG) for members of the disability community and allies.

3. Trailblazers

- a. Trailblazers is the CFB's Employee Resource Group (ERG) for members of the first-generation community and allies.

4. Ultraviolet

- a. Ultraviolet is the CFB's Employee Resource Group (ERG) for members of the LGBTQIA+ community and allies.

AGs

5. Creative Crafters Club

- a. Creative Crafters is the CFB's craft-based affinity group (AG) for all members of the CFB. who want to get more in touch with their creative side.

6. PMEG: People Manager Excellence Group

- a. PMEG is the CFB's support-based affinity group for the People Managers of the CFB.

7. CARE: Cultivating Appreciation, Respect and Empathy

a. CARE is the CFB’s compassion-based affinity group (AG) for all members of the CFB.

- Agency does not presently have any ERGs.
- Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee
- Agency has an active Diversity Committee/Council
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM

Below are the CFB’s general goals and strategies to enhance DEI and EEO aimed to enhance our community and anti-racism.

Community goals are directed at the external environment of the agency, that is the public, communities, organizations, and other entities served by the agency.

These goals are written using an OKR framework, referring to the objectives and key results of each goal. Additionally, each includes a detailed description of the specific initiatives aimed to enhance DEI in our agency programs, practices, and activities in FY 2026, especially targeting topics of equity, inclusion, and anti-racism in our agency programs and activities.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

Community: Goal 1
Expand EEO/DEI division partnership with various CFB Units that have fellowships for college-age students from diverse and underrepresented identities and backgrounds.
<i>We aim to expand knowledge and access to civic careers and diversify the public service field.</i>

Objective	Civic Engagement Pipeline
Initiative(s)	<ul style="list-style-type: none"> Collaborate with agency stakeholders over fellowship programming to create training frameworks for that center an equitable and inclusive lens. Foster close relationship with fellowship participants and program leads.
Key Result(s)	100% of CFB fellows are knowledgeable of the EEO-DEI team and how we can support and interact with them during their time at the CFB.

Community: Goal 2	
Expand the EEO/DEI team's partnership with the Youth Ambassador program. <i>We aim to create sustained pathways for collaboration with the Youth Ambassador program leads and participants to support diversifying of the public service field.</i>	
Objective	Youth Ambassador Program Development
Initiative(s)	<ul style="list-style-type: none"> Integrate EEO/DEI education into Youth Ambassador training. Foster greater relationship with Youth Ambassador participants and program leads.
Key Result(s)	100% of CFB Youth Ambassadors fellows are knowledgeable of the EEO-DEI team and how we can support and interact with them during their time at the CFB.

Community: Goal 3	
Further develop agency-wide toolkit and training curriculum on inclusive public engagement and interactions. <i>We aim to equip all CFB staff, especially those that typically do not interact with the public, with tools to have well informed, respectful, equitable interactions that benefit both the CFB employee and the member of the public.</i>	
Objective	Public Interaction and Inclusion
Initiative(s)	<ul style="list-style-type: none"> Expand current best practice toolkit to also support internal staff in having better interactions with members of the public who work for, volunteer with, or generally represent political campaigns. Create and deliver all staff training session(s) that emphasis agency expectations for communication with members of the public through an EEO, DEI, and accessibility lens.

Key Result(s)	100% of applicable CFB employees are provided with a toolkit full of best practices and are more knowledgeable of how to interact with the general public in an inclusive way.
----------------------	--

The CFB selects the following:

In FY 2026, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Expand language services for the public

VI. Recruitment

A. Recruitment Efforts

Below is a summary of our Agency’s recruitment efforts.

The CFB is committed to recruiting a diverse pool of candidates for each position that is selected for. Some of the proactive measures that we take to ensure this include, but are not limited to:

- a. Posting all open positions to a diverse array of job sites that aim to target a diverse range of candidates.
- b. Using our quarterly underutilization report and dashboard to inform our agency’s recruitment efforts.
- c. Partnering with the People Operations division to seek out and attend recruitment events that center specific demographics, especially for positions where underutilization is present.
- d. Continuously reviewing and updating our agency’s current policies, procedures, and practices related to recruitment to align with best practices.
- e. Training hiring managers, and any CFB employee affiliated with the selection process, on “Unconscious Bias and Structured Interviewing” and other best EEO-DEI hiring practices.

- f. Continuing the practice of our EEO-DEI and People Operations teams reviewing each new position’s hiring packets for biased language, equitable salary matrix, discriminatory interview questions, etc.

The People Operations division participates in various recruitment events throughout the year. They have also prepared a recruitment calendar of events they will participate in for the remainder of the fiscal year. In FY 2025, they attended the following recruitment events:

1. **DICE DEIB Job Fair:** This event was aimed at “bringing together professionals and diversity-focused employers in a safe and inclusive space.”
2. **Department of Labor:** This event was opened to New Yorkers seeking employment in the government and private fields.
3. **DCAS CEI Job Fairs:** This event reaches thousands of New Yorkers seeking City employment.

B. Recruitment for Civil Service Exams

The agency doesn’t participate in hiring pools for open competitive and promotional civil service. Monthly, the Career Counselor disseminates DCAS civil service examination announcements which notifies staff of the available civil service examinations and an opportunity to attend the DCAS Civil Service 101 information sessions. If an employee has an underlying permanent civil service title, applicable to the work they will be doing at the agency, People Operations will accept the title and place it on a leave line for the duration of the employee’s employment.

Furthermore, because we do not participate in hiring pools for open competitive and promotional civil service, we cannot provide a summary of the recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.

Below is a list of any planned recruitment events for FY 2026 that will be held by our agency to promote open-competitive civil service examinations.

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

Below is a list of planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

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

C. Recruitment Sources

Below is a list of our Agency’s diverse recruitment sources.

1. **Indeed:** This is a general recruitment source accessible to all applicants and aimed at diversifying our workforce.
2. **Black Job Center:** A recruitment source for Black individuals.
3. **Diversity Jobs:** This website posts open positions to a myriad of job boards aimed at diversifying the workforce on the basis of gender, veteran status, sexual orientation, race, age, and disability
4. **Workplace Diversity:** This website posts open positions to a myriad of job boards aimed at diversifying the workforce on the basis of gender, veteran status, sexual orientation, race, age, and disability. It includes the sites below:
 1. **Disability Connect:** A recruitment source for people with disabilities.
 2. **Hispanic Diversity:** A recruitment source for Hispanic and Latino/x/a/e individuals.
 3. **Out and Equal:** A recruitment source for LGBTQIA+ individuals.
 4. **LGBT Connect:** A recruitment source for LGBTQIA+ individuals.
 5. **Veterans Connect:** The CFB hopes to reach veterans through this recruitment source.
 6. **Women’s Job Center:** A recruitment source for women.
5. **City and State:** This recruitment source focuses on offering a range of NYC and NYS specific job opportunities for candidates interested in a job in civil service.
6. **LinkedIn:** This is a general recruitment source accessible to all applicants and aimed at diversifying our workforce.
7. **Dice:** This is a recruitment source aimed at recruiting for technology-based positions. This organization has stated their commitment to diversity and inclusion as it relates to their practices.

8. **Idealist:** This is a recruitment source geared towards social impact organizations.
9. **Handshake:** This is a recruitment source geared towards students and recent graduates attempting to enter the workforce.
10. **Political Job Hunt:** This job board is aimed towards professionals in the political and governmental field.
11. **AIGA:** This recruitment source aims to advance design as a professional craft, strategic advantage, and vital cultural force.
12. **Democracy Jobs:** This job board is aimed at professionals in the political and governmental fields.
13. **The South Asian Board Association:** This organization serves South Asian Attorneys throughout North America.
14. **PSJD:** This organization provides pathways to public service and legal careers.
15. **American Association for Access, Equity and Diversity (AAAED):** This recruitment source advocates for equal opportunity laws to enhance the tenets of access, inclusion, and equality in employment, economic and educational opportunities.
16. **Lawjobs.com:** This recruitment source is a leading recruitment website for attorneys.
17. **DCAS Newsletter:** The DCAS newsletter is distributed to over 35,000 New Yorkers interested in City employment.
18. **Gain Power:** a network of professionals who work for Democrats and progressive causes

The use of these recruitment sources has resulted in previous hires.

In addition to these sites, in early FY 2026, the EEO-DEI and People Operations teams officially partnered with an external recruitment firm that specializes in promoting in our internal jobs to potential applicants with the disability community. We hope that this partnership continues to diversify the range of applicants that apply to our open positions.

D. Internships and Fellowships

- In FY 2026, the CFB plans to continue our Youth Ambassador program. Our Youth Ambassador program places a large emphasis on ensuring that participant pool is diverse, as visible in the data table below.
- In FY 2026, the CFB has partnered with CUNY Institute for State and Local Governance (ISLG) to create a Civic Engagement Fellowship opportunity to engage a maximum of 15 fellows. Recruitment for this fellowship is currently in progress.

- In FY 2026, the CFB will continue to attend recruitment events and internship

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M__ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M__ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	1	Asian: <u>1</u>	M <u>1</u> F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns (Legal Interns)	4	White, Non-Hispanic: <u>4</u>	M <u>2</u> F <u>2</u> Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M__ F__ Non-Binary __ Other __ Unknown
6. College Aides	1	Asian	M <u>1</u> F__ Non-Binary __ Other __ Unknown __
7. Youth Ambassadors	17	White, non-Hispanic: <u>1</u> Hispanic or Latino: <u>2</u> Black/African American: <u>6</u> Asian: <u>4</u> Combination of 2 (or more) races/ethnicities: <u>4</u>	M <u>6</u> F <u>11</u> Non-Binary __ Other __ Unknown __

fairs to recruit legal interns. The CFB has also hired former legal interns into full-time legal positions.

The agency provided the following internship opportunities in FY 2025:

E. 55-a Program

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

- Presently, the agency employs 0 55-a participants.
- There are 0 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 new applications for the program were received and 0 participants left the program due to **non-participation in the 55-a program.**

Please note that the CFB does not participate in the 55-A program because the majority of our titles are non-competitive and do not require a civil service exam.

The CFB selects the following:

- 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.

VII. Selection (Hiring and Promotion)

A. Career Counselors

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

Our agency Career Counselor regularly disseminates information to all CFB staff regarding Civil Service 101 information sessions, civil service exam notifications.

Our agency Career Counselor also sends out notifications to all agency staff, via email, whenever there is an opportunity for advancement or transfer within the agency. All staff are encouraged to apply to positions.

Our agency has also sent emails to staff notifying them of their ability to make an appointment with our agency Career Counselor should they seek more information about growth or advancement within the agency. Employees seeking learning, coaching or

training opportunities are encouraged to reach out to our Director of Learning and Development.

B. New Hires and Promotions

Below is a description of the planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

Whenever there is a promotion or new hire at the CFB, we have already integrated into our hiring policies, that hiring managers must submit a hiring package ahead of time, that includes several things, such as: (1) a vacancy announcement that displays the preferred qualities in a candidate, (2) a salary matrix that aligns with our internal salary bands, (3) a draft of the position's key responsibilities, (4) and the finalized interview questions for a minimum of two rounds of interviews. All agency hiring packages must be reviewed and approved by the agency head, Chief People Officer and Chief EEO Officer, or their designees, before being posted to a job site.

Additionally, in FY 2025, the CFB's EEO-DEI team engaged 98.0% of all CFB employees in a live "Unconscious Bias and Structured Interviewing" training that was based on the revamped the best practice guide we created in FY 2024. This was done as part of a mission to provide a best practices toolkit for hiring managers that reviews areas for potential unconscious bias in candidate interviews and hiring decisions, how to properly conduct an interview, and the basic tenets and rules of structured interviewing. Therefore, since the use of structured interviewing is **required** at the CFB, the hiring manager and employees affiliated with the hiring process underwent a live training detailing these topics. Additionally, the EEO-DEI team created a FAQ document to disperse to staff to encourage staff to engage in continued learning on the topic, as well as provide a resource.

Additionally, after interviews conclude, we require that the hiring manager(s) also submit a written statement explaining why their selected candidate was objectively the most qualified candidate for the position amongst others. This hiring package is then sent to the Chief People Officer, Chief EEO Officer, and agency head. This provides an opportunity for dialogue if others in the selection process would like to add feedback, disagree, or have an opportunity to explore additional candidates. In the event that hiring managers encounter an issue with creating selection criteria or making selection decisions, the Chief People Officer and Chief EEO Officer consults with them to decide next steps.

In FY 2025, and continuing into FY 2026, the CFB participates in job fairs, offers reasonable accommodations to all job applicants and internal candidates, ensures our facilities are ADA accessible, and provides opportunities for our external and internal candidates to provide feedback on any perceived or actual structural barriers to employment. The CFB

emphasizes a skills-based hiring protocol that considers relevant experience and/or acquired skills in lieu of a formal education (when possible) in an effort to further reduce barriers to employment.

C. EEO Role in Hiring and Selection Process

Below is a brief detail of which stages of selection involve our EEO Officer (pre- and post-selection).

Our EEO Officer is involved in most aspects of the selection process.

Within **pre-selection** the EEO Officer, in conjunction with the Chief People Officer:

1. Reviews all hiring packages
2. Offers all candidates reasonable accommodations
3. Provides, or designates, a member of the EEO-DEI Division to provide, a live training on Unconscious Bias and Structured Interviewing to all employees involved in the selection process, if the employee has not already completed this training within the previous one-year period.

Within **post-selection** the EEO Officer, in conjunction with the Chief People Officer:

1. Consults with the hiring manager to confirm final candidate selection.
2. Provides opportunities for both external and internal candidates to provide feedback on any perceived or actual structural barriers to employment

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on 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 as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.

- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

In the event of layoffs, terminations, and demotions due to legitimate business/operational reasons ensure, the EEO-DEI division, in conjunction with the People Operations Division, the Agency General Counsel, and the Law Department, would conduct an impact analysis.

The analysis would be conducted prior to the finalization of the list of titles that will be impacted and would measure to impact of these actions based upon gender, race, age, and other demographic identifiers. The analysis would seek to identify the full consequences of such an action, aiming to deeply understand the negative impacts that may occur and prevent any instances of discrimination.

- 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 2026.
- The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.

- ☒ Where layoffs or terminations would have a disproportionate impact on any protected category 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).

VIII. 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 – Annually (Cycle 3 must be completed by June 30, 2026.)	100%	June 15, 2026
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	0%	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 8 runs between November 1, 2025 – August 31, 2026)	100%	August 31, 2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	0%	
5. LGBTQ+ – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0% <i>*This was completed in FY 2025</i>	

6. LGBTQ+ – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0%	
7. Disability Awareness and Etiquette	All CFB Employees	100%	October 31, 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	New CFB Employees	100%	Recurring Quarterly Basis

IX. Reasonable Accommodation

Below is a description of the actions our 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.

Once a reasonable accommodation request is received from an employee of the agency, the Chief EEO/DEI Officer and Accessibility Specialist create an internal case file and abides by/follows a pre-determined checklist that is derived from the City of New York’s revamped 2024 EEO Policy. Typically, the process includes (1) reviewing the request, (2) determining if relevant documentation is needed, (3) requesting said documentation, (4) engaging in a cooperative dialogue with both the requestor and their management and then, (5) issuing a determination within 30 days of receipt of the request. During regular monthly check-ins, the Agency Head engages in a dialogue with the Chief EEO Officer and Accessibility Specialist to ensure that the process is being followed.

At the time of CAD database affirmation, the Chief EEO Officer, Chief People Officer and General Counsel will discuss any trends in statistics with regard to volume, type, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals. This analysis will be completed to understand, what, if any, systemic barriers exist that are supported by data and have the ability to be changed by leadership at the agency to prevent discrimination.

The agency reconciles and dispositions EEO complaints and reasonable accommodations in accordance with the City of New York EEO Policy and any applicable city, state, federal and local laws. The Chief EEO Officer periodically meets with the agency’s legal team and attends EEO best practices meetings to also ensure compliance.

Appeal Protocol

The agency head oversees reviewing any appeal requests. At this time, no other designee has been appointed. The agency’s determination letter outlines the process for a

reasonable accommodation determination appeal. After notification of appeal, the agency head will be forwarded any relevant information by the Chief EEO Officer and will schedule a time to meet with the requestor. The agency head will conduct an independent review and holds the authority to overturn or uphold any previously issued reasonable accommodation determination. **Pursuant to the City of New York’s EEO policy, the Chief EEO Officer and Office of General Counsel are not involved in the reasonable accommodation appeal process.**

The CFB selects the following:

- 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 any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City’s Reasonable Accommodation Procedure.
- The agency adheres to the City’s Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the Agency Head’s designee² : _____
 - The designee reports directly to the Agency Head.

² **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated** to review appeals of reasonable accommodation decisions.

The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

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

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

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2025 – August 31, 2026) 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; Local Law 14 (2024): Anti-racism and Anti-racial 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 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII 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.

The CFB selects the following types of accommodations that our agency has provided to our workforce in FY 2025:

- 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 2026

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

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

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

Please note that the CFB does not participate utilize civil service examinations in the same way traditional Mayoral agencies do, in the 55-A program because the majority of our titles are non-competitive and do not require a civil service exam. However, our agency Career Counselor regularly disseminates information to all CFB staff regarding Civil Service 101 information sessions, civil service exam notifications.

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

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

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

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

- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, 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 single-sex facility (e.g., 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.

XI. Audits and Corrective Measures

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (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 CEI an amendment letter, which shall amend the agency plan for FY 2025 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.]

XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)³

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency’s efforts during the previous quarter to implement the agency’s EEO Plan.

Paul S. Ryan

Print Name of Agency Head

Paul S. Ryan

Signature of Agency Head

2/19/2026

Date

³ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

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

Agency EEO Office Mailing Address:

100 Church Street, 12th floor,
New York, NY 10007

Contact Information (title, name, e-mail, telephone number) for the EEO/DEI and HR (People Operations) Roles at the CFB:

	Title/Function	Name	Email	Telephone
1.	Acting Agency EEO Officer	Kirann Nesbit	KNesbit@nyccfb.info	(212) 409-1847
2.	Agency Deputy EEO Officer	Dr. Sarah Jackson	SJackson@nyccfb.info	(212) 409-1853
3.	Agency (Chief) Diversity & Inclusion Officer	Kirann Nesbit	See Above	See Above
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kirann Nesbit	See Above	See Above
5.	ADA Coordinator	Janey Gemmell	JGemmell@nyccfb.info	(646) 906-4070
6.	Disability Rights Coordinator	Janey Gemmell	See Above	See Above
7.	Disability Services Facilitator	Janey Gemmell	See Above	See Above
8.	55-a Coordinator	Not Appointed	N/A	N/A
9.	Alternate Dispute Resolution Coordinator	Amanda Martin-Lawrence	AMartinlawrence@nyccfb.info	(646) 906-1937

10.	Gender Based Violence Liaison	Amanda Martin-Lawrence	See Above	See Above
11.	EEO Investigator(s)	Dr. Sarah Jackson	See Above	See Above
12.	EEO Investigator(s)	Amanda Martin-Lawrence	See Above	See Above
13.	EEO Counselor(s)	Ama Acquah	AAcquah@nycffb.info	N/A
14.	EEO Training Liaison(s)	Dr. Sarah Jackson	See Above	See Above
15.	Career Counselor(s)	Shanulda DeCamp	SDeCamp@nycffb.info	212) 409-1749