



The City of New York
Office of Management and Budget
255 Greenwich Street, 8th Floor, New York, NY 10007

OFFICE OF MANAGEMENT AND BUDGET
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN
FISCAL YEAR 2022

I. Introductory, Commitment and Accountability Statement by the Agency Head

On behalf of the New York City Mayor’s Office of Management and Budget (OMB), I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City (City) EEO Policy, the City and New York State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency. My commitment extends throughout the agency: All OMB employees of this agency are required and expected to adhere to the City’s EEO Policy and other mandates that prohibit harassment and discrimination in the workplace.

Furthermore, as the Agency Head, I have a strong personal commitment to furthering equity, diversity, and inclusion principles throughout the agency by implementing strategies and best practices in partnership with the agency’s Chief Diversity and WMBE Officer (Tara Boirard), Chief EEO and Diversity, Equity, and Inclusion Officer (Danica You), Director of Human Resources (Lauren Wittels), and other agency leadership. OMB, under my leadership, will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, acceptance, and cooperation in our workplaces, and to promote equity in all its aspects. I will aim to ensure that all our staff and those our agency serves feel empowered, valued, and respected and to address potential barriers to our EEO and diversity and inclusion goals head-on.

Workforce -

OMB not only accepts, but also embraces the diversity of our workforce, including differences in age, color, disability, ethnicity, familial or marital status, gender identity or expression, language, national origin, race, religion, sexual orientation, socio-economic status, veteran status, and other essential characteristics that are at the heart of the people of New York City. When we value our differences, we build stronger teams, which drives the best performance of our agency and therefore best serves the City overall. Our agency will 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.

The agency also values the diversity of the potential members of its workforce. Because of this, I commit to hold the agency’s EEO and human resources professionals, managers, supervisors, and anyone else who may be involved in the hiring process, accountable for ensuring that OMB does not discriminate against not only existing employees, but also applicants for employment. Employment decisions will be made based on merit and equality of opportunity.

Workplace -

To best support our diverse workforce, I commit to working with relevant agency leaders, including the Personnel Director and EEO/DEI Officer, to examine and work to eliminate the structural obstacles to equal treatment in the recruitment, development, and retention of employees, and to develop, implement, and maintain other measures to maintain a safe and inclusive work environment for all our staff. These measures will include critical human resource decisions, such as recruitment and hiring strategies, workforce projections, succession planning, promotion of training and career development opportunities, and strategic planning.

Additionally, the EEO/DEI Officer will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing identified EEO and DEI issues. Her contact information is prominently available to all employees. The Agency EEO/DEI Officer should be contacted with any questions, inquiries, concerns, or complaints that an employee may have regarding any EEO-related issues, including any allegation of a violation of the City EEO Policy.

Community -

I will actively involve OMB's senior staff in the agency's efforts to enhance and promote the values of diversity, equity, inclusion, and respect for all as they lead efforts to implement the FY 2022 EEO Annual Plan ("FY 2022 Plan") across OMB. As an agency, we will better provide equitable, fair, and effective services to the public by implementing this plan, which will help us perform all aspects of our work through a lens of diversity, equity, and inclusion.

I also will ensure that the agency's Chief Diversity/MWBE Officer (Tara Boirard) will continue to assess and reevaluate the agency's MWBE participation goals, and lead efforts toward meeting those goals as outlined in Executive Order 59.

During this Fiscal Year, I will provide this Commitment Statement to our employees, 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.

II. Recognition and Accomplishments

Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2021) to advance Equal Employment Opportunity, Equity, Diversity, and Inclusion; for example, completing training goals, introducing new equity programs, or launching employee resource groups. Use the Additional Comments section to list more than five items.

In the past year, our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. Continued support of OMB's LGBTQ Employee Resource Group. Part of the group's mission is to contribute to the Agency Diversity/EEO goals regarding Workforce, Workplace, and Community.
2. Continued efforts to engage M/WBE vendors within the guidelines of Local Law 1; OMB attends M/WBE outreach events and procurement fairs hosted by various city agencies. In keeping with past precedent and dependent on available events, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors.

3. Continued efforts to achieve 100% employee participation in the DCAS Computer Based Training modules including, but not limited to, EEO Awareness, Diversity and Inclusion; lgbTq: The Power of Inclusion; Sexual Harassment Prevention; DOI Corruption Prevention Awareness; and Conflicts of Interest Prevention Training.

The agency recognizes employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity, equity, and equal employment opportunity through the following:

- Diversity & EEO Awards*
- Diversity and EEO Appreciation Events*
- Public Notices
- Positive Comments in Performance Appraisals
- Other: _____

* Please specify under "Additional Comments"

- The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2022.

Additional Comments:

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2021

Total Headcount: 391

Please provide the number of employees whose Race/Eth and/or Gender is 'Unknown'

Race/Ethnicity: Unknown (M) 6 Unknown (F) 6 | Other: | TOTAL: 12

(These figures are available on the total line for your agency in the EBEP210 CEEDS report)

1. 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 2022, 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
- Newsletters and internal Agency Publications
- 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 2022, the agency will inform and remind employees of the option to add preferred name in ESS.

Additional Comments: Reminders for employees to update Self-ID information will also be sent through weekly HR emails during the fiscal year.

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

NOTE: If necessary, the agency can reach out to DCAS OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of its recruitment plans and efforts to reduce/eliminate underutilization.

The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI) 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.

Reviewed with	Frequency
Agency Head	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Other _____
Human Resources	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Other (___ specify)	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> 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).
- ☒ The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

Additional Comments: The EEO/DEI Officer will provide the CEEDS data to the HR Director on a quarterly basis as part of the quarterly report process throughout this fiscal year. The EEO/DEI Officer and HR Director will share this data to the Agency Head, Chief of Staff, and/or General Counsel as necessary.

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2022

1. Proactive Strategies to Enhance Diversity, Equity, Inclusion and EEO in areas of **Workforce, Workplace, and Community.**

State below the central goals of your strategy for FY 2022 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted. Workforce goals are directed at the composition of your workforce, recruitment, retention, promotion, and professional development. Workplace goals have to do with inclusion, workplace culture, and employee activities. Community goals are directed at the external environment of your agency: the public and entities served by the agency. Describe special initiatives to enhance equity and focus on race relations in item 4.

1. Workforce:

Hiring, Promotion, and Retention Practices

A central workforce goal is for OMB to secure, support, and maintain a high-performing and diverse workforce. OMB will do this by expanding efforts to recruit from a diverse, qualified group of applicants. This will also involve continuing efforts to develop and implement an effective recruitment and hiring system, including diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive. The EEO/DEI Officer will partner with the HR Director and other agency leadership as necessary to implement DCAS’s Diverse and Inclusive Recruitment Best Practices, as established by DCAS in the first quarter of FY 2022 and add additional practices as necessary to help build a diverse and inclusive workforce. As part of efforts to enhance the hiring process at OMB, the agency will also work with the Mayor’s Office of Veteran’s Services to participate in the VetConnect program.

OMB will also continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year. The agency will do this by regularly analyzing the composition of its workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency. OMB will also continue to engage in efforts such as work with EquityNYC (including requirements under Executive Order 34) and performing additional analysis of workforce composition, including a review of promotion practices, professional development opportunities, and other issues relevant to this workforce goal.

Mentorship Program

Another workforce goal is to cultivate an inclusive workplace that enables full participation encourages collaboration, flexibility, and fairness. As part of this effort, OMB's existing Mentorship Program pairs together senior managers and less experienced staff to share perspectives, values, and experiences. It also provides an opportunity for staff to explore areas of interest outside their assigned portfolio. To allow for greater participation throughout the agency, each year preference is given to mentees who have not participated in program. The agency will re-visit this Program during this fiscal year and determine additional areas for growth, including determining whether broadening the Program to also include a mentorship opportunity between junior employees and mid-level managers, to provide additional opportunities for junior employees to gain insight from the experiences of the mid-level managers and to provide participating mid-level managers with the opportunity to strengthen their leadership skills.

Professional Development Opportunities

Significantly expanding professional development opportunities is another key workforce goal for this fiscal year. In FY 2022, the agency will have its first Chief Learning Officer, who will build up a formal learning and development program for the agency. The L&D program will include training for employees at all levels, initially targeting managers and analysts.

2. Workplace:

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

Cultural/DEI-Related Events and Activities

In FY 2022, OMB will form a committee to plan events and activities focused on cultural and diversity, equity, and inclusion. The events will take place every other month, at minimum,

and will include celebrations of various DEI-related occasions, including monthly commemorations (e.g., Asian American Pacific Islander Heritage Month, Women’s History Month, etc.) and other standalone events (e.g., online and in-person events relating to Earth Day, etc.). The events will involve a variety of programming, including learning opportunities, team-building activities, and entertainment. The tentative list of in-person events planned for FY2022 is as follows:

January

- Martin Luther King Jr. Day

February

- Black History Month

March

- Women’s History Month/International Women’s Day

April

- Earth Day

May

- Asian American and Pacific Islander Heritage Month: Tentative Date

June

- LGBTQI+ Pride Month
- Caribbean American Heritage Month

July

- National Disability Independence Day

August

- TBD

September - October

- Hispanic Heritage Month

October

- World Mental Health Day

November

- National Native American, American Indian, and Alaskan Native Heritage Month: Tentative Date 11/18

December

- Staff Recognition Party

Employee Equity Resource Groups and Employee Committees

OMB will revitalize its Employee Resource Group program by expanding and redefining this program as Employee Equity Groups (EEGs) and Employee Committees (ECs). EEGs are groups of employees – specifically focused on groups that have historically been underrepresented in the workplace, such as the protected groups under the City’s EEO Policy – who are connected in the workplace based on shared characteristics or life experiences, and are intended to provide support, enhance career development, improve personal development at the agency and the overall agency work environment. The purpose of EEGs is for employees to have the space to show up as their full selves and be heard, valued, and engaged. Anyone is invited to participate in EEGs. ECs are groups of employees that are

interest-based; gathered more around specific activities and, again, are open to all employees. As part of the EEG/EC process, this fiscal year the EEO/DEI Officer will draft and distribute a toolkit and other information to help interested employees form these new groups and support them as they develop.

Employee Surveys

This year, OMB will create a DEI survey, which will be a tool to help the agency benchmark the current status of DEI within the organization and build a strategic plan of measurable, tangible actions that can be implemented to improve the agency.

OMB will also continue to utilize an exit survey for all employees that are separating from the agency to measure, evaluate, and improve employee job satisfaction, including two questions that address issues relevant to EEO and DEI. This fiscal year, the agency will review the exit survey to determine whether the questions relating to EEO and DEI should be updated.

Additional In-House Trainings

As mentioned earlier, OMB's new Chief Learning Officer will be in place during FY 2022. In addition to the above-described trainings aimed toward achieving workforce goals, the CLO will also conduct in-house trainings that will benefit a cross-section of the agency, allowing staff to work with divisions they may not interact with frequently. These opportunities will hopefully help strengthen the workplace by exposing staff to the experiences of new colleagues.

3. Community:

This fiscal year OMB will continue to work with the Mayor's Office of Immigrant Affairs to coordinate the agency's language access policy and implementation plan. Per the Mayor's Executive Order, the agency has and will continue to work with DOITT to make our website and its publications on the City's budget more accessible to all New Yorkers.

In FY 2022, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors.

4. Equity and Race Relations Initiatives:

This is a pivotal time in history, set off in 2020 with the start of the coronavirus pandemic (along with acts of unfairly associated acts of violence and discrimination against members of the Asian American Pacific Islander (AAPI) community), as well as specific acts of violence against Black people that revealed the dramatic impacts of systemic racism and other acts of inequity to many people who did not already have a deep awareness of or experience with

discussing these issues. These difficult situations impacted many people on a personal level, including OMB’s own employees, and caused some to question how institutions, including City agencies, might perpetuate systemic racism and other inequities.

During FY 2020-2021, the agency also hosted online community events for staff to process these issues as a community, as well as provided resources to staff including training opportunities, mental health, and other support options through various City services.

For FY 2022, OMB wants to grow in terms of how it addresses issues of equity and race relations. The EEO/DEI Officer will begin formulating a diversity, equity, and inclusion strategic plan for the agency as part of this goal. This will include taking a step back and re-visiting some foundational issues: creating a DEI mission and vision statement, creating a better framework for the agency’s DEI work (including identifying clear metrics, objectives, and tasks for measuring progress), defining specific strategic DEI initiatives and creating timelines for those initiatives – all with an eye toward improving workforce, workplace, community, and equity/race relations; an essential way for the agency to strategically address matters involving equity and race relations.

OMB acknowledges that it has a responsibility to address issues of equity and race relations, is committed to ensuring that the agency make improvements, and looks forward to working with others, including DCAS, on how to make these positive changes as City agencies.

2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2022, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: **WORKFORCE, WORKPLACE, and COMMUNITY.**

A. WORKFORCE:

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

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

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

The agency will address underutilization in FY 2022 by:

- Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations.
- Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
- The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:
 - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.
 - Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Identification of Ready Now & High Potential Talent.
- Institute coaching, mentoring and cross training programs.
- Implement initiatives to improve the personal and professional development of employees.
- Conduct assessment to ensure pay and promotions are equitable.

Describe specific actions designed to enhance equity:

The people who make up a workforce are at the foundation of any organization. To enhance equity at OMB with respect to the workforce, we must acknowledge the importance of having a diverse network of empowered teams, utilizing open dialogue and inclusive work styles that bring out peoples' strengths and make space and provide tools for improvement. The demographic of the workforce is rapidly changing, becoming more multi-generational, multi-cultural, and driven by technology, and it is important that we recognize this reality to improve equity.

As outlined in greater detail above, with respect to specific actions pertaining to Workplace designed to enhance equity, in FY 2022, OMB will engage in activities including (1) re-visiting hiring, promotion, and retention practices, including implementing DCAS's Diverse and Inclusive Recruitment Best Practices, (2) continuing to support the promotion and retention of staff with diverse experience and attributes by regularly analyzing the composition of the workforce, (3) engage in equity work through the EquityNYC program, (4) strengthen the agency's mentorship program, and (5) expand professional development opportunities.

Additional Initiatives, Programs, or Comments:

B. WORKPLACE:

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

- The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.
- Promote employee involvement by supporting Employee Equity Groups (EEGs).
List below the names of existing EEGs:
LGBTQ+ Equity Group
- 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 actively inform employees of their rights and protections under the New York City EEO Policy.
- Agency will keep employees informed of the EEO complaint and reasonable accommodation processes and circulate *DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines*.
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.
- In FY 2021, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:
 - Engagement /Job Satisfaction/ Employee Morale Survey(s)
 - Workplace Insight Survey for Exiting (WISE) Managers
 - Exit interview or surveys developed by the agency
 - Other (specify): _____
- The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):

1. Continue to offer OMB Institute trainings to all employees which are led by OMB senior management and aim to educate employees on current budget issues.
2. Expand the OMB Institute with a new Lunchtime Seminar Series, that will provide entry and mid-career employees and opportunity to present work to colleagues and learn about the responsibilities of taskforces throughout the agency.
3. Additional training programs, to be formulated by the Chief Learning Officer.

Describe specific actions designed to enhance equity and initiatives to address race relations in the agency:

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

This fiscal year, the agency will create a formal structure and expand its employee equity group program, create a DEI committee that will put on events and address the myriad of issues to help enhance equity at the agency, and continue and strengthen existing efforts such as the mentorship program, and events to address broader issues relating to race relations.

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

Additional Initiatives, Programs, or Comments:

C. COMMUNITY:

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

In FY 2022, 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.
- Identify best practices for establishing a brand of inclusive customer service.
- Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.
- Expand language services for the public.

Describe specific actions designed to enhance equity:

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

Additional Initiatives, Programs or Comments:

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2022:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- Review underutilization in job groups to inform recruitment efforts.

- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights.
 - Currently in operation.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
 - Everybody Matters EEO and Diversity and Inclusion Training
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

1. OMB notifies its employees of all discretionary vacancies within the agency, by emailing job notices agency-wide and requiring all hiring managers to interview any eligible internal candidates during the initial hiring period. All job notices are listed internally for 10 business days. All job notices are posted on the agency's website and on E-Hire. In addition, OMB's Office of Personnel Management will actively work with staff interested in expanding or changing their portfolio.
2. To identify a more diverse pool of candidates, OMB will continue to review and its recruiting efforts, particularly at CUNY and SUNY schools as well at HBCUs. This fiscal year, the agency will develop a strategic plan on how to better engage affinity groups, including at colleges and universities, in our recruitment efforts.
3. OMB is actively working with other partners in City government and in the non-profit sector, including the Mayor's Office of Appointments, to help identify candidates for senior level vacancies.

B. Recruitment Sources

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded diverse applicant pools.
1. CUNY and SUNY	<p>As many CUNY students are from the NYC metropolitan area, we would expect to receive a great deal of interest from current City and State residents that reflect the diversity of New York.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
2. Undergraduate/Graduate School Career Fairs throughout the metropolitan area and NYS	<p>Focus would be on schools that offer Public Administration programs to target applicants that have an interest in public service.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
3. New York City's E-Hire online website	<p>Primarily targeting current New York City employees looking to continue their career path and growth with NYC. This has been the primary source of new hires over the past year.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
4. The Mayor's Office of Appointments	<p>Resumes are collected from a diverse network from the Mayor's Office of Appointments, and then screened and vetted to determine if a candidate is a suitable match for open positions, particularly senior staff openings.</p> <p><input type="checkbox"/> Previous hires from this source</p>
5. Advertisements in targeted papers and online sites such as Idealist.org and LinkedIn.	<p>This source would be used primarily for positions that require specialized skills, knowledge and/or training.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>

C. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2021 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2022.

The agency provided the following internship opportunities in FY 2021:

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	3	1 White 2 Asian	M: 2 F: 1 Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	3	2 White 1 Black	M: 2 F: 1 Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

* Self-ID data is obtained by EEO Office from NYCAPS.

The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.

The agency has hired former interns/fellows.

The agency plans to provide internship/fellowship opportunities in FY 2022.

Additional Comments:

The agency plans to have at least 16 internship opportunities at OMB in FY 2022.

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take 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.

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

N/A. Refer to the end of the 55-a Program section. Most of our employees are in non-competitive titles which are not suitable for 55-A titles. We are aware of the program and make our best efforts to recruit 55-A candidates to existing competitive civil service titles

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.

2. Indicate the goals of your 55-a Program Coordinator for FY 2022. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2022.

Currently, there are 0 [number] 55-a participants.

There are [number] participants who have been in the program less than 2 years.

Last year, a total of [number] new applications for the program were received and participants left the program due to [state reasons] _____.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

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

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2022 are:

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

These goals are the same as last year.

Additional Goals, Initiatives, and Comments:

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

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

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared in consultation with the Agency Personnel Officer.

A. Career Counselors

For FY 2022, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) regarding advising employees of opportunities for promotion as well as overall career development.

In FY 2022, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance and career opportunities.
 - Provide information to staff on both internal and external Professional Development training sources.
 - Explain the civil service process to staff and what it means to become a permanent civil servant.
 - Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - Internship exploration

Additional Initiatives and Comments:

All OMB employees are advised of current openings within the Agency as they become available. Staff is notified via an email sent to all employees; all employees are located at one facility and have access to a computer and email. Each position is posted internally for a minimum of 10 business days and all hiring managers are required to interview any eligible internal candidates during that time period. In addition, hiring managers are strongly encouraged to interview approximately 5 – 10 candidates. Job notices are also posted on the agency's website and on E-Hire. Resumes received via outside sources are screened for education and experience minimum qualification requirements prior to being posted for hiring managers to review.

In addition, OMB's Office of Personnel Management and Administration will continue to actively work with any staff interested in expanding or changing their portfolio.

B. New Hires and Promotions

Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2022, the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
 - Promotion and salary increase protocol in existence.
 - Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

As with all vacancies, employees are advised of current openings. Internal applicants that meet the minimum requirements for a position are eligible to apply. External candidates that meet the qualifications may apply through email or E-Hire. Applicants for mid and high-level discretionary positions are often interviewed by senior staff members and sometimes by the Executive staff. Once

a candidate has been chosen, the hiring manager submits a personnel action request packet to OMB's Office of Personnel Management and Administration who must approve the request before it goes on to the Budget Director or their designee for final approval.

C. Selection Process

Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2022, the agency will do the following:

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

Additional Comments:

OMB will continue to develop and implement an effective recruitment and hiring system, which includes diversifying our pipeline, training hiring managers on best practices, and recommending any changes necessary to make our workplace more inclusive. OMB is currently using e-hire with much success. In the event a diverse pool of candidates has not been considered, hiring managers will be asked to revisit the applicant pool for additional eligible candidates.

OMB utilizes an Applicant Interview Form for all internal and external candidates. The form gives the Personnel Director and Chief of Staff insight into some of the questions and methods used to identify the best candidate for a position.

Throughout FY 2022, as staff is hired or promoted to supervisory positions, OMB will require Hiring Managers to attend a Structured Interviewing/Unconscious Bias offered through DCAS's Citywide Training Center.

D. Review of Hiring, Promotion and Selection Practices

For FY 2022, what steps will your agency take to review the positions filled during the year?

- A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
- The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
 - The agency does not use the NYCAPS Applicant Interview Log Report.
 - The agency will schedule orientation with NYCAPS Central.
- B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
- Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications.
 - Ensure hiring panels are composed of staff from diverse backgrounds (e.g., diversity based on experience, gender, age, race, and ethnicity).
- C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:
- The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments, location, etc.) when requested by DCAS.
 - The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
 - The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

Additional Comments:

OMB does not fill positions through a Civil Service lists, however all employees are encouraged to take relevant Civil Service exams. OMB places employees in competitive titles on leave on secondary line. In FY 2022, it is expected that some staff members will continue to be assigned to a permanent Civil Service title and/or an underlying Civil Service title.

In FY 2022, employees will be notified of all virtual Civil Service 101 classes offered by DCAS.

E. EEO Role in Hiring and Selection Process

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

In FY 2022, the agency EEO Officer will do the following:

PRE-SELECTION:

- Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- EEO reviews vacancy postings to ensure elimination of language that has the potential for gender stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns).
- Actively monitor agency job postings.
- Ensure all job postings include updated EEO Employer statement released in 2021.
- EEO is consulted 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.
- Advise Human Resources in the development of a comprehensive guide for hiring managers.
- 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.
- Other: _____

POST-SELECTION:

- 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.

- Perform advisory role to Human Resources in the selection process and conduct post-audit review.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

Additional Comments:

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

EEO personnel are not involved in the interviewing process and do not observe interviews that are conducted. The agency will incorporate an analysis of the source of final candidates selected and will compare the demographics of those hires to current staffing levels to determine if the agency is reaching a diverse pool of candidates and will investigate ways of incorporating the EEO Officer into this process as appropriate.

F. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race and age? *It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.*

- The 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 2022.
- 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

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

Training Topic	Type of Audience (e.g. All Staff, Front-line Employees, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. Everybody Matters – EEO and Diversity & Inclusion (e-learning)	All Employees	400	March 2022 – March 2023
2. Everybody Matters – EEO and Diversity and Inclusion (classroom/live webinar)	All Employees		
3. Sexual Harassment Prevention (e-learning)	All Employees	400	September 2021 – August 2022
4. Sexual Harassment Prevention (classroom/live webinar)	All Employees		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees	200	April 2022 – March 2024
	All other employees	200	
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees		
	All other employees		
7. Disability Etiquette	All Employees	100	June – July 2022
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All employees involved in a hiring process	50	Throughout FY 2022

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.

- 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 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 the appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.
- The agency analyzes the reasonable accommodation data and trends.
- The agency has posted/will circulate the *Reasonable Accommodations at a Glance* sheet for the workforce.

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.

<http://extranet.dcas.nycnet/eoo/diversityeoo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

Briefly describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

RA requests are submitted to the EEO Officer who responds as promptly as possible using the cooperative dialogue process. Most requests are processed within a week of submission, well in advance of the recommended timeframes as set forth in DCAS's Reasonable Accommodations Procedural Guidelines.

The EEO Officer will meet with the employee and review relevant documentation and information provided by the employee and medical provider. The EEO Officer will separately meet with the employee's manager to discuss potential undue hardship alone, including discussing potential impact on agency work needs.

The EEO Officer will discuss potential accommodations with the employee and with relevant agency staff as necessary to determine the feasibility of implementation. The EEO will provide recommendations based on all information from throughout the cooperative dialogue process. The process is fully documented by the EEO Officer, including approvals and denials. Appeals may be made by the requesting employee directly to the agency head.

The EEO Officer will review Reasonable Accommodation trends monthly and share the information with the HR Director and Chief of Staff.

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

A. 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 agency plans to train all new employees within 30 days of start date.
- All the managers, supervisors, and front-line employees were re-trained within the last two years.
- 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.

Additional Comments:

B. Executive Order 59: Chief Diversity Officer/Chief MWBE Officer

Under Executive Order No. 59 of 2020, all agencies shall appoint a Chief Diversity Officer/Chief MWBE Officer, with the appropriate experience and knowledge to oversee the agency's MWBE program, to report directly to the agency head. Agency heads shall ensure internal candidates are considered for the Chief Diversity Officer/Chief MWBE Officer.

The agency appointed a Chief Diversity Officer/ Chief MWBE Officer by August 28, 2020.

Provide the name and title of the Chief MWBE Officer: Tara Boirard, Senior Deputy Director and Chief MWBE Officer

Additional Comments:

C. 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 4 – September 1, 2021 – August 31, 2022) as indicated in the Section VII Training above.

Additional Comments:

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

- The agency will input sexual harassment complaint data 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.
- The agency will input **all types of complaint** data 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.
- The agency will ensure that sexual harassment complaints are closed within 90 days.
- The agency will ensure that all other complaints are closed within 90 days.

Additional Comments:

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, conducted a climate survey in FY 2021 and will proceed to do the following in FY 2022:

- Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020.
- Analyze FY 2021 survey data once provided by DCAS.
- Develop an Action Plan to address concerns raised in the FY 2021 Climate Survey and submit it to DCAS by July 31, 2022. *[Further guidance will be provided to agency by DCAS in 2022.]*

Additional Comments:

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 EEPCC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPCC or _____ [**another governmental agency – please specify**] specific to our EEO practices. **Upon forwarding our responses to the recommendations issued by the EEPCC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022 to include and implement EEPCC 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 EEPCC or _____ [**another governmental agency – please specify**] specific to our EEO practices.
- The agency will continue/be required to implement measures 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.

Jacques Jiha, Ph.D.



Signature of Agency Head

August 3, 2022

Date

APPENDIX

Contact Information for Agency EEO Personnel

Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert table rows as needed.

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Danica You	YouD@omb.nyc.gov	(212) 886-6030
2.	Agency Deputy EEO Officer	N/A		
3.	Agency Chief Diversity and Inclusion Officer	Danica You		
4.	Agency Diversity & Inclusion Officer [if designated]	N/A		
5.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Tara Boirard	BoirardT@omb.nyc.gov	(212) 788-6420
6.	ADA Coordinator	Danica You		
7.	Disability Rights Coordinator	Danica You		
8.	Disability Services Facilitator	Danica You		
9.	55-a Coordinator	Danica You		
10.	Career Counselor(s)	Lauren Wittels	WittelsL@omb.nyc.gov	(212) 788-6371
11.	Training Liaison(s)	Danica You Nicole DellaCorte	DellaCorteN@omb.nyc.gov	(212) 788-6094
12.	EEO Counselor(s)	Angel Acevedo Donna Braithwaite Kara Kirchoff Kathryn Johnson	AcevedoA@omb.nyc.gov BrathwaiteD@omb.nyc.gov KirchoffK@omb.nyc.gov JohnsonK@omb.nyc.gov	(212) 788-2984 (212) 788-6291 (212) 788-6348 (212) 788-6432