

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

Fiscal Year 2026

**Financial Information Services Agency –
Office of Payroll Administration**

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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).

As Agency Head of the Financial Information Services Agency-Office of Payroll Administration (FISA-OPA), I pledge my commitment to honor, promote, and fulfill all tenets of the City of New York’s EEO Policy, the New York City and New York State Human Rights Laws, and all supporting laws that protect the rights of employees, job applicants, contractors, consultants, government partners and the general public.

As a native New Yorker, I consider it a privilege to experience every day, the cosmopolitan richness inherent to this City. As Executive Director of FISA-OPA, I reaffirm my responsibility to promote diversity and equity towards cultivating an inclusive workplace, where people can feel safe and respected.

I am dedicated to working with FISA-OPA’s EEO Office and the FISA-OPA executive management team, to lead by example, by encouraging each of us to serve as ambassadors of workforce equity, where we value each individual’s perspectives and talents. We will collaborate to create and implement robust diversity and inclusion strategies based on guidance from DCAS’s Citywide Equity and Inclusion Office. Throughout this year, we will continue regular analysis and discussions targeted at expanding cultural diversity, pay equity, promotional opportunities and avenues for innovation within FISA-OPA’s workforce, while using the City’s workforce and demographic reports and resources. In addition, scheduled reviews of our goals and accomplishments will be conducted to assess the effectiveness of our initiatives and strategies.

Diversity, Equity and Inclusion serve as the pillars of dignity that help to attain a peaceful co-existence. Towards this end, I will ensure accountability across all levels of staff, by securing their acknowledgement and commitment to support an inclusive workplace that is free of discrimination, harassment, fear and isolation.

The Agency’s EEO Officers, Margaret Withers (FISA) and Lois Valero (OPA) will continue to serve as primary resources for all managers and supervisors by providing them with best practices, direction and legitimate solutions in addressing any identifiable EEO issues. Ms. Withers can be contacted via email at mwithers@fisa-opa.nyc.gov or by calling (212) 857-7169. Ms. Valero can be contacted via email at lvalero@fisa-opa.nyc.gov or by calling (212) 857-7248. The EEO Officers’ and EEO Counselors’ contact information (see Appendix A) will continue to be included in official agency-wide correspondence and is also prominently available on the Agency’s intranet site (SharePoint) to all employees.

My Commitment and Accountability Statement will be provided to all Agency staff and will be published on all Agency communication platforms, reassuring us of our united consensus to actively promote diversity, equity and inclusion for everyone.

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

☒ This statement is the same as last year.

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

☒ This statement will be disseminated to all employees in the agency, 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, our agency accomplished the following as part of our commitment to DEI and EEO:

1. During September 2024, FISA-OPA celebrated National Payroll Week (9/2/2024-9/6/2024) and acknowledged all agency divisions for their work and dedication.
2. During August 2024, the FISA-OPA announced that the following Affinity Groups have been established:
 - Yoga Nidra
 - Meditation
 - Chess
 - AI-Machine Learning
 - Bowling (off-site)
3. From 09/23/2024-10/21/2024, FISA-OPA staff members were invited to join teams and participate in an Agency-wide Health Challenge, as a supportive way to improve one's overall health while connecting with work colleagues. Participants earned daily points from completing various physical, mental and nutritional activities and the team with the highest total at the end, wins the challenge.
4. In December 2024, the Agency held a Winter Celebration event which enabled staff members to share in the spirit of the Holiday Season.
5. In January 2025, FISA-OPA hosted its annual Employee Recognition Ceremony, where the Agency honored 54 award recipients, The event also covered the Agency's accomplishments in FY 2025, as well as goals both envisioned and in progress for FY 2026.
6. In April 2025, FISA-OPA hosted the Agency's annual "Take our Daughters and Sons to Work Day." The event gave the kids an opportunity to see what duties their respective parent performed at work, see how the agency operates, and allowed the kids to discover what types of work might be exciting to them. The one-day experience also provided the kids an opportunity to make new friends with other children from various nationalities, ethnic and cultural backgrounds.
7. Throughout FY 2025, FISA-OPA hosted Blood Drives and Flu shot Clinics at the Agency to help encourage staff members to donate blood and take proactive health measures.
8. In June 2025, FISA-OPA held its Annual Agency Update Presentation, with boxed breakfast for each staff member. The Agency's Executive Management Team, acknowledged the contributions made by all levels of staff, provided an overview of the agency's accomplishments during the past year, and a preview of ongoing and planned projects for the coming year.
9. In April 2025, FISA-OPA participated in the WorkWell NYC Step Challenge, which is held annually to encourage thousands of City employees to make movement an essential part of attaining their health and wellness goals.
10. During FY 2025, FISA-OPA promoted one (1) minority female staff member to a managerial position, and one (1) minority female staff member to a supervisory position. FISA-OPA also hired two (2) minority female staff members, both assigned to the Payroll Operations division, and hired six (6) individuals, each with seasoned professional experience. These appointments further strengthen our

agency's commitment to building a diverse workforce that fosters equity, innovation and knowledge sharing.

11. In Q4 FY 2025, 30.26% of FISA's contracts were awarded to M/WBE vendors. The value of these contracts was 41.44% of FISA's total awards. FISA's M/WBE \$ as a percentage of total City M/WBE spend in Q4 FY 2025 was 0.41% which represents a total of 46 out of 111 contracts awarded to M/WBEs. In closing out FY 2025, FISA awarded a total of 93 out of 199 contracts to M/WBEs vendors.

12. In Q4 FY 2025, 68.25% of OPA's contracts were awarded to M/WBE vendors. The value of these contracts was 45.45% of OPA's total awards. OPA's M/WBE \$ as a percentage of total City M/WBE spend in Q4 FY 2025 was 0.03%, which represents a total of 10 out of 22 contracts awarded to M/WBEs. In closing out FY 2025, OPA awarded a total of 13 out of 32 contracts to M/WBEs vendors.

For FY 2026, the Agency will continue its recruitment efforts and will also seek to attend any future 55-a program events, as announced by DCAS.

EEO Training Achievements for FY 2025:

- Biennial Conflict of Interest Training (all staff members): Q1, FY 2025
- Managing Employee Data (EEO Office): Q1, FY 2025
- Cybersecurity Awareness Training (all staff members): Q3 FY 2025
- DOI Corruption Awareness Training (all staff members): Q3 FY 2025
- Sexual Harassment Prevention Training (all staff members): Q4, FY 2025
- EEO Policy Review Meetings (all staff members): Q2 and Q4 FY 2025

Throughout FY 2025, FISA-OPA recognized various heritage and diversity-related awareness months and activities, such as National Immunization Month, Asian American and Pacific Islander Heritage Month, International Women's Day, Black History Month, National Nutrition Month, Jewish American Heritage Month, Caribbean American Heritage Month, Juneteenth, LGBTQ Pride Month, and Mental Health Awareness Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage, well-being and/or diversity awareness months.

In the first quarter of FY 2025, FISA-OPA staff members were invited to participate in an Agency-wide Health Challenge, as a supportive way to improve one's overall health while connecting with work colleagues. Participants earned daily points from completing various physical, mental and nutritional activities and the team with the highest total at the end, wins the challenge.

During the fourth quarter of FY 2025, FISA-OPA staff members were invited to participate in the Annual JPMorgan Corporate Challenge. The challenge is the world's largest corporate running event which encourages fitness, friendly competition and fun. The event also provided employees an opportunity to connect with other participants from various nationalities, ethnic and cultural backgrounds.

IV. Workforce Review and Analysis

Total Headcount: 534

Unknown Race/Ethnicity

Unknown Gender

Unknown Both

Pursuant to Local Law 27 (2023) ** provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).²*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).

In FY 2024, a pay parity analysis was completed and submitted to DCAS-CEI regarding the Computer Systems Manager title. In FY 2025, the same exercise was completed for the Administrative Staff Analyst title.

For the purposes of this FY 2026 DEI-EEO plan, the following pay parity analysis synopsis is hereby provided for the Computer Specialist (Software) title.

This subset of Computer Specialists (Software, SW) are either:

- (i) non-managerial, i.e. they do not have managerial/supervisory responsibilities and/or,
- (ii) identified as having managerial/supervisory responsibilities

² Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

The following is a synopsis of this analysis:

As per the CEEDS Report for Q4 FY 2025, FISA-OPA had a total of 48 staff members in the Computer Specialist (SW) title. Fifteen (15) self-identified as female and thirty-three (33) self-identified as male.

From the 33 male Computer Specialists, fifteen (15) are White, two (2) are Black/African-American, fourteen (14) are Asian, one (1) is Hispanic, one (1) is American-Indian, and zero (0) are Unknown/Unspecified. The average salary is \$135,977.85 and the median salary is \$136,072.00.

From the 15 female Computer Specialists, three (3) are White, three (3) are Black/African-American, and nine (9) are Asian. Zero (0) are American-Indian, and zero (0) are Hispanic. The average salary is \$131,910.40 and the median salary is \$132,169.00.

A further analysis of females and minority groups specific to the Computer Specialist (SW) title produced the following:

There are eight (8) female Computer Specialists (SW) with 10-20 years of service. The average salary is \$134,264.13 and the median salary is \$133,639.50.

There are two (2) female Computer Specialists (SW) with 20-30 years of service. Both the average and median salary is \$140,868.00.

There are two (2) female Computer Specialists (SW) with 30 years or more of service. Both the average and median salary is \$128,439.00.

Regarding the three (3) Black/African-American female Computer Specialists (SW), two (2) of them less than 10 years of service, with the 3rd person having over 40 years of service. The average salary is \$115,777.67 and the median salary is \$109,985.00.

Per the CEEDS Reports as well as the NYCAPS Employee Demographics Report, there are no female Computer Specialists (SW) that have self-identified as American-Indian or Hispanic.

Justifiable reasons for the diverse range of pay amongst the Computer Specialists at FISA-OPA are possibly attributable to one, or a combination of the following:

- Scope of managerial/supervisory responsibilities
- Number of staff members assigned
- Earnings/compensation measured based on the quantity and/or quality of production
- Education, training or experience

Going forward, FISA-OPA plans to conduct additional pay parity analysis on other civil service titles to determine if any corrective action is required.

- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.

FISA-OPA values the importance of a diverse workforce. Our Agency Head and EEO officer review CEEDS data and workforce reports on a quarterly basis before submitting the Agency's quarterly EEO report. For the 4th quarter of FY 2025, FISA-OPA posted discretionary positions to recruitment sources and our Agency will diligently continue to address any underutilization of job groups identified. Based on the CEEDS reports from previous fiscal years, the Agency has had some challenges with mitigating the underutilization of Females, Blacks/African-Americans and Hispanics in the Managers job group.

For Q4 FY 2025, FISA rectified and increased the number of Females in the Science Professionals and Paraprofessionals groups. The Agency will continue to analyze and address the underutilization of Females, Blacks and Hispanics in the Managers job group. The Q4 FY 2025 CEEDS reports for OPA showed no significant underutilization across all job groups.

- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.

At FISA-OPA, all discretionary positions are posted in various places which serve to target minorities to both attract a wider pool of candidates and, in hopes to improve underutilization by finding interested and well-qualified candidates. With OMB expense taskforce approvals, FISA-OPA will share all of its discretionary job postings with the following recruitment organizations:

- Linked In
- Indeed
- Monster
- Dice
- Black Data Processing Association
- Society for Women Engineers (SWE)

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews.

FISA-OPA continues to provide all employees with information regarding civil service exams, career opportunities in City government and career counseling.

2. [Indicate, below, all 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. Check all appropriate boxes.]

- ☒ 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 continue to inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

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

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

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

Due to a combination of citywide financial constraints, civil service staffing policies, including budget shortfalls, a hiring freeze by the Office of Management and Budget (OMB), and workforce reductions, FISA-OPA might not be able to fully execute this initiative.

FISA-OPA will continue to execute DCAS-issued assessment analyses, climate survey(s) and where required, other relevant data collection/analysis/reporting which will focus on identifying and eliminating possible risks and/or conditions specific to the "Stop Sexual Harassment in New York City Act" and local laws 93, 95, 96 and 101, as well as the Pay Equity and the Recruitment & Retention directives per local laws 27 and 28.

The following training sessions have been targeted for deployment in FY 2026:

- IgbTq: The Power of Inclusion Training (all staff members)
- Structured Interviewing and Unconscious Bias (Managers and Supervisors)
- Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members)
- Sexual Harassment Prevention (all staff members)
- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV;EO85 (all staff members)

Planned Programs, Initiatives, Actions aimed at Workforce:

Diversify our workforce demographic

- FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2026. FISA-OPA Human Resources will continue to send out monthly Notices of Examination for all Civil Service Exams open for filing. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. HR also holds periodic meetings with groups of staff members with questions about civil service lists and titles. HR advises employees which exams they should be filing for and serves as a resource for employees for information.

Succession Planning

- FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees'

skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees.

- During FY 2026, FISA-OPA management will continue to:
 - ✓ Identify those with the potential to assume greater responsibility in the organization.
 - ✓ Provide critical development experiences to those that can move into key roles.
 - ✓ Engage the leadership in supporting the development of high-potential leaders.

Target Work Units for FY 2026 succession planning efforts include the Agency's Technology Operations Division, Risk Management Division, and the Payroll Operations Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

Mentoring and leadership opportunities

- FISA-OPA sees intrinsic value in promoting an equitable and inclusive work environment that encourages employee participation, project collaboration and the exchange of ideas. In FY 2025, such mentorship activities were conducted within the Agency's User Support-Call Center Work Unit and the Technical Operations-Technical Services Work Unit. Their respective collaborations will be ongoing into FY 2026. FISA-OPA will make efforts to continue to pair together experienced division managers with non-managerial employees. All Employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees may be appointed to team lead and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

For FY 2026, EEO will continue to collaborate with HR to identify potential employees and/or other work units that could benefit from mentoring and leadership opportunities.

B. WORKPLACE

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

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

- FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City's EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA will train all new staff in VDT/Right to Know, Security Awareness, and Workplace Violence Prevention. FISA-OPA also plans to schedule the following training sessions in FY 2026 that support the City's DEI initiatives and improve supervisory skills for managing a diverse workforce:
 - IgbTq: The Power of Inclusion Training (all staff members)
 - Structured Interviewing and Unconscious Bias (Managers and Supervisors)
 - Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members)
 - Sexual Harassment Prevention (all staff members)

- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV;EO85 (all staff members)
- The Agency will continue to encourage staff to learn new skills that enhances their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.
- Our managers, Career Counselors, and the EEO Office will continue to have an open-door policy. Staff can use any of these avenues to get advice or to raise any issues.
- FISA-OPA will continue to stay current with EEO and Diversity training requirements provided by DCAS's Office of Citywide Equity and Inclusion. Over the past few years FISA-OPA has trained its staff on the Diversity and Inclusion CBT, Sexual Harassment Prevention, Fundamentals of Supervision, and how to do effective performance evaluations. For FY 2026, FISA-OPA staff will be scheduled to complete mandatory Sexual Harassment Prevention training, lgbTq: The Power of Inclusion training, Everybody Matters training and Structured Interviewing and Unconscious Bias training.

Planned Programs, Initiatives, Actions aimed at Workplace:

Throughout FY 2026, FISA-OPA will continue to recognize various heritage and diversity-related awareness months and activities, such as National Immunization Month, Asian American and Pacific Islander Heritage Month, International Women's Day, Black History Month, National Nutrition Month, Jewish American Heritage Month, Caribbean American Heritage Month, Juneteenth, LGBTQ Pride Month, and Mental Health Awareness Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage, well-being and/or diversity awareness months.

In FY 2026, the Agency will host its annual Health Challenge in the Fall, by providing supportive ways to improve one's overall health while connecting with work colleagues.

The EEO Office will contact Work Well NYC at the Office of Labor Relations to schedule health and wellness-focused workshops.

The EEO Office will utilize resources to promote Ageism awareness and Technology Careers for Women and Minorities in the workplace.

The EEO Office will continue to deliver different types of mindfulness activities, which may provide employees with fun and creative ways to break the monotony of work.

FISA-OPA's EEO Office will continue to encourage agency-hosted wellness sessions for staff members to attend.

FISA-OPA plans to participate in the annual JPMorgan Corporate Challenge, which usually occurs during the fourth quarter of each fiscal year. The challenge is the world's largest corporate running event which encourages fitness, friendly competition and fun. Staff members are also periodically invited to attend sporting events such as baseball games.

The Agency will continue to promote and support Affinity Groups or Employee Resource Groups in the workplace. Staff members will be periodically encouraged to present their ERG and affinity group ideas for consideration.

FISA-OPA's professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. Out of the forty-one (41) available licenses, twenty-one (21) employees or approximately 4% of the Agency's workforce is actively using LinkedIn Learning. EEO will partner with HR to promote awareness of LinkedIn Learning and its various professional development courses.

[Please select below the options that apply to your agency.]

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

1. Meditation Group
2. Yoga and Exercise Group
3. Chess and Checkers Club
4. Bowling Club
5. Artificial Intelligence (AI) Machine Learning

- ☐ 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

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

For FY 2026, the FISA-OPA agency will continue efforts to award 5% of contracts to M/WBEs.

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

FISA-OPA participates in the City's Minority and Women-Owned Business Enterprise (M/WBE) program and has a strong commitment to increasing the M/WBE participation in its contracting processes. The EEO Office will continue to attend M/WBE webinar events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC), in order to learn of other ways FISA-OPA can increase its percentage of awarded contracts to M/WBEs. The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

FISA-OPA's Procurement Services Group consistently participates in the annual Citywide M/WBE Procurement Fair hosted by the NYC Department of Small Business Services (SBS). This fair allows the team to connect directly with M/WBEs and inform them about contracting opportunities available at FISA-OPA.

The Procurement Services Group also attends the monthly CBDO meeting (formerly Citywide M/WBE CompStat) that is hosted by Mayor's Office of M/WBE. These meetings facilitate collaboration and sharing of best practices among various city agencies, all aiming to enhance opportunities for M/WBE businesses.

[Please select below the options that apply to your agency.]

In FY 2026, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

- ☒ Promote participation with minority and women owned business enterprises (MWBEs)

- ☒ Expand language services for the public

Our public-facing website provides language translation.

VI. Recruitment

A. Recruitment Efforts

Due to a combination of citywide financial constraints, civil service staffing policies, including budget shortfalls, a hiring freeze by the Office of Management and Budget (OMB), and workforce reductions, FISA-OPA might not be able to fully execute this initiative.

In FY 2026, FISA-OPA will continue to make use of a number of best practices and resources to retain and build a diverse and inclusive workforce. These include but are not limited to, announcing and encouraging employees to take civil service exams, posting discretionary positions, employing the CEEDS and Workforce Diversity reports to assess and plan recruitment efforts and provide training and tools to hiring managers such as Structured Interviewing and Unconscious Bias and Interview Process tips.

EEO in collaboration with HR, regularly reviews the Applicant Interview Log to monitor job applicants' self-identification trends, identify the demographic population regarding hiring managers' final recommendation/candidate to hire, and determine whether the recruitment sources are proving effective in providing the Agency with a more diverse pool of potential candidates.

FISA-OPA will continue to post all job notices on both the City's website, Jobs NYC and also the Agency's intranet site on SharePoint. In addition, FISA-OPA will also encourage staff to seek career growth through such avenues as mentorship, applying for posted vacancies, and professional development.

Both the HR Office and the EEO Office at FISA-OPA will continue to engage strategies to expand the Agency's recruitment efforts. Currently, FISA-OPA's Director of Human Resources, Ms. Kristel Simmonds-Cobb, and Human Resources Analyst, Ms. Yahaira Rosario, serve as Career Counselors. Along with Senior Director of Human Resources & Training Ms. Diana Bicchetti and members of the HR Team, they have deployed measures to better promote awareness of career growth opportunities within the Agency. FISA-OPA's Human Resources Office makes every effort to ensure that hiring processes are consistent with the City's recruitment policies, procedures and practices.

During FY 2026, FISA-OPA's EEO Office and the Human Resources Office will make every effort to collaborate with internal and external agency partners towards fortifying recruitment efforts.

Such activities include:

- Ensuring that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing & Unconscious Bias training, and Everybody Matters: EEO and Diversity & Inclusion Training.
- Attending recruitment and hiring hall events, based on the job categories being targeted and the Agency's job vacancy/headcount allotment, as determined by OMB.
- Broadening the Agency's participation in internship and fellowship programs geared towards attracting and hiring talent from diverse backgrounds.
- Consider inviting potential job seekers to a Job & Career Fair at FISA-OPA's office.

B. Recruitment for Civil Service Exams

Due to ongoing headcount reductions and hiring freezes, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

On a monthly basis, Human Resources sends out to the entire agency a list of exams open for filing – both open competitive and promotional opportunities. In addition, HR reaches out individually to staff who do not have a permanent title, who are serving provisionally in a title for which an exam is being offered or are serving in a title eligible to file for a promotional exam. The agency is confident that the outreach taken and communication about civil service exams is adequate and effective.

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

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

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Due to ongoing headcount reductions and hiring freezes, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events in FY 2026. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

Borough	Approximate Dollar Amount (\$)
Bronx	\$0
Brooklyn	\$0
Manhattan	\$0
Queens	\$0
Staten Island	\$0
Other (include online)	\$0

C. Recruitment Sources

1. CUNY and SUNY: A solid level of interest from students at these universities could be leveraged since many of the students reside in the metropolitan area.
2. VetConnect Program: This is offered by the Mayor's Office of Veteran's Services.
3. NYC AtWork Program: This is offered by the Mayor's Office for People with Disabilities.

For discretionary vacancies only, the following websites appear to allow FISA-OPA job postings to be available to a more diverse population of applicants. In the past, FISA-OPA was not able to easily track the job site source of candidates who applied. FISA-OPA can now periodically review the e-Hire applicant data report available through NYCAPS LRS, which should better help us assess the impact of our job postings via external recruiting sources.

- ✓ LinkedIn.com
- ✓ Indeed.com
- ✓ Monster.com
- ✓ Dice.com
- ✓ Indeed.com
- ✓ Glassdoor.com
- ✓ Black Data Processing Association of New York: <https://bdpa-ny.org/>
- ✓ Society for Women Engineers (SWE): <https://swe.org/>
- ✓ Women in Technology International: <https://witi.com/>

D. Internships and Fellowships

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0	N/A	M <u>2</u> F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __

5. Civil Service Pathways Fellows	0	N/A	M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify): College Aides	2	2, Asian	M 2__ F__ Non-Binary __ Other __ Unknown __

E. 55-a Program

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

- Presently, the agency employs 2 [number] 55-a participants. [Enter '0' if none]
- There are 1 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] N/A.

Due to a combination of citywide financial constraints, civil service staffing policies, including budget shortfalls, a hiring freeze by the Office of Management and Budget (OMB), and workforce reductions, FISA-OPA might not be able to fully execute this initiative.

- ☐ 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.

Note: The Agency EEO Officers, Margaret Withers (FISA) and Lois Valero (OPA) also serve as FISA-OPA's 55-a Program Coordinators.

VII. Selection (Hiring and Promotion)

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources, and must describe the activities and future plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

In FY 2026, FISA-OPA's Career Counselors Ms. Kristel Simmonds-Cobb and Ms. Yahaira Rosario will continue to share opportunities for internal transfers, promotions, professional advancement, civil service exams announcements and other resources geared towards employees' ongoing career growth.

Such strategies to be employed will include:

- ✓ Review policies, procedures and practices related to hiring, such as distributing job vacancy postings to all employees.
- ✓ Endorse opportunities for promotions and internal transfers via agency-wide announcements and by coordinating transitional workforce realignment with the relevant department/division managers.
- ✓ Coordinate professional development sessions and resources in collaboration with FISA-OPA's Training & Development Director.
- ✓ Encourage employees to take advantage of the Agency's Training and Professional Development resources as aids towards improving their respective skills, knowledge and job performance, thereby expanding their career opportunities.
- ✓ Deliver and explain information about the City's civil service process to all employees, and when needed, facilitate technical assistance when applying for civil service exams.
- ✓ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ✓ Assist employees with assessing and creating a strategic plan that's focused on their respective career path aspirations.
- ✓ Provide employees with access to the Agency's resources and support to help with targeted job searches, effective resume preparation and job interviewing techniques, as well as internship or fellowship exploration.

B. New Hires and Promotions

In FY 2026, FISA-OPA's Career Counselors and Human Resources Office will continue to foster employee advancement and facilitate internal transfers (if qualified and selected), inform employees of opportunities for promotion, announce upcoming civil service exams and informational civil service sessions and share resources with employees that aid their career growth.

Such activities will include:

- Collaborating with the Agency's Training & Development Director, Ms. Glenis Patterson to leverage available online, on-demand and/or classroom training sessions to improve employees' knowledge and skillsets, which can aid with overall job performance and expand potential career avenues.
- Consult with employees about their career aspirations and then guide them to formulate an action plan towards their professional growth.
- Actively connecting to networks of underrepresented groups as part of FISA-OPA's outreach.
- Contacting the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.

- On a quarterly basis, reviewing and analyzing the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Perform a Pay Parity Analysis of civil services titles where underutilization based on gender and ethnicity are evident; address/present such findings to the Agency Head and Human Resources to determine strategic course of action.

C. EEO Role in Hiring and Selection Process

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

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

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 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.) All new hires within 30 days of coming on board.	Approximately 534 FISA-OPA staff members; training will be scheduled every year	Q3, FY 2026
2. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 8 runs between September 1, 2025 – August 31, 2026) All new hires within 30 days of coming on board.	Approximately 534 FISA-OPA staff members; training will be scheduled every year	Q4, FY 2026
3. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees All new hires within 30 days of coming on board.	Approximately 534 FISA-OPA staff members; training will be scheduled every year	Q1, FY 2026
4. Disability Awareness and Etiquette	Tentative: All employees	Approximately 534 FISA-OPA staff members; training will be scheduled every year	Q4, FY 2026
5. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Live webinar: All FISA-OPA Managers, and Supervisors All new-hire Managers and Supervisors, within 30 days of coming on board.	Mandatory training will be scheduled every two years for all FISA-OPA Managers and Supervisors; target number will be based on actual count at time of training session.	Q4, FY 2026 FISA-OPA attempted to schedule either on-site sessions at our mid-town office through DCAS, or register for the live webinar sessions, but both options were unavailable. In addition, FISA-OPA was willing to hire a training vendor directly, but per DCAS, doing so

			was also, not an option.
6. Other (specify) From Microaggressions to Microaffirmations	Tentative: All employees	Approximately 534 FISA-OPA staff members; training will be scheduled every 2 years	Q4, FY 2026
7. Other (specify) End Gender Based Violence: Workplace Violence Prevention Training (per EO 85)	Tentative: All employees	Approximately 534 FISA-OPA staff members; training will be scheduled every 2 years	Q3, FY 2026
8. Other (Specify) Progressive Discipline Training	All FISA-OPA Managers, and Supervisors.	Target number of class participants will be based on actual count at time of training session(s).	Q3, FY 2026
9. Other (Specify) Digital Accessibility Awareness (eLearning)	All FISA-OPA Staff	Approximately 534 FISA-OPA staff members.	Q4. FY 2026
10. Other (specify) Conflicts of Interest training, DOI Corruption Awareness training	All FISA-OPA Staff	Approximately 534 FISA-OPA staff members.	Specific training schedules will be set by the Training Department. Our training target also includes the scheduling/provision of training to newly hired managers or supervisors within 6 months of coming on board.
11. Other (specify) VDT/Right to Know training; Security Awareness training (e-learning)	All FISA-OPA Staff	Approximately 534 FISA-OPA staff members.	Specific training schedules will be set by the Training Department. Our training target also includes the scheduling/provision of training to newly hired managers or supervisors within 6 months of coming on board.

IX. Reasonable Accommodation

- ☒ 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 designee³ :

FISA-OPA's Appeals Officer is Ms. Carri-Ann Crowe, Assistant Executive Director of Agency Operations. Ms. Crowe does not directly report to the Agency Head. Ms. Crowe reports to FISA-OPA's First Deputy Executive Director of Administration, Ms. Andrea Glick.
- ☐ The designee reports directly to the Agency Head.
- ☒ 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.

FISA-OPA follows City's Reasonable Accommodation Procedural Guidelines by promptly addressing each reasonable accommodation request submitted to the EEO Office, engaging in cooperative dialogue with each employee, and complying with recommended timelines and deadlines for resolution. Any request for a reasonable accommodation is reviewed by the Agency and a decision is made within thirty (30) business days, once the employee provides all the supporting information and documentation. In

³ To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.

certain time-sensitive circumstances, the review and decision on that specific reasonable accommodation request may be expedited.

During the cooperative dialogue process, the EEO Officer meets with the relevant employee to review/determine if their supporting documentation is satisfactory, and if required, also discuss accommodation options or alternatives. When necessary, the EEO Officer also meets with the relevant Work Unit Manager or Division Director to discuss whether there's potential undue hardship on or impact to the Agency's business operations. The process and activities for each reasonable accommodation request are formally documented and archived, including approvals, denials, and appeals.

In the event of a Reasonable Accommodation (RA) appeal, the employee is informed to submit their appeal to the FISA-OPA RA Appeals Officer, Ms. Carri-Ann Crowe, Assistant Executive Director of Agency Operations. If required, additional cooperative dialogue is facilitated with the employee. An RA appeal is reviewed and decided within fifteen (15) business days of said appeal by the RA Appeals Officer.

FISA-OPA also analyzes statistics regarding volume, trends, and speed of disposition re: EEO complaints and reasonable accommodations.

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.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 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. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- ☒ 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

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

- ☒ 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)⁴

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.

Neil Matthew
Print Name of Agency Head


Signature of Agency Head

12/19/2025
Date

⁴ 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:

___ 450 West 33rd Street, 4th floor, New York, NY 10001 ___

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer, FISA [indicate if 'Acting' or 'Interim']	Margaret Withers	MWithers@fisa-opa.nyc.gov	212-857-7169
2.	Agency EEO Officer, OPA [indicate if 'Acting' or 'Interim']	Lois Valero	LValero@fisa-opa.nyc.gov	212-857-7248
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	N/A	N/A	N/A
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Rozaliya Gorelik	RGorelik@fisa-opa.nyc.gov	212-742-5940
5.	ADA Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
6.	Disability Rights Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
7.	Disability Services Facilitator	Carri-Ann Crowe	CCrowe@fisa-opa.nyc.gov	212-857-1500
8.	55-a Coordinators	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
9.	EEO Investigator(s)	Margaret Withers Lois Valero	MWithers@fisa-opa.nyc.gov LValero@fisa-opa.nyc.gov	212-857-7169 212-857-7248
10.	Career Counselor	Kristel Simmonds-Cobb	KSimmonds-cobb@fisa- opa.nyc.gov	212-742-5931
11.	Career Counselor	Yahaira Rosario	YRosario@fisa-opa.nyc.gov	212-857-1503
12.	EEO Training Liaison(s)	Glenis Patterson	GPatterson@fisa- opa.nyc.gov	212-857-1614

13.	EEO Counselors	Sherine Wright (FISA)	SWright@fisa-opa.nyc.gov	212-857-1253
		Ajit Abraham (FISA)	AAbraham@fisa- opa.nyc.gov	212-857-7234
		Angela Roberts (OPA)	ARoberts@fisa-opa.nyc.gov	212-857-7153
		John Ryan Martine (OPA)	JMartine@fisa-opa.nyc.gov	212-857-7284
14.	Other (specify)	N/A	N/A	N/A