

CCHR FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: COMMISSION ON HUMAN RIGHTS

1st Quarter (July -September), due November 4, 2022

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): __November 21_____ No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): __All Staff Meetings; Unit Meetings_____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

The Commission on Human Rights regularly celebrates staff contributions to advancing human rights protections through public programming and staff wellness events, among other efforts. In Q1, the Commissioner sent staff-wide emails to recognize the hard work and contributions of agency personnel, and nominated staff for the 2022 excellence in customer service award. The Commissioner also communicates the EEO policy and EEO team composition to all agency staff on a regular basis. In Q1, the agency planned for an all staff appreciation event to recognize staff for various achievements over the course of the year.

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2022): 112 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): September 12, 2022 Yes again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

III. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes On (Dates):

Q1 Review Date: 10/26 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1.Improving, tracking, and documenting recruitment and hiring practices

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

Despite hiring restrictions, CCHR maintains a Recruitment Committee, which meets virtually, and make opportunities for training on relevant topics, including DCAS offerings, available to staff. The agency circulates job posting internally, and through several job sites. The agency monitors applicants through various job sites, and works with community partners to identify candidates that reflect the populations throughout New York City. We continue to evaluate the needs of NYC community, looking at community input, current events, and needs identified across agency units.

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2. Improving promotional opportunities through professional development training programs.

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

Promotional opportunities have been limited due to budgetary constraints, however, the Commission has continued to offer professional development opportunities, such as brown bags with leaders in government and the non-profit sectors, in order to help staff gain insight and knowledge on different career paths. We encourage supervision and leadership training opportunities and support our attorney participation in continuing legal educational programs. CCHR also continues to develop and refine trainings focused on the experiences of particular identity communities, working with sibling agencies and community partners. We gather input after trainings to assess their effectiveness.

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3. Building deliberate partnerships with organizations or groups that assist people with disabilities, people with criminal conviction histories, and other under-represented groups with finding employment to continue to improve staff diversity in all areas.

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

Community collaborations are essential to the agency's focus on fostering intergroup relations. In Q1, the Commission continues to work with sibling agencies, such as DCWP, MOIA, MOPD, DFTA, and OPHC, and CGE to ensure that New Yorkers are aware of their human rights law protections. 2022 marks an important milestone in protections against discrimination on the basis of criminal history in employment, and the Commission is working with academic and non-profit partners to plan a symposium on the fair chance act as one specific example. In Q1, CCHR also focused on outreach to domestic workers in the health care, caregiving and home cleaning industries to raise awareness

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of new employment protections for domestic workers and developed an educational campaign on new pay transparency legislation that passed in May and is effective November 1, 2022.

In Q1, the Commission provided anti-discrimination trainings, including NYC Human Rights Law 101, and educated sibling agencies and other entities in NYC on addressing bias and promoting cultural competency vis-a-vis the following trainings: Working with Transgender and Gender Non-Conforming Communities; Understanding Muslim Experiences and Combating Anti-Muslim Bias; Anti-Black Racism, and Other Forms of Discrimination Based on Race and Color; and Understanding Jewish Experiences and Antisemitism. CCHR joined a wide array of virtual and in person events and continued to work to ensure that a diverse array of social justice leaders were recognized and celebrated during important milestones, including Hispanic Heritage Month.

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4. Ensuring staff involved in hiring are adequately trained on structured interviewing and aligned with agency best practices.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The Commission continues to make structured interview training information available to appropriate hiring managers. Members of the EEO team typically review structured interview questions and consult with hiring managers on candidates and decision-making to promote consistent approaches to hiring.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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5. Ensuring that all vacancies are posted internally and externally to attract the most diverse applicant pool.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

See above response to A.1 above

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ **Please describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

CCHR's dashboard include underutilization of females and Black individuals in the social work category. Utilization analysis looks to assess whether the City's workforce is representative of those people who could be in its workforce. The most critical part of a utilization study is an availability analysis. An estimate is the number of people in various race/ethnic and gender categories who are available for employment in each job group, expressed as a percentage of all qualified persons available for employment in the job group. The analysis compares current workforce composition to availability estimates and determines imbalances (under/over – utilization). Due to the Civil Service Availability used by Department of Citywide Administrative Services (DCAS), derived from the certified eligibility lists using the Social Worker title, CCHR believes the analysis is flawed (as repeatedly articulated to DCAS). This is evidenced by CCHR only possessing six out of one hundred thirty-four titles – four of which are specific to the agency.

CCHR has discussed this understanding with DCAS and the EEPCC a number of times. Nevertheless, CCHR continues to implement the following steps to address underutilization: (i) The Equal Employment Opportunity Team works with Human Resources to review the agency's hiring needs and hiring plans; (ii) CCHR creates targeted diversity and recruitment strategies that include strategic partnerships with internal and external partners; including identifying new career fair opportunities for recruitment and creating pipelines to hiring through internships; (iii) CCHR has

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diverse interview panels and uses structured interviewing; and (iv) CCHR pursues employee engagement, coaching, mentorship, and access to career counseling. The agency has participated in the SYEP program, sought an Urban Fellow, and explored Silver Stars as well.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Prioritizing senior positions for internal advancement and evaluating internal applicants consistently with external applicants by assessing applicants through the tasks and standards associated with a given position and other objective criteria

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

CCHR remains deeply committed to internal advancement and looks forward to having more budgetary flexibility to fill vacancies through internal promotions. Internal candidates are often considered for new postings or for promotions, using the positions qualifications and skills and tasks and standards. Additionally, agency leadership is committed to retaining employees, and to the growth of current staff members. The agency is committed to hiring a dedicated EEO Officer to support this commitment in FY 23. At the same time, the agency continues to cultivate opportunities to train and mentor staff. During Q1, our employee engagement committee continued to meet to create opportunities for staff to come together, share experiences and support each other. Lastly, the Commission’s exit interviews served as a vital tool for assessing staff experiences.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Ensuring EEO team involvement in hiring and promotional processes, including reviewing job postings, offering trainings for department heads and hiring managers on best practices in recruitment, and sitting in on interviews on an as-needed basis.

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

While the agency has been subject to hiring restrictions during this period, the EEO team continues to be involved in these practices, as noted further above.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Maintaining and disseminating updated tasks and standards to all staff.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

CCHR's policy is that all unit heads are responsible for ensuring distribution of tasks and standards on the first day of a new employee's start date and to confirm the distribution with Human Resources. Tasks and standards are distributed.

In addition to the responses above, the Commission continues to provide a series of internal trainings promoting the values of a diverse and inclusive work force and improving cultural competency of its staff to interact with diverse communities.

The Commission's Community Relations Bureau (CRB) executive team holds regular meetings with CRB staffers to provide mentorship, relationship-building, and skill building opportunities. Under normal circumstances when resources and external budgetary constraints permit, CRB's executive team actively seeks out advancement opportunities for its staffers. CRB holds monthly staff meetings, biweekly Directors' and Lead Advisers' meetings, and weekly supervisions with staffers, along with individual check-in meetings. The executive team members also consult with borough office teams and invite staffers along to events and networking opportunities as often as possible.

The Law Enforcement Bureau (LEB) team has weekly attorney staff meetings during which training opportunities are offered in applying

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the NYC Human Rights Law (NYCHRL) in the case scenarios they investigate. They also discuss current issues that the Commission has or would like to investigate.

The Office of the Chair’s policy team meets weekly to discuss pending projects, and weekly individual staff check-ins with the supervisor provide a forum to work on development of substantive knowledge and skill development

The Commission continued to run public facing events, programs and resources celebrating the richness and diversity of the city’s communities and reinforcing the themes of equity and inclusion.

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4. Conducting annual performance evaluations AND EEO managerial performance evaluations.

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

Pursuant to the Commission’s directive, the Commission completes Managerial EEO Performance Evaluations annually as a means for implementing and ensuring that managers are held accountable for enforcing the agency’s EEO and sexual harassment prevention policies and complaint procedures. Unit heads are further responsible for staff evaluations.

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- ❖ **Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the**

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activities occurred.

Consistent with the goals set in the annual diversity plan, the Commission continues to provide anti-discrimination trainings on a variety of topics including and beyond that required by law, such as “Understanding Muslim Communities and “Discrimination Based on Race and Color.” The agency’s community relations bureau continued to organize periodic virtual community check-ins for all staff (monthly on Fridays). Staff also participated in interagency conversations, such as “LGBTQ+ CityTalk: Proudly Diverse” (June 30th) and the agency organized events in NY communities, including an African Heritage Month celebration (September 17th) and a Hispanic Heritage month event (September 29th). We also use our social media channels to recognize an array of cultural and religious days of observance. These efforts complement other activities detailed above, and are bolstered by the work of the EEO team to: Provide robust EEO support to staff and offer reasonable accommodations, including, by way of flex scheduling, technology, location changes, increased breaks, and the option to work remotely, and an ongoing agency-wide focus on wellness and self-care related topics (e.g.: mindfulness and meditation).

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1.Ensuring that Commission services and resources are accessible to all of New York’s diverse populations by building on our robust program of community education and outreach work promoting diversity and inclusion and continuing to provide monthly workshops to the public in each of the five boroughs.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

In Q1, the Commission launched a new year-long collaboration with the Center for Family Life, focused on ensuring human rights of members of worker-owned cooperatives, which are primarily run by low-income immigrant communities. This new project builds on the agency’s longstanding work to conduct trainings for non-profits and sibling agencies, including: Human Rights Law and Discrimination Based on Race and Color; Working with Transgender and Gender-Non-Conforming Communities; Discrimination, Gender, Gender Identity and Sexual Orientation (youth focused); Credit Discrimination and the Fair Chance Act; Empowering Young Women; Domestic Worker Protections. We continued to prioritize diversity and inclusion in representations of the agency and city government, intentionally utilizing images of diverse New Yorkers in social media, annual reports, events, and ensuring diverse staff participation in public events. Our social media posts are multilingual, as are our public-facing materials. We regularly appear at Community Board meetings, lead trainings for sibling agencies, and participate in resource fairs. In Q1, the agency worked with DCWP and MOIA to convene events and a small campaign welcoming international students to NYC’s institutions of higher education.

The Commission works diligently to ensure our services and resources are available and accessible to all New Yorkers through ongoing outreach, which includes, but not limited to, one on one street outreach and Days of Visibility, targeted business outreach, tabling at resource fairs, and providing workshops and trainings. We ensure we have multi-lingual offerings, including- French, Mandarin, Spanish, Arabic, Urdu/Hindi, to name a few.

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2. Actively engage M/WBE vendors by coordinating agency sponsored events, collaborating with and participating in events with sister agencies and developing programming with the Community Relations Bureau to further engage the business community.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

In Q1, CCHR launched a procurement training series to foster M/WBE use by all agency units. The Operations team is also planning a new M/WBE campaign to cultivate new M/WBE collaborations for CCHR. In FY 23, CCHR increased M/WBE spending: using 52% of its eligible Local Law 1 funding with M/ WBEs. The Commission tracks vendor relationships, vendor use, and M/WBE spending. CCHR works with other agencies such as SBS to amplify opportunities for M/WBE contracting. These opportunities are facilitated via resource fairs and workshops that seek to educate potential vendors on the city’s procurement process and specific procurement needs of CCHR.

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Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Continuing to prioritize and center diversity and inclusion in how the Commission is represented to the public, including inclusive photos, content that highlights diverse communities, and working with minority and women-owned businesses for communications and other initiatives.

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- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

CCHR utilized M/WBE vendors for a wide array of projects, including design of our annual report, and event photography. We also worked to place our print ads in an array of community and ethnic media outlets, and ran multi-lingual social media campaigns. CRB has continued to engage with diverse groups in NYC, focused on the agency’s core mandate to foster inter-group relations and build understanding. The Commission held large events while also broadening the base of our core workshops to reach diverse communities across NYC. Our resource fairs, and community outreach efforts are developed with intentionality so that agency representatives reflect the wide range of identities in New York City. The agency’s sponsorship of events, including African Heritage and Spanish Heritage month events, is undertaken in collaboration with communities, and includes diverse CCHR staff participation. Our trainings also highlight the agency’s focus on equity and inclusion, from the scenarios discussed in the trainings, to the diversity of presenters. Trainings cover topics that include Ant-Black racism, antisemitism and Jewish experiences; working with transgender and gender-non-conforming communities, we ensure we have multi-lingual offerings, including- French, Mandarin, Spanish, Arabic, Urdu/Hindi, to name a few. The photos that we share on our social media channels, and our reports reflect the commitment of the agency to ensuring that diverse communities are reflected in our work.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. Continuing to increase our capacity to engage in pre-complaint interventions to better serve and respond to the needs of the public.

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

In Q1, the agency focused on building the capacity of the Law Enforcement Bureau’s pre-complaint unit, hiring new staff. A focus on Pre-Complaint interventions provide lifechanging outcomes for individuals on an expedited timeline, such as having landlords grant reasonable accommodations for tenants with disabilities, assisting individuals using government vouchers to procure housing, and obtaining reasonable accommodations for employees based on creed, pregnancy, or disabilities. The agency monitors PCIs and reports on outcomes as part of our

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annual report and MMR.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ **Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.**

In Q1, the agency launched a new partnership with worker-owned cooperatives to explore the ways the human rights law prohibits discrimination, and to assess how cooperatives have engaged with government to ensure economic justice. The Community Relations Bureau hosts and attends dozens of events and trainings per week. A select list of list of events from the relevant time period illustrates the ongoing efforts to build awareness of human rights protections and obligations and foster inclusion:

- 9/29: Commissioner Palma and agency staff attended CCHR's Hispanic Heritage Month Event, Nuestras Raices, at the Bronx Musical Heritage Center
- 9/22: Deputy Commissioner of Law Enforcement spoke on a panel titled, Community Solutions to Hate: Know your Rights, in Forest Hills.
- 9/20: CCHR staff conducted Bystander Intervention training in Chinese for childcare program parents of Educational Alliance at their Manhattan office.
- 9/6: CCHR staff conducted a Human Rights Law and Protections for Domestic Workers in Employment workshop in Spanish for Hostos Community College’s Continuing Education & Workforce Development program.
- 9/1: CCHR provided resources at the Welcome to NYC Campaign event at Baruch College. Hosted by CCHR, MetroPlus Health and other city agencies.
- 8/19: CCHR conducted a HRL and Housing Discrimination workshop in Spanish for the Center for the Independence of the Disabled New York.

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- 7/26: CRB staff will facilitate an in-person Bystander Intervention workshop in Spanish organized by AAFE, at PS19Q in Queens.
- 7/15: CCHR provided remarks and tabled at the first annual Alliance of Yemeni American Businesses' expo.
- 7/13: CCHR conducted a Working with Transgender and Gender Non-Conforming Persons workshop for clients at Marsha's House.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Addressing racial discrimination through innovative, community-centered approaches, including holding community forums following public incidents that may aggravate inter-community tensions.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

Racial justice is a core value of CCHR’s work. In Q1, the Commission continued to expand its restorative justice programming and bystander intervention trainings in several languages. Our multi-lingual Bystander Intervention Trainings are tools to respond, and to disrupt bias and hate through dialogue. Restorative circle-keeping creates a structure for people with common interests to share their concerns, solutions, and resources while building strength and community. The Commission’s internal Restorative Justice Working Group met bi-weekly to discuss opportunities to put these principles into practice across agency units and is working to build out the Working Group’s external advisory group. CCHR works closely with sibling agencies, including OPHC, to identify where bias and discrimination occur, and to shape responses, including days of visibility. In Q1, CCHR also led trainings for an array of entities, including Selfhelp Community Service, Inc., and NYCDOE Office for Safety and Youth Development at Cobble Hill HS in Brooklyn.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. Investigating and resolving complaints of discrimination and continuing to conciliate or litigate cases that may have a high impact on New York City and our efforts to curb unlawful discrimination.

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

The agency's Law Enforcement Bureau further continued to address discrimination on the basis of race, gender, gender identity, disability, among other protected characteristics in housing, employment, and public accommodations, through testing and investigations. Our aim is always to repair harms experienced by individuals and communities impacted by discrimination, and to prevent future Human Rights Law violations.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Internal and external (social media) messaging around days and months that celebrate diversity and inclusion

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

CCHR's community relations bureau works closely with the agency's communication team to elevate significant cultural and religious events, many described in the prior pages. We use facebook, instagram, and twitter to share out events and milestones. The NYC Pride March, the agency's African Heritage Celebration, and signature Hispanic Heritage month are just a few examples. Additionally, the Commissioner periodically shares updates and key events with staff.

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Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

- ❖ **Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**

The Commission’s longstanding focus on Anti-Black racism and advancing equity have resulted in an array of ongoing activities, as described above. In FY 22, the Commission developed an antiracist resource guide, which can be found on the agency’s website, offering a foundation to engage with the role of race and identity in the United States, and to move towards dismantling white supremacy. This complements internal efforts, including the work of our employee engagement committee, and external facing “stories for all,” which is a way for Commission staff to read and share children’s stories on diversity and inclusion with the public. The Commission has also worked with multiple agencies, including the Department of Housing Preservation & Development (HPD), Department of Youth & Community Development (DYCD), Manhattan Community Board 12, Department of Education (DOE), Mayor’s Office of Immigrant Affairs (MOIA), Mayor’s Office for People with Disabilities (MOPD), and Department of Consumer and Work Protections (DCWP) to reach a wide array of New Yorkers. The Commission’s trainings raise critical awareness and confront bias through workshops on the Human Rights Law and Anti-Black racism, among others. In FY 22, the agency also used its enforcement authority, wide-ranging outreach, and trainings, to address the root causes of racism and its myriad manifestations in housing, employment, public accommodations, and in all areas of life.

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I. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Continue to refine and expand targeted outreach and recruitment, focus on addressing underutilization, ensure that posting include language related to diversity, inclusion, and equal opportunity, and share vacancies with other agencies and offices as appropriate.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

In Q1, in an effort to expand its employment pipeline, CCHR explored the Silver Stars program and participated in the Urban Fellows program, though a fellow was not ultimately placed in the agency. The EEO team members, and HR, and hiring staff circulated job postings widely to national networks, and posted positions on external job sites. CCHR shares current posting with Community-Based organizations and academic institutions in the five boroughs. Participation in law school recruitment and annual hiring events is also ongoing. In Q1, we also shared positions with sibling agencies, including MOIA, DCAS, and mayoral offices. The agency joined job fairs with City Councilmembers and DCAS, among other partners in Manhattan, Queens, and the Bronx. CCHR also continued its practice of circulating postings among staff to share opportunities for transfer and promotion. All agency job postings include diversity, inclusion, and EEO language.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. The Commission will continue to post all new positions and encourage hiring managers and staff to be well-versed in structured interviewing, unconscious bias, as well as to build diverse interview panels.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Consistent with current policies, the agency posts all openings. Staff that participate in hiring are encouraged to take structured interviewing and unconscious bias trainings. In this quarter, CCHR continued to implement structured interviews, and work to ensure that interview panels are representative of the agency’s diversity. As a general practice, members of the EEO team review interview questions and/or participate in interviews.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ **Please specify any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

Q1 job fairs that the agency participated in include:

- 9/20 Community Job Fair at the NYPL Kingsbridge Branch.
- 9/18: Citywide Job Fair, in Richmond Hill. organized by DCAS and the United Sikhs.
- 9/9: VIP Community Services Job Fair.

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note: Please update this information every quarter.]**

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

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1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M___ F___ N-B___ O___ U___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M___ F___ N-B___ O___ U___

3. Summer College Interns Total: 5

Race/Ethnicity* [#s]: Black___ Hispanic_2_ Asian/Pacific Islander__1_ Native American___ White__2_ Two or more Races___

Gender* [#s]: M__1_ F__4_ N-B___ O___ U___

4. Summer Graduate Interns Total: 5

Race/Ethnicity* [#s]: Black_2_ Hispanic__1_ Asian/Pacific Islander__1_ Native American___ White__1_ Two or more Races___

Gender* [#s]: M__ F__5_ N-B___ O___ U___

5. Other (specify) Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M___ F___ N-B___ O___ U___

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Additional comments:

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V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

CCHR's Human Resources Department dedicates time for staff interested in learning about promotion and career development. Additionally, our Deputy Commissioners have been working closely with their staff on career development opportunities. Leadership at the agency understand that advising staff can help them leverage core capacities and help create a culture of learning and development and we make available all DCAS trainings and work to identify internal capacity building activities. At the agency level, in FY 23, CCHR dedicated OTPS funding to training opportunities, and is pursuing tailored supervisory and other trainings. We consistently share opportunities for civil service exams and circulate job postings. In each unit, team meetings and individual one-on-one meetings are a space to focus on individual growth.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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All job postings whether it is for a new position or to backfill a position, are posted in our intranet as well as the NYC careers portal, and circulated externally. Additionally, we routinely send “all staff emails” to announce the positions. By posting positions and considering internal and external candidates, using structured interviewing and diverse interview panels, we work to treat all candidates who expressed interest equitably. Consistently, our job posting account highlight skills and qualifications that are essential to the job functions. HR reviews all job postings for consistency, and consults with the EEO team as appropriate. The Commission continues to hold applicant pools in office when civil service positions are available to increase these types of positions being filled

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The Acting Deputy EEO Officer is involved in the candidate approval process. Where possible, and in particular for mid and high level positions, the Acting Chief EEO Officer or the Acting Deputy contribute to candidate interviews and/or selection.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

The Commission continues to monitor and track reasons why employees are no longer with the agency and create ways to improve representation of all groups within the agency.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	10	11	2
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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I. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

II. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days. *Compliance to the best of our abilities*

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Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees’ familiarity with the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

The Agency Head has circulated periodic agency wide emails that including the City’s revised EEO Policy, as well as the Agency’s EEO and Diversity Accountability Statement. The revised EEO policy and materials on reasonable accommodations and complaints are on the agency intranet, and contact information for the EEO team is circulated periodically via email. General Counsel holds frequent open office hours, which have been consistently modified to address staff needs, and raise awareness of relevant changes to City policy. CCHR is in the process of hiring a full time EEO Officer to deepen the agency’s EEO and diversity work.

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2. Improve the EEO Office's visibility to the workforce.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The Agency Head has circulated periodic agency wide emails that including the City's revised EEO Policy, as well as the Agency's EEO and Diversity Accountability Statement. The revised EEO policy and materials on reasonable accommodations and complaints are on the agency intranet, and contact information for the EEO team is circulated periodically via email. CCHR is in the process of hiring a full time EEO Officer to deepen the agency's EEO and diversity work.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

The Agency Head has circulated periodic agency wide emails that including the City's revised EEO Policy, as well as the Agency's EEO and Diversity Accountability Statement. The revised EEO policy and materials on reasonable accommodations and complaints are on the agency intranet, and contact information for the EEO team is circulated periodically via email. CCHR is in the process of hiring a full time EEO Officer to deepen the agency's EEO and diversity work.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

CCHR continues to ensure that Sexual Harassment Prevention (SHP) training is completed within thirty days of start date for new hires and offered periodically. Our website hosts a sexual harassment training and multiple materials. Protections related to gender-based harassment are included in staff trainings and discussions. We also continue to develop and pilot new training ideas internally.

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5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
 - ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

See 1-4 above.

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**
 - ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

CCHR requires training for new staff within 30 days, and all staff on a periodic basis. CCHR provides multiple training reminders and opportunities for managers and supervisors. Additionally, reminders of duties and obligations are made in writing and in meetings, as well as part of the discussions of the Human Rights Law protections.

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I. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title	1. Shanny Spraus Reinhardt, Deputy Commissioner of Strategic Initiatives	2. Mariela Salazar, Deputy Commissioner of Administrative Services	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	7/22/22	7/22/22	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4. Mariela Salazar, Deputy Commissioner of Administrative Services	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Acting Deputy EEO Officer	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 30%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator

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	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last Two Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):

Name & EEO Role	1. Nicolas Escobar, EEO Officer	2. JoAnn Kamuf Ward, Acting Chief EEO	3. Taiwo Onabanjo, 55-a coordinator, career counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4. Christelle Onwu, Diversity & Inclusion Officer	5. Vanessa Ramos, EEO Training Liaison	6. Sheshe Segar, Chief Diversity Officer
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	7. Alphonso Chris Smith, EEO Counselor	8. Anna Martinez, ADA Coordinator & DSF	Mariela Salazar, Acting Deputy EEO Officer
Completed EEO Trainings:			
11. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13. lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

Diversity and EEO Staffing as of _1st__Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Acting EEO Officer/Director	JoAnn Kamuf Ward* (Returned to role this quarter) 22 Reade Street, NY NY	Executive Agency Counsel	30%	jkamufward@cchr.nyc.gov	212-416-0255
Acting Deputy EEO Officer	Mariela Salazar* (New to role in this quarter)		30%	msalazar@cchr.nyc.gov	212-416-0233
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer	Christelle Onwu	Associate Human Rights Specialist	5%	conwu@cchr.nyc.gov	212-416-0118
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Sheshe Segar	Executive Director of Operations & Chief Diversity Officer	75%	ssegar@cchr.nyc.gov	212-416-0123
ADA Coordinator	Anna Martinez	Executive Director	Variable	Amartinez@cchr.nyc.gov	929-354-5447

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Disability Rights Coordinator	Anna Martinez	Executive Director	Variable	Amartinez@cchr.nyc.gov	929-354-5447
Disability Services Facilitator	Anna Martinez	Executive Director	Variable	Amartinez@cchr.nyc.gov	929-354-5447
55-a Coordinator	Taiwo Onabanjo	Executive Director	8%	Tonabanjo@cchr.nyc.gov	212-416-0191
Career Counselor	Taiwo Onabanjo	Executive Director	8%	Tonabanjo@cchr.nyc.gov	212-416-0191
EEO Counselor	Chris Alphonso Smith	Associate Human Rights Specialist	2%	AOSmith@cchr.nyc.gov	718-657-1097
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Vanessa Ramos	Executive Director	30%	vramos@cchr.nyc.gov	347-601-7445
Other (specify): EEO Officer	Nico Escobar	Principal Human Rights Specialist	25%	nescobar@cchr.nyc.gov	212-416-
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.