

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

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

Fiscal Year 2023

Office of the Mayor City of New York

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I. Commitment and Accountability Statement by the Agency Head

As the 110th **Mayor of the City of New York**, I am proud to represent the greatest city in the world—a city whose diversity is its strength. With nearly 8.7 million people representing a diverse array of backgrounds, ethnicities, experiences, and identities, and speaking more than 800 languages, calling our city home, I am resolutely committed to supporting and enforcing the rights and protections afforded by the New York City Equal Employment Opportunity (EEO) Policy, the City and State Human Rights Law, and all other relevant laws. These rights and protections extend to all New York City employees, applicants for employment, external contractors, consultants, and agency partners, as well as members of the public served by our agency.

New York City is home to everyone from everywhere. We are the Tokyo of America, the Kolkata of America, the Kyiv of America, the Port-Au-Prince of America, the Santo Domingo of America, and the Tel Aviv of America. We are the home of Stonewall and one of the largest LGBTQ+ populations in the country, and as New York goes, so goes America, and as America goes, so goes the world. That is why I will never stop striving to achieve the greatest possible diversity among our amazing and talented workforce. Representation truly matters, and it is so important that we at the New York City Mayor's Office lead by creating an inclusive culture of cooperation, openness, and tolerance in our workplaces. We do this by promoting equity in all its aspects, and by examining and eliminating any and all structural obstacles to equal treatment, such as in the recruitment, selection, development, advancement, and retention of our workforce. Our diverse workforce must be reflective of our City's population.

For too long, too many in our great city have been un- and under-represented. In my Administration that all changes. My executive leadership team has been working tirelessly to enhance and promote the values of equity, inclusion, and respect for everyone. The debased for too long covenant between government and the people of our city, in which you pay your taxes, and we deliver your tax dollars through goods and services, will be administered with faithful parity and integrity by my executives, managers, and supervisors. They take very seriously the responsibility for ensuring our inclusive and safe work environment, and for delivering equally effective and equitable services to the public we serve.

All Agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan, which is why, as Mayor, I will hold accountable our Agency's top leadership—as well as the Chief EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors—who are charged with ensuring that the Mayor's Office does not discriminate against employees or applicants for employment. We are all committed to supporting and strengthening our Agency's diversity, equity, and inclusion initiatives by abiding by EEO mandates and working to achieve our Agency's goals in this area.

My plan to achieve these goals will include my involving the Mayor's Office's Chief EEO Officer in critical human resources (HR) decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training and career development opportunities, and strategic planning.

We will also report to the New York City Department of Citywide Administrative Services (DCAS) on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders (EOs) and laws prohibiting employment discrimination in New York City, as well as on the progress in implementing this plan.

Our Agency's Chief EEO, Diversity and Inclusion Officer, **Melody Ruiz**, serves as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Her contact information is mruiz@cityhall.nyc.gov.

During Fiscal Year (FY) 2023, I will be announcing this Commitment Statement to all the employees who work at the Mayor's Office, to affirm the principles of diversity, inclusion, and EEO, and to proudly avow our Agency's dedication to equity and all the values that drive us toward this goal.

☒ This statement is the same as last year.

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

1. On January 1, 2022, New York City Mayor Eric Adams named Keechant Sewell as Commissioner of the New York City Police Department, the first woman and only the third Black person to lead the department in its 176-year history.
2. The Mayor's Office has provided opportunities for career experience, building, and exploration for 102 paid interns, 75 paid fellows, 55 unpaid fellows, 9 urban fellows, 2 academic fellows, 22 NYC service corps members, and 13 NYC vista members.
3. The Mayor's Office utilized 29.5% M/WBE vendors for \$1,590,013 in purchases.
4. Mayor Adams created the Mayor's Office of Equity and appointed Sideya Sherman as Commissioner. The office brings city agencies together around a shared vision of equity and building lasting change through the following domains: Structural reforms, programs and initiatives, culture and practice, external engagement, and public policy. The Office of Equity has an intersectional focus and is comprised of the Commission on Gender Equity, Young Men's Initiative, Unity Project, Racial Justice Commission, Taskforce on Racial Inclusion & Equity and Pay Equity Cabinet.
5. Mayor Adams signed an Amendment to the Salary Disclosure Law - legislation requiring the minimum and maximum salary ranges be listed on all job ads and vacancies to ensure equitable pay.
6. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office distributed the citywide EEO policy, Mayor's EEO Message, RA brochure and RA at a Glance via email to all staff on March 22, 2022.
7. New York City Mayor Eric Adams released a statement on Monday, April 11, 2022, declaring Juneteenth a paid city holiday for the first time in New York City history. Juneteenth, which falls on June 19th, marks the anniversary of the day federal troops arrived in Galveston, Texas in 1865 to announce that all enslaved people were free.
8. Mayor Adams started the Dyslexia Support Program on May 12th, 2022, which requires the screening of all New York City's public-school students starting in September of 2022 for Dyslexia and offers a specialized learning program for students diagnosed with Dyslexia. This program directly addresses a condition that is expensive for families to seek diagnoses on their own and disproportionately impacts low-income students and school children of color.

9. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office updated bulletin boards at various Mayors Office locations with citywide EEO policy, Mayor's EEO Message, RA brochure and RA at a Glance on May 12, 2022, and May 24, 2022.
10. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office provides EEO and RA guides, policies, and procedures via email to all new hire staff (ongoing).
11. The Mayor's Office, Strategic Initiatives Team coordinated City Hall Games – a 12-week program of events and competitions focused on equity, diversity, and inclusion for all Mayor's Office staff. This program has been successful with weekly events and programs to promote inclusion, workplace culture, and employee activities to increase positive morale.
12. Mayor Eric Adams, the Mayor's Office of Equity's Unity Project, and the New York City Department of Youth & Community Development (DYCD) announced an investment of nearly \$6.7 million to provide new and expanded services for the LGBTQ+ community on Sunday June 19, 2022. The \$6.7 million in funding provides new and expanded social services for the city's LGBTQ community, the outlay is "a call to action" during Pride Month. The initiative includes \$1.5 million for promoting education of families around acceptance of LGBTQ youth and \$3 million for programs to support runaway and homeless young people. Additional funding will go toward programs to battle HIV and legal services for LGBTQ people.
13. Mayor Adams marched in the Brooklyn Pride Parade – the only twilight Pride parade in the city in Park Slope on June 10, 2022.
14. On Tuesday, June 15, 2022, Mayor Eric Adams released a comprehensive plan for housing and homelessness that aims to build new mixed-income rental housing, preserve existing affordable units, improve public housing stock, expedite the creation of supportive housing, cut red tape that prevents homeless people from accessing housing, and help all New Yorkers buy affordable homes.
15. The Mayor's Office of Equity, in partnership with New York City Department of Cultural Affairs (DCLA), launched an official Juneteenth website on June 16, 2022, nyc.gov/Juneteenth, which highlights the history of the Juneteenth as well as an aggregated list of citywide celebrations. The website includes an interactive map and form to submit Juneteenth events. This office further shares tips and resources for celebrating Juneteenth via email for agency wide staff and agency partners citywide.
16. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office distributed an email to all staff identifying the Preferred name functionality in Employee Self Service (ESS) on June 17, 2022.
17. Our agency collaborates, participates, and promotes the NYC Unity Project – the first ever focused, citywide commitment to supporting and empowering LGBTQ+ young people. On June 26, 2022, we promoted NYC Unity Project in the NYC Pride March.
18. New York City is proud to be known as an international capital of nearly every industry, from business and the arts to education and technology. No matter where your interests lie, the five boroughs are an excellent place to gain the experience, knowledge, and inspiration that you'll need to succeed in the classroom, in your future career, and far beyond. The Mayor's Office Internship Program provides participants with the chance

to harness the tremendous opportunity of our city, all while helping to take on the challenges that our residents face and developing innovative solutions to build a better tomorrow (ongoing).

19. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office deployed Sexual Harassment Prevention Training on June 29, 2022, to all staff members.
 - a) The Mayor's EEO, Employee Relations, Diversity & Inclusion Office conducted follow-up with more than half the agency to complete Sexual Harassment Prevention Training to ensure compliance.
 - b) The Mayor's EEO, Employee Relations, Diversity & Inclusion Office conducted on going follow-up regarding training deployment and compliance.
20. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office posted EEO flyer with contact information for the EEO team and resources on the Agency Intranet.
21. The Mayor's Office provided promotions to 195 diverse staff members in fiscal year 2022.
22. The Mayor's Office onboarded 198 diverse new hires in fiscal year 2022.
23. The Mayor's Office Human Resources (HR) team continued to enforce the mandatory "Structured Interview and Unconscious Bias" training requirement for all employees involved in the recruitment process.
24. The Mayor's Office HR team encouraged all employees involved in the recruitment process to also complete the two (2) additional available courses; Structured Interviewing: Utilizing Follow-Up and Probing Questions and Building an Inclusive Culture: Understanding Unconscious Bias
25. The Mayor's Office HR team provided all managers with available trainings to ensure a fair and unbiased recruitment and selection process.
26. The Mayor's Office HR team worked with management to ensure that a diverse team is selected and assembled for interview panels.
27. The Mayor's Office HR team required all positions with the agency were posted and at minimum 3 candidates were interviewed and resumes provided to the HR team via our agency IRM system.
28. The Mayor's Office EEO, Employee Relations, Diversity & Inclusion team deploys, and tracks required trainings to ensure managers are equipped with the resources and tools to provide and promote a diverse and inclusive work environment.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 444

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

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

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

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

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office reviews the quarterly CEEDS reports on workforce composition, utilization, new hires, and promotions data presented in the quarterly agency workforce dashboard and/or internal workforce reporting. Following the EEO, Employee Relations, Diversity & Inclusion Office review of all CEEDS materials, an email is generated with the findings and sent to the Deputy Chief Administrative Officer (representing Human Resources) with recommendations and/or related materials and resources for future use. The findings are also discussed at regular meetings with the Agency Head.
- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

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

[State below the central goals of your strategy for FY 2023 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

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

- The HR team post's positions using a diverse set of external sources, such as veteran's affairs, AARP, Politico, and other community boards (CBOs).
- The HR team plans to attend career and recruitment fairs at Private and Public institutions and seek out CBO events.
- The HR team review's promotional opportunities to ensure equitable access, including development opportunities.
- The Deputy Chief Administrative Officer (representing Human Resources) is provided with resources like the DCAS Inclusive Recruitment Guide for City Agencies to assist with resources to address areas of underutilization.

❖ Workplace:

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

- The HR team will continue to revamp and reenergize the Mayor Office Jobs Newsletter to promote positions periodically to contacts at colleges, community-based organizations, community boards, NYC agencies, and the inhouse leadership team. HR continues to promote positions throughout a wide range of sources. We intend to partner with CBO's in the near future. This is an ongoing goal.

- The HR team continues to garner the support of the Mayor's Office of Appointments in the effort to promote diversity and leadership through their vast pool of candidates, in various ways through our units, through Mayoral Appointments, and through city agencies.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion team provides annual Employee Relations and EEO flyers via the agency intranet, postings on bulletin boards in each agency location, and via emails to all staff members.
- The Mayor's Office, Strategic Initiatives Team will continue promoting in fiscal year 2023 City Hall Games – a program of events and competitions focused on equity, diversity, and inclusion for all Mayor's Office staff. This program has been successful and continues with monthly events and programs to promote inclusion, workplace culture, and positive employee activities to maintain a positive morale.

❖ **Community:**

[Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

- On January 1, 2022, New York City Mayor Eric Adams named Keechant Sewell as Commissioner of the New York City Police Department, the first woman and only the third Black person to lead the department in its 176-year history.
- The Mayor's Office will reform its partnership with DCAS' Office of Citywide Recruitment to facilitate community outreach events and work closely with colleges and universities on job/career fairs. We aim to attend career fairs in the near future.
- The Mayor's Office of Equity continues to build on the successful work of the Taskforce on Racial Inclusion and Equity. MOE strives to dismantle structural racism and inequities in city government and in city programs that serve New Yorkers; Activate real-time and impactful programs, policies and initiatives that reach New Yorkers and communities experiencing long-standing disparities; Empower leaders across City government to advance equity within agencies and across city systems --breaking silos to establish commons goals and shared outcomes; Engage and partner with communities to develop solutions and ensure accountability; and Address structural barriers to equity through sound public policy at all levels of the government.
- Mayor Eric Adams, the Mayor's Office of Equity's Unity Project, and the New York City Department of Youth & Community Development (DYCD) announced an investment of nearly \$6.7 million to provide new and expanded services for the LGBTQ+ community.
- Mayor Adams signed legislation on May 12th, 2022, requiring that a salary range is listed on all vacancy notices for New York City jobs to help to address gender and racial pay gaps in New York City which goes into effect in November of 2022.
- Mayor Adams started the Dyslexia Support Program on May 12th, 2022, to support the NYC community. The program requires the screening of all New York City's public-school students starting in September of 2022 for Dyslexia and offers a specialized learning program for students diagnosed with Dyslexia. This program directly addresses a condition that is expensive

for families to seek diagnoses on their own and disproportionately impacts low-income students and school children to color.

- New York City Mayor Eric Adams, New York City Council Speaker Adrienne Adams, New York City Council Finance Chair Justin Brannan, and members of the City Council announced on June 10, 2022, an agreement for an early and balanced city budget for Fiscal Year 2023 (FY23). The budget protects the city's fiscal health by building record levels of reserves — more than \$8.3 billion — and making prudent investments that support an equitable recovery and that make New York City safer, more prosperous, and a better place to live, work, and raise a family.
- Mayor Adams expanded and created new initiatives for city abortion access in response to the U.S. Supreme Court's unraveling of *Roe v. Wade*. The city intends to provide transportation, food, and housing options for out-of-staters who come to New York for the procedure from states where it is outlawed. Both the city and state are rolling out public service announcements, hotlines, and other resources to connect those seeking an abortion to trusted providers, which will combat a longstanding issue about pregnant people being unknowingly directed to anti-abortion clinics.
- Mayor's Office partners with DCAS to provide Citywide Equity & Inclusion (CEI) Virtual Training Presentation on EEO procedures for which Deputy Mayors and Agency Heads are responsible, to be held in Fiscal 2023.
- On Tuesday June 15, 2022, Mayor Eric Adams released a comprehensive plan for housing and homelessness that aims to build new mixed-income rental housing, preserve existing affordable units, improve public housing stock, expedite the creation of supportive housing, cut red tape that prevents homeless people from accessing housing, and help New Yorkers buy affordable homes.
- New York City Mayor Eric Adams and Metropolitan Transportation Authority (MTA) Chair and CEO Janno Lieber announced on June 16, 2022, a new collaborative effort to tangibly improve transit service for New Yorkers, with an emphasis on advancing critical projects to make buses faster, more accessible, and integrated with other transportation options. The new improvements to overall transit system are the result of the first Transit Improvement Summit, a new quarterly effort from the city and the MTA to foster collaboration and continue delivering quality public transit for New Yorkers and visitors.
- Mayor Adams partners with the Mayor's Office for People with Disabilities to hold the Sapolin Accessibility Awards Celebrating the 32nd Anniversary of the Americans with Disabilities Act at Gracie Mansion on July 26, 2022. 2022's theme was "Celebrate, Learn, Share." The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.
- A Blueprint for Child Care & Early Childhood Education in New York City plan was announced June 28, 2022. Mayor Adams outlined essential steps to ensuring high-quality, equitable and accessible childcare to thousands of New Yorkers. Adams announced a \$2 billion investment over the next four years in early childcare and childhood education, including allocating funding to undocumented families. This Blueprint plan allows parents, especially parents of color, to progress and allows our youngest New Yorkers to get the academic setting they deserve.

- The Disability is Diversity Symposium: Workforce Inclusion and Beyond will take place on Friday on July 29, 2022. Reflecting this year's theme, "Celebrate. Learn. Share.", this event will highlight opportunities for engaging and hiring people with disabilities through the 55-a Program, showcase best practice for disability etiquette and workplace inclusion, and spotlight employees with disabilities and their City government careers.
- New York City's Summer Youth Employment Program (SYEP) concluded its 59th year of providing paid summer job opportunities to young people across the five boroughs. It has been a groundbreaking year for SYEP, thanks to the forward vision of Mayor Eric Adams, who baselined \$236 million in funding to expand and enhance the program, reaching a record 100,000 participants. DYCD and its 60 contracted community-based providers worked tirelessly to launch this year's program and provide a record number of job opportunities. This summer, SYEP partnered with over 18,000 worksites that were more diverse than ever before: healthcare, technology, government, media and entertainment, education, hospitality, real estate, and more. Participants had the opportunity to engage with employers like Microsoft, SL Green, Cushman and Wakefield, Google, Accenture, CBRE, and Maimonides Medical Center. Additionally, SYEP saw its largest investment from over 80 city agencies, with more than 5,000 young people working across agencies such as Small Business Services, Department of Transportation, Office of Chief Medical Examiner, and the New York City Fire Department.
- Mayor Eric Adams joined southeast Queens community members and elected officials on Monday, August 22, 2022, for a "topping-off" ceremony at the future 116th Precinct in Rosedale, as the final beam was placed atop the structure marking a milestone in the construction phase of the \$104 million project. Constructing the 116th Precinct is an investment in public safety and justice in southeast Queens.
- Mayor Eric Adams introduced a new initiative to guide entrepreneurs through the state's burgeoning legal adult-use cannabis industry. Cannabis NYC will offer technical assistance during the licensing application period. Cannabis NYC, part of the Department of Small Business Services, will provide educational webinars and assistance during the initial August 25, 2022, to September 26, 2022, application period for state Conditional Adult-Use Retail Dispensary (CAURD) licenses. The office will offer free technical assistance for aspiring cannabis entrepreneurs and prioritize applicants who carry previous convictions for state marijuana-related offenses. "This is about creating good jobs, successful small businesses, and finally delivering equity to communities harmed by the 'War on Drugs,'" Adams said. "Cannabis NYC will plant the seeds for the economy of tomorrow." The state of New York is planning to prioritize recreational cannabis licenses for those who have been most affected by past convictions for marijuana. Among the services the city will offer will be training for new business owners, application support for aspiring licensees; connecting "cannabis entrepreneurs" to free services; and fostering job-creation and partnership opportunities within the industry. The mayor claims the city's legal cannabis industry expansion could generate approximately \$1.3 billion dollars in sales revenue by 2023 and create as many as 24,000 thousand jobs in the next 3 years. The Cannabis NYC portal will also include networking opportunities and explore ways to improve the access to capital for aspiring marijuana sales entrepreneurs, according to the mayor's office.

- Mayor Eric Adams is targeting areas with a lack of good transportation and jobs for an expansion of the city's greenway network, using \$7.25 million in federal infrastructure funding to plan for the new bike paths. The grant money comes from the U.S. Department of Transportation and pays for the city to devise a "vision plan" to fill gaps in New York City's greenways. The study will focus on five corridors for the walking and cycling upgrades, prioritizing low and moderate-income areas outside of Manhattan that don't have good access to transit and jobs. Potential new greenway sections include an extension of Brooklyn's Eastern Parkway into Brownsville, the Jamaica Bay Greenway into southeast Queens, along the Harlem River in the Bronx, and Staten Island's North Shore, according to a map the city submitted to the feds. The city's Department of Transportation, Parks Department, and Economic Development Corporation will work on the scheme.
- Busloads of asylum seekers arrived in New York City and were met by volunteers and workers from Masbia, a nonprofit soup kitchen network and food pantry, providing daily hot, nutritious meals for hundreds of New Yorkers in desperate need of food. The Masbia food network has provided emergency supplies to the weary and destitute asylum travelers.
- The Adams template is a program announced this month called Pathways to Industrial and Construction Careers (PINCC), designed to move about 3,000 people receiving government assistance or living in public housing into high-paying careers in construction and industrial jobs. It is financed by a \$19.5 million federal grant and is targeting two industries that pay relatively high wages, where demand is expected to continue for years. For example, the city envisions training people to work on diesel engines, where a shortage of qualified laborers exists, and then retraining them for electric energy jobs. The city will pick people with an aptitude for the work, provide the training necessary including what training experts call "essential skills" such as how to find a mentor or build a professional network, and continue support even after the person has proven themselves. "PINCC creates a template for partnership within a sector for bringing in employers, educational institutions and training partners that we can replicate," said Fischer. Critics of the city's previous efforts are hopeful about the Adams plan.
- Naturalization Ceremony For 40 New Yorkers Held At City Hall. This new group of American citizens hailed from 23 countries around the world, and Mayor Adams was among those there to welcome them.
- The Mayor's Office of Immigrant Affairs In collaboration with the Department of Citywide Administrative Services (DCAS) and the United Sikhs organization is proud to host a New York Citywide Job Fair on Sunday, September 18, 2022, from 10:00 a.m. to 3:00 p.m. The event was held at the Gurudwara Sikhs Cultural Center, 95-30 118 Street, South Richmond Hill New York 11419. This is an opportunity to connect NYC government and the Sikhs/Punjabi communities. Participating City agencies will engage qualified members of underrepresented diversity groups and communities in the surrounding Richmond Hill, Ozone Park communities. Provide information on the overview of their departments, their functions and highlighting available vacant positions.

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

[Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

- Mayor Adams appointed Sideya Sherman as commissioner to the newly created Mayor's Office of Equity in May of Fiscal year 2022. "Mayor's Office of Equity builds on the successful work of the Taskforce on Racial Inclusion and Equity, which broke down silos across city agencies to drive resources and prioritize the communities hardest hit by the pandemic. The office will bring city agencies together around a shared vision of equity and build lasting change through the following domains: Structural reforms, programs and initiatives, culture and practice, external engagement, and public policy. The Office of Equity has an intersectional focus and is comprised of the Commission on Gender Equity, Young Men's Initiative, Unity Project, Racial Justice Commission, Taskforce on Racial Inclusion & Equity and Pay Equity Cabinet.
- Mayor Adams signed legislation on May 12th, 2022, requiring that a salary range is listed on all vacancy notices for New York City jobs to help to address gender and racial pay gaps which goes into effect in November of 2022.
- The Mayor's Office promotes equity, inclusion, and race relations by holding a Women's City Network Event within the Mayor's Office on an ongoing basis which features various guest speakers that explain their career experiences, growth, and how to navigate city government while staying focused on self-care and career expansion.
- The Mayor's Office promotes potluck lunches and a series of weekly and monthly games at CityHall for the Mayor's Office team to promote equity, diversity, inclusion, and race relations.
- The Mayor's Office of Equity, in partnership with New York City Department of Cultural Affairs (DCLA), promotes equity, inclusion, and race relations by launching an official Juneteenth website on June 16, 2022, nyc.gov/Juneteenth, which highlights the history of the Juneteenth as well as an aggregated list of citywide celebrations. The website includes an interactive and a form to submit Juneteenth events. This office further shares tips and resources for celebrating Juneteenth via email for agency wide staff and agency partners citywide. This website remains an avenue of assistance for promotion and access to Juneteenth events in Fiscal 2023.
- The Mayor's Office supports and promotes the NYC Unity Project in the first ever focused, citywide commitment to supporting and empowering LGBTQ+ young people. The Mayor's Office promoted the NYC Unity Project and showed support for all LGBTQ+ people in the NYC Pride March on June 26, 2022. This initiative promotes equity, inclusion, and race relations.
- Mayor Adams joined Queens leaders in condemning hate crimes against Hindu community after destruction of Gandhi statue.

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

- The Mayor's Office plans on engaging with Workwell to offer programs that will promote well-being and community across the agency.
- The HR team will partner with Mayor's Office units to attend recruitment events to highlight specific unit initiatives.
- The HR team will work closely with Senior Leadership across agencies to create speaker series and panels for all professionals.
- The Mayor's Office will continue to foster and promote women's Networking events at CityHall.

A. Workforce

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

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

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

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office aids in recruitment strategies and provided the DCAS Inclusive Recruitment Guide for City Agencies to the Human Resources department's Deputy Chief Administrative Officer to assist with resources for recruitment.
- The Human Resources department continuously uses a variety of recruitment sources to target a diverse pool of talent.
- The Mayor's Office continues to promote and provide internships, fellowships, volunteer programs, and summer youth employment opportunities to a diverse selection of applicants to build career experience and exploration. This program also provides opportunities to recruit unique talent for career opportunities with the agency.
- The Mayor's Office encourages employees to participate in DCAS' citywide leadership development programs.
- The Mayor's Office maintains and further develops student/youth programs to enhance opportunities for career development and encourage collaboration among units and offices within the agency.

[Describe how your agency will address underutilization in FY 2023. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office reviews the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. The dashboard report for the end of the fourth quarter in Fiscal Year 2022 shows that there is underutilization of Women and

Minorities in the Mayor's Office workforce in the Clerical Job Group for Black women and in the Para-Professional Occupations Job Group for Hispanic women. Following the EEO, Employee Relations, Diversity & Inclusion Office review of all CEEDS materials, an email is generated with the findings and sent to the Deputy Chief Administrative Officer (representing the Human Resources). The Deputy Chief Administrative Officer is provided with resources like the DCAS Inclusive Recruitment Guide for City Agencies to assist with recruitment in the areas of underutilization. The Mayor's EEO, Employee Relations, Diversity & Inclusion Office also aids with initiatives related to targeted recruitment based on the underutilization findings. The findings are also discussed regularly with the Agency Head.

- The EEO, Employee Relations, Diversity & Inclusion Office is working on creating a recruitment guide for supervisors and managers to promote diversity and inclusiveness.
- The Mayor's Office has a Career Counselor who provides guidance with professional development and responds to career inquiries from staff. The Human Resources department also aids with professional development and career inquiries from team members.
- The Career Counselor and the Human Resources department responds to all employee inquiries and questions regarding civil service exams and if needed consults with DCAS oversight agency for further information on more complex inquiries.

B. Workplace

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

- The Mayor's Office equips all its team members with access to Microsoft Teams and Zoom applications to allow for complete accessibility to any meetings that require their attendance.
- The EEO, Employee Relations, Diversity & Inclusion Office will continue to routinely educate team members on the citywide EEO policy as well as the prohibition of discrimination and harassment in the workplace.
- The EEO, Employee Relations, Diversity & Inclusion Office will continue to promote the visibility and contact information for the Chief EEO Officer, EEO, Employee Relations, Diversity & Inclusion Office, and EEO resources available for all team members.
- A workplace Women's City Network Event is held within the Mayor's Office (ongoing) – which features various guest speakers that explain their career experiences, growth, and how to navigate city government while staying focused on self-care and career expansion.
- The Mayor's Office promotes workforce events and outings for staff members to enhance employee morale promote agency diversity and inclusivity (ongoing) i.e., Kayaking, Roller Skating.
- The EEO, Employee Relations, Diversity & Inclusion Office plans to deploy the Disability Etiquette and Awareness Training to the Mayor's Office team members in fiscal year 2023.

- The Mayor's Office, HR team will continue developing and exploring recruitment strategies to build and maintain relationships with NYC schools, colleges, programs, and cohorts to target a diverse workforce drawn from all segments of society within NYC communities to foster a diverse workplace.
- The Mayor's Office, HR team will enhance our workplace by continuing to engage in strategic outreach and broad recruitment, utilizing a variety of sources including diverse professional organizations, to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities.
- The Mayor's Office, HR team will resume workplace diversity initiatives by conducting outreach and recruitment at job fairs and other events hosted by schools and various organizations supportive of diverse communities, including disability advocacy groups and veterans.
- The Mayor's Office, HR team plans to continue to partner with DCAS in their local outreach and recruitment activities to create a more diverse workplace.
- The Mayor's Office, HR team will continue to enhance our talents' analytical capabilities and human capital data developments within the agency to utilize internal reporting to identify areas of strengths and weaknesses to develop workplace improvements.
- The Mayor's Office HR team strives to have diverse representation in wage and leadership by adhering to the Pay Equity Law and posting to a diverse selection of posting sites to garner the most diverse candidates. The HR team will also work closely with our units and Senior Leadership within our workplace to garner diverse applicants for an inclusive selection process.
- The Mayor's Office, HR team will develop & implement pay transparency policies, which will include the continued use of salary scales.
- The Mayor's Office, HR team will periodically run reports to audit and review salaries to ensure pay parity when reviewing employee compensation; and evaluate any noticeable disparities amongst employees performing the same or substantially similar jobs.
- The Mayor's Office will continue to grow and expand our Internship program.
- The Mayor's Office will partner with DYCD – SYEP to offer a more collaborative experience for youth across the City.
- The Mayor's Office will leverage information from internal and citywide employee engagement surveys on an ongoing basis. Specifically, the Mayor's Office will use employee feedback and survey data to create, update, and implement action plans to improve organizational culture; encourage leadership approaches that support employee engagement and belonging; and address specific employee concerns ongoing.

[Select the options that apply to your agency.]

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

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters
- **Our agency will work with the Mayor's Office of Equity (MOE) to develop a list of ERG's.**

C. Community

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

- Mayor Eric Adams announced on June 15, 2022, a comprehensive plan to attack the current housing crisis affecting numerous New Yorker's. The plan is built on five pillars: transforming the New York City Housing Authority (NYCHA), the public housing system that houses more than 400,000 New Yorkers; directly addressing homelessness and housing instability; building and preserving affordable housing; improving health and safety; and reducing administrative burdens.
- Mayor Eric Adams in collaboration with, the Metropolitan Transportation Authority (MTA) Chair, and CEO Janno Lieber seeks to improve the transit system for all New Yorker's. The initiative for the New York community builds on a successful partnership between the city and the MTA to promote public safety in the subway and provide services for New Yorkers experiencing unsheltered homelessness. The new collaboration will prioritize enhancements for the MTA's bus network, a critical transportation option for millions of New Yorkers, particularly those who live or work outside of Manhattan. The MTA and New York City Department of Transportation (NYCDOT) will complete 150 miles of new and enhanced bus lanes and busways over the next four years, beginning with 20 miles in 2022 on the

following corridors, which have total daily ridership of approximately 327,000 passengers, larger than the city of Cincinnati.

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions and civil service exams internally and externally, use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

- The Mayor's Office, HR team will continue developing and exploring recruitment strategies to build and maintain relationships with NYC schools, colleges, programs, and cohorts to target a diverse workforce drawn from all segments of society within NYC communities.
- The Mayor's Office, HR team will continue to engage in strategic outreach and broad recruitment, utilizing a variety of sources including diverse professional organizations, to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities.
- The Mayor's Office, HR team will resume conducting outreach and recruitment at job fairs and other events hosted by schools and various organizations supportive of diverse communities, including disability advocacy groups and veterans.
- The Mayor's Office, HR team will continue to partner with DCAS in their local outreach and recruitment activities.
- On an ongoing basis the Mayor's Office, HR team will enhance our talent, analytical capabilities, and human capital data developments within the agency to utilize internal reporting to identify areas of strengths and weaknesses.

B. Recruitment Sources

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

1. **Diversity.com**, caters to “all people of color, abilities, sex orientation, age, gender, religion and immigration status.” The site features job postings for professionals in all types of industries and organizations, with emphasis on the science, technology, education, and medical fields.
2. **BlackJobs.com**, recruits for African American applicants. Its goal is to “promote well-paying job opportunities. The site provides links for users to apply for professional jobs available around the country, in a broad range of industries.
3. **Black Career Women’s Network**
4. **Hispanic Latino Professional Association**, publishes career information and opportunities from quality socially conscious organizations who support the Hispanic / Latino Community.
5. **HBCU Connect**, is a network of students and alumni from Historically Black Colleges & Universities (HBCUs).
6. **Professional Diversity Network**, The network includes several culturally distinct job boards, such as [BlackCareerNetwork.com](https://blackcareernetwork.com) and ihispano.com, which is focused on the Latinx community. The sites list a broad selection of jobs, ranging from seasonal work to senior-level corporate positions from around the country. The network also hosts local, national, and virtual career fairs.
7. **Diversity Job Board**, lists opportunities from employers who are targeting “minorities, women and persons with disabilities.”
8. **United Latinos Job Bank**, Its goal is to “increase diversity in corporate America and federal government,” the site says. The job board posts openings for interns all the way up to senior-level employees from employers around the country.

Internships/Fellowships

The Mayor’s Office plans to continue to recruit and hire interns/fellows from colleges, universities, and organizations who maintain internship programs. Our agency provides opportunities for interns to advance into entry-level positions. All interns and fellows have the option to apply for open positions within the agency. The Mayor’s Office has a long history of hiring individuals from the internship/fellowship programs.

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	9	Asian: 2	M _2_ F _7_ Non-Binary __

		Two or more races: 2 White: 5 Non-Hispanic: 7 Hispanic: 2	Other __ Unknown __
2. NYC Service Corps Member	22	Asian: 5 Black or African American: 6 Two or more races: 3 I choose not to disclose: 2 White: 6 Non-Hispanic: 13 Hispanic: 8 I choose not to Disclose Hispanic or Non-Hispanic: 1	M _5_ F _17_ Non-Binary __ Other __ Unknown __
3. NYC Vista Member	13	Asian: 2 Black or African American: 1 Two or more races: 1 I choose not to disclose: 3 White: 6 Non-Hispanic: 8 Hispanic: 5	M _4_ F _8_ Non-Binary _1_ Other __ Unknown __
4. Paid Fellow	75	American Indian or Alaska Native: 1 Asian: 19 Black or African American: 16 Two or more races: 5 I choose not to disclose: 8 White: 26 Non-Hispanic: 54 Hispanic: 16 I choose not to Disclose Hispanic or Non-Hispanic: 5	M _25_ F _47_ Non-Binary _1_ Other __ Unknown _2_
5. Other (specify): Academic Fellow	2	Asian: 0 Black or African American: 1 Two or more races: 0 I choose not to disclose: 0 White: 1 Non-Hispanic: 1 Hispanic: 1	M __ F _2_ Non-Binary __ Other __ Unknown __
6. Unpaid Fellow	55	American Indian or Alaska Native: 3 Asian: 11 Black or African American: 7 Two or more races: 2 I choose not to disclose: 3 Native Hawaiian or Pacific Islander: 1 White: 28	M _15_ F _39_ Non-Binary __ Other __ Unknown _1_

		Non-Hispanic: 42 Hispanic: 11 I choose not to Disclose Hispanic or Non-Hispanic: 2	
7. Paid Intern	102	American Indian or Alaska Native: 1 Asian: 29 Black or African American: 20 Two or more races: 4 I choose not to disclose: 10 White: 38 Non-Hispanic: 79 Hispanic: 21 I choose not to Disclose Hispanic or Non-Hispanic: 2	M _26_ F _73_ Non-Binary 2__ Other _1_ Unknown __

C. 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 ____ [number] 55-a participants.
- There are ____ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] _____.

The Mayor has directed Mayoral agencies to hire candidates under 55-a, even though the titles in the Mayor's Office are not eligible for the program.

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

Administration needs to have complete flexibility to hire.

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

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

VI. Selection (Hiring and Promotion)

A. Career Counselors

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

- The Career Counselor will review, revise and/or develop a protocol for employee advancement and growth, publicly post announcements for all positions, including senior level positions, provide guidance on civil service examinations, and provide resources to help employees grow and develop current and future careers. Our Deputy Chief Administrative Officer currently serves as our agency career counselor bringing a vast and extensive Human Resources background to the role.

B. New Hires and Promotions

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

- The HR team will continue to enforce the mandatory “Structured Interview and Unconscious Bias” training requirement for all Senior Managers.
- The HR team will work with management to ensure that a diverse team is selected and assembled for interview panels and presented to Deputy Mayors, the Mayor’s Chief Advisor, and the Chief of Staff.
- The HR team will encourage all Senior Leadership to complete: 1. Structured Interviewing: Utilizing Follow-Up and 2. Probing Questions and Building an Inclusive Culture: Understanding Unconscious Bias.
- The HR team will require all job positions to include mid and senior level roles, are posted, and at minimum 3 candidates are interviewed and presented to the final approver for review.
- The HR team will monitor the diversity amongst candidates, where possible and new hires.

C. EEO Role in Hiring and Selection Process

In FY 2023, the agency EEO Officer will do the following:

- ☑ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☑ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☑ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.

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

D. Layoffs

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

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	444	
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	444	
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	444	
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette	All employees	444	
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers and Supervisors.	35	December 2022
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

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

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

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

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

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[Note: DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☐ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

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

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPD 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 EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

ERIC ADAMS

Print Name of Agency Head

Eric Adams

Signature of Agency Head

1/17/2023

Date

Appendix A: Contact Information for Agency EEO Personnel

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

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
2.	Agency Deputy EEO Officer [if appointed]	TBD		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Mir Bashar	mbashar@cityhall.nyc.gov	(212) 788-8482
5.	ADA Coordinator	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
6.	Disability Rights Coordinator	Melody Ruiz	mruiz@cityhall.nyc.gov	(718) 213 5993
7.	Disability Services Facilitator	TBD		
8.	55-a Coordinator	N/A		
9.	EEO Investigator(s)	Melody Ruiz Tanesha Honeygan	mruiz@cityhall.nyc.gov thoneygan@cityhall.nyc.gov	(718) 213 5993 (929) 492 1209
10.	Career Counselor(s)	DeShanna Alexander	dalexander@cityhall.nyc.gov	(212) 788-7534
11.	EEO Training Liaison(s)	LaKeshia Battle	lbattle@cityhall.nyc.gov	(212) 788-1510
12.	EEO Counselor(s)	Tanesha Honeygan	thoneygan@cityhall.nyc.gov	(929) 492 1209

Appendix B: 2020 Climate Survey Action Plan

[Please provide a detailed description your agencies plan to address the target areas and objectives identified by DCAS. For each target area and objectives, include the planned actions, initiatives, programs or policies, the intended reach, and the office responsible for implementation. More than one initiative is encouraged to address a target area and objective.]

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
- Example: The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will email the Mayor's Commitment and Accountability Statement (Mayor's Message), containing an introduction to the Chief EEO Officer with contact information, to all Mayor's Office team members including managers and supervisors.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will circulate quarterly an agency wide email including an EEO Newsletter with EEO Resources, and EEO Complaint Process at a Glance.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office circulates semi-annually, an agency wide email including the Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure & posts on bulletin boards at all Mayor's Office locations.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office emails Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure to all new hires including managers and supervisors.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office created an updated EEO, Diversity and Inclusion (D&I) flyer with EEO policy introduction; and EEO, Employee Relations, Diversity & Inclusion Office and EEO hotline contact information, to distribute to all team members including managers and supervisors.
 - The Mayor's EEO Office posted EEO, D&I flyer with the EEO, Employee Relations, Diversity & Inclusion Office contact information on agency intranet.
 - The updated EEO, D&I flyer will be posted on bulletin boards at all Mayor's Office locations.
 - The Mayor's EEO Office planned a meet and greet with all units within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, Reasonable Accommodations process, & the variety of resources available to all team members.
 - Mayor Adams and the Chief EEO Officer are partnering with DCAS to meet with Deputy Mayors and Agency Heads and to review EEO Policy and EEO processes.
 - Mandated EEO trainings are monitored by the EEO, Employee Relations, Diversity & Inclusion Office, and email reminders are sent to team members who have not completed the trainings.
 - Follow ups are conducted until trainings are completed in accordance with mandates.

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - Example: All staff, including, senior executives, managers, interns, consultants, etc.
 - All Mayor's Office team members including, managers, supervisors, interns, consultants, agency partners, on assignment team members, fellows, volunteers, and SYEP team members will be provided access to desktops or laptops to complete mandated trainings.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office posted the Mayor's EEO Message/Commitment Statement, RA Procedural Guidelines, EEO Policy, RA at a Glance, & RA Brochure on bulletin boards at all Mayor's Office locations for all team members including those without access to computers.
 - Planned meet and greet with all units/team members within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, & the variety of resources available.
 - Desktops or laptops can be made available for team members without computer access. Some team members are provided with agency phones that can access emails, the agency intranet, EEO resources, and computer-based meetings and trainings. DCAS training center information is provided to team members without computer access. Some trainings are requested as webinars for team members to access on personal or agency devices. As needed team members will be provided with laptops to complete mandated trainings.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - Example: EEO Office
 - The EEO, Employee Relations, Diversity & Inclusion Office, and MIS department.

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will email the Mayor's Commitment and Accountability Statement (Mayor's Message), containing an introduction to the Chief EEO Officer with contact information, to all Mayor's Office team members including managers and supervisors.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will circulate a quarterly agency wide email including an EEO Newsletter with EEO Resources, and EEO Complaint Process at a Glance.
 - The Mayor's EEO, Employee Relations, Diversity & Inclusion Office circulates semi-annually, an agency wide email including the Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure & posts on bulletin boards at all Mayor's Office locations.

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office emails Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure to all new hires including managers and supervisors.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office created an updated EEO, Diversity and Inclusion (D&I) flyer with EEO policy introduction; EEO, Employee Relations, Diversity & Inclusion Office and EEO hotline contact information to distribute to all team members including managers and supervisors.
- The Mayor's EEO Office posted EEO, D&I flyer with the EEO, Employee Relations, Diversity & Inclusion Office contact information on agency intranet.
- The updated EEO, D&I flyer will be posted on bulletin boards at all Mayor's Office locations.
- The Mayor's EEO Office planned a meet and greet with all units within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, Reasonable Accommodations process, & the variety of resources available to all team members. Mayor Adams and the Chief EEO Officer partnering with DCAS to meet with Deputy Mayors and Agency Heads and to review EEO Policy and EEO processes.
- Mandated EEO trainings are monitored by the EEO, Employee Relations, Diversity & Inclusion Office, and email reminders are sent to team members who have not completed the trainings.
 - Follow ups are conducted until trainings are completed in accordance with mandates.

➤ **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- All Mayor's Office team members including, managers, supervisors, interns, consultants, agency partners, on assignment team members, fellows, volunteers, and SYEP team members will be provided access to desktops or laptops to complete mandated trainings.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office posted the Mayor's EEO Message/Commitment Statement, RA Procedural Guidelines, EEO Policy, RA at a Glance, & RA Brochure on bulletin boards at all Mayor's Office locations for all team members including those without access to computers.
- Planned meet and greet with all units/team members within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, & the variety of resources available.
- Desktops or laptops can be made available for team members without computer access. Some team members are provided with agency phones that can access emails, the agency intranet, EEO resources, and computer-based meetings and trainings. DCAS training center information is provided to team members without computer access. Some trainings are requested as webinars for team members to access on personal or agency devices. As needed, team members will be provided with laptops to complete mandated trainings.

➤ **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

- The EEO, Employee Relations, Diversity & Inclusion Office, and MIS department.

3. Target area and objective: 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.

➤ **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will email the Mayor's Commitment and Accountability Statement (Mayor's Message), containing an introduction to the Chief EEO Officer with contact information, to all Mayor's Office team members including managers and supervisors.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will circulate a quarterly agency wide email including an EEO Newsletter with EEO Resources, and EEO Complaint Process at a Glance.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office circulates semi-annually, an agency wide email including the Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure & posts on bulletin boards at all Mayor's Office locations.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office emails Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure to all new hires including managers and supervisors.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office created an updated EEO, Diversity and Inclusion (D&I) flyer with EEO policy introduction; EEO, Employee Relations, Diversity & Inclusion Office and EEO hotline contact information to distribute to all team members including managers and supervisors.
- The Mayor's EEO Office posted EEO, D&I flyer with the EEO, Employee Relations, Diversity & Inclusion Office contact information on agency intranet.
- The updated EEO, D&I flyer will be posted on bulletin boards at all Mayor's Office locations.
- The Mayor's EEO Office planned a meet and greet with all units within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, Reasonable Accommodations process, & the variety of resources available to all team members.
- Mayor Adams and the Chief EEO Officer partnering with DCAS to meet with Deputy Mayors and Agency Heads and to review EEO Policy and EEO processes.
- Mandated EEO trainings are monitored by the EEO, Employee Relations, Diversity & Inclusion Office, and email reminders are sent to team members who have not completed the trainings.
 - Follow ups are conducted until trainings are completed in accordance with mandates.

➤ **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- All Mayor's Office team members including, managers, supervisors, interns, consultants, agency partners, on assignment team members, fellows, volunteers, and SYEP team members will be provided access to desktops or laptops to complete mandated trainings.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office posted the Mayor's EEO Message/Commitment Statement, RA Procedural Guidelines, EEO Policy, RA at a Glance, & RA Brochure on bulletin boards at all Mayor's Office locations for all team members including those without access to computers.
- Planned meet and greet with all units/team members within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, & the variety of resources available.
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➤ **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

- The EEO, Employee Relations, Diversity & Inclusion Office, and MIS department.

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

➤ **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will email the Mayor's Commitment and Accountability Statement (Mayor's Message) containing an introduction to the Chief EEO Officer with contact information, to all Mayor's Office team members including managers and supervisors.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will circulate a quarterly agency wide email including an EEO Newsletter with EEO Resources, and EEO Complaint Process at a Glance.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office circulates semi-annually, an agency wide email including the Mayor's EEO Message/Commitment Statement, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure & posts on bulletin boards at all Mayor's Office locations.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office emails Mayor's EEO Message, EEO Policy, RA Procedural Guidelines, RA at a Glance, & RA Brochure to all new hires including managers and supervisors.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office created an updated EEO, Diversity and Inclusion (D&I) flyer with EEO policy introduction; EEO, Employee

Relations, Diversity & Inclusion Office and EEO hotline contact information to distribute to all team members including managers and supervisors.

- The Mayor's EEO Office posted EEO, D&I flyer with the EEO, Employee Relations, Diversity & Inclusion Office contact information on agency intranet.
- The updated EEO, D&I flyer will be posted on bulletin boards at all Mayor's Office locations.
- The Mayor's EEO Office planned a meet and greet with all units within the Mayor's Office to inform them of the EEO, Employee Relations, Diversity & Inclusion Office, EEO policy, EEO protected categories, EEO complaint process, Reasonable Accommodations process, & the variety of resources available to all team members.
- Mayor Adams and the Chief EEO Officer partnering with DCAS to meet with Deputy Mayors and Agency Heads and to review EEO Policy and EEO processes.
- Mandated EEO trainings are monitored by the EEO, Employee Relations, Diversity & Inclusion Office, and email reminders are sent to team members who have not completed the trainings.
 - Follow ups are conducted until trainings are completed in accordance with mandates.

➤ **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- All Mayor's Office team members including, managers, supervisors, interns, consultants, agency partners, on assignment team members, fellows, volunteers, and SYEP team members will be provided access to desktops or laptops to complete mandated trainings.
- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office posted the Mayor's EEO Message/Commitment Statement, RA Procedural Guidelines, EEO Policy, RA at a Glance, & RA Brochure on bulletin boards at all Mayor's Office locations for all team members including those without access to computers.
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➤ **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

- The EEO, Employee Relations, Diversity & Inclusion Office, and MIS Department.

5. Target area and objective: 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.

➤ **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- The Mayor's EEO, Employee Relations, Diversity & Inclusion Office will email the Mayor's Commitment and Accountability Statement (Mayor's Message), containing introduction to the Chief EEO Officer with contact information, to all Mayor's Office team members including managers and supervisors.
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➤ **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

- The EEO, Employee Relations, Diversity & Inclusion Office, and MIS department.

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

➤ **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

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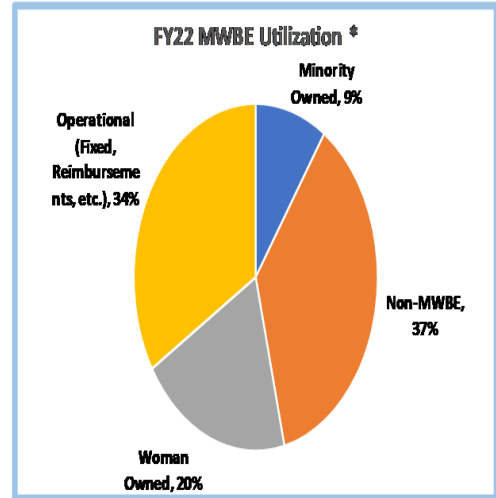
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➤ **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

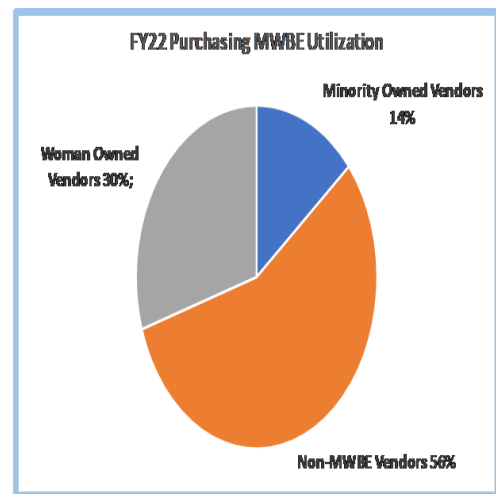
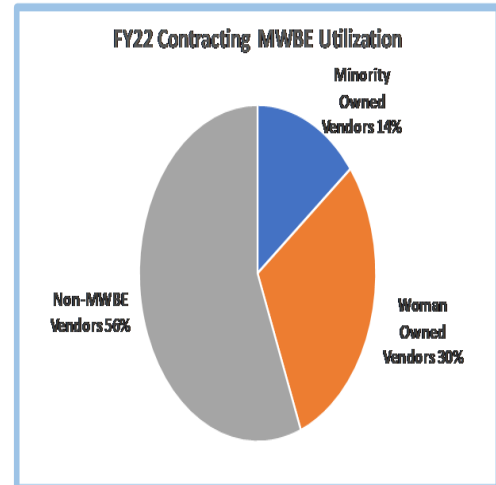
- The EEO, Employee Relations, Diversity & Inclusion Office, and MIS department.

NYC Office Of the Mayor Minority Or Woman-Owned Business Enterprise Utilization

Vendor Type	Purchase Type	Expenditure	Percentage
Minority Owned	Purchasing of Data Processing Equipment	\$ 145,381	2.7%
	Equipment - General	\$ 123,661	2.3%
	Contractual Services - General	\$ 73,282	1.4%
	Data Processing Equipment	\$ 48,073	0.9%
	Temporary Services Contractual	\$ 36,229	0.7%
	Professional Services - Comp Serv - Cont	\$ 27,500	0.5%
	Supplies and Materials	\$ 25,281	0.5%
	Data Processing Equip. Maint. - Cont	\$ 14,717	0.3%
	Books - Other	\$ 5,900	0.1%
	Printing Supplies	\$ 5,246	0.1%
	Food	\$ 5,018	0.1%
	Printing Services - Contractual	\$ 2,025	0.0%
	Office Equipment	\$ 274	0.0%
Minority Owned		\$ 512,585	9.5%
Non-MWBE	Rentals - Land, Building and Structures	\$ 461,799	8.6%
	Office Services	\$ 300,605	5.6%
	Books - Other	\$ 192,338	3.6%
	Contractual Services - General	\$ 187,732	3.5%
	Supplies and Materials	\$ 120,978	2.2%
	Temporary Services Contractual	\$ 115,334	2.1%
	Rentals - Misc. Equipment	\$ 95,320	1.8%
	Food	\$ 70,484	1.3%
	Non-Local Travel - Special	\$ 54,363	1.0%
	Postage	\$ 54,153	1.0%
	Non-Local Travel - General	\$ 49,349	0.9%
	Professional Services - Other - Cont	\$ 43,930	0.8%
	Advertising	\$ 42,397	0.8%
	Local Travel - General	\$ 38,103	0.7%
	Data Processing Equip. Maint. - Cont	\$ 36,917	0.7%
	Equipment - General	\$ 24,326	0.5%
	Printing Supplies	\$ 21,274	0.4%
	Cleaning Services - Contractual	\$ 19,252	0.4%
	Printing Services - Contractual	\$ 17,553	0.3%
	Security Equipment	\$ 15,044	0.3%
	Training Program for City Employees - Cont	\$ 7,757	0.1%
	Data Processing Equipment	\$ 6,604	0.1%
	Fuel Oil	\$ 3,502	0.1%
	Telecommunications Equipment	\$ 1,100	0.0%
	Maintenance and Repairs - General - Cont	\$ 1,030	0.0%
	Transportation Services - Contractual	\$ 511	0.0%
	Local Travel	\$ 500	0.0%
	Office Equipment	\$ 340	0.0%
	Purchasing of Data Processing Equipment	\$ 196	0.0%
	Motor Vehicle Fuel	\$ 37	0.0%
Non-MWBE		\$ 1,981,914	36.7%
Operational (Fixed, Reimbursements, etc.)			
Non-MWBE	Heat Light and Power	\$ 877,694	16.3%
	Telephones - Intra-City	\$ 730,320	13.5%
	Contractual Services - General	\$ 159,931	3.0%
	Professional Services - Other - Cont	\$ 52,000	1.0%
	Data Processing Equip. Maint. - Cont	\$ 16,650	0.3%
	Non-Local Travel - General	\$ 14,899	0.3%
	Supplies Intra-City	\$ 7,553	0.1%
	Non-Local Travel - Special	\$ 6,580	0.1%
	Training City Employees	\$ 6,450	0.1%
	Food	\$ 4,919	0.1%
	Printing Services - Contractual	\$ 3,952	0.1%
	Advertising	\$ 1,809	0.0%
Woman Owned		\$ 1,077,428	20.0%
Grand Total		\$ 5,397,071	100.0%



*34% expenses are operational (fixed costs, reimbursements, etc.)



Fiscal Year 2022 Recruitment Efforts

<u>Source Name</u>	<u>Colleges & Universities</u>
Idealist	Marxe School of Public and International Affairs
Indeed	St Joseph's College
LinkedIn	Baruch College
Mayor's Office of Appointments	NYU Wagner
Monster.com	Pace University
careerbuilder.com	SUNY
Veterans Exchange	CUNY
AARP	
Handshake	<u>Recruitment Events & Fairs (Planned)</u>
MO Jobs Page	Baruch College Job & Internship Fair
	Public Service Career Expo
	Social Impact Career & Internship Fair
	NYU Wagner Career Fair
	Barnard Job & Internship Fair
	Manhattan College