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

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| **Agency Name**: \_\_Office of Labor relations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **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**  **Prepared by**:  Click or tap here to enter text. EEO Officer janet.insardi@olr.nyc.gov 212-306-7232 \_ Janet M. Insardi \_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  Name Title E-mail Address Telephone No.  **Date Submitted**: \_\_\_\_\_\_\_\_11/10/22\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***FOR DCAS USE ONLY:*** ***Date Received****:* |

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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.

1. 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.]
2. 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.

# Part I: Narrative Summary

# Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_5/26/22\_\_\_\_\_\_\_\_\_\_\_  No

By e-mail

Posted on agency intranet

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Diversity awards were presented by the Commissioner in May of 2022. The Commissioner will continue her tradition of presenting Diversity Awards in Spring 2023.**

# Workforce Review and Analysis

1. **Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2022): \_\_\_\_149\_\_\_\_\_\_ Q2 (12/31/2022): \_\_\_\_\_\_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_\_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_\_\_\_\_\_

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

Yes On (Date): \_10/18/22\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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

1. **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: \_\_7/11/22\_\_\_\_\_\_\_\_ 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 First Deputy  Other \_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_

Not conducted  Not conducted  Not conducted  Not conducted

# 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.**

1. **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.Recruiting , developing and retaining a diverse and inclusive work force**

* **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?**

OLR regularly reviews its quarterly dashboard and has begun (and will continue) outreach to colleges that serve minority populations. It continually evaluates the effectiveness of its actions relative to recruitment, hiring and retention.

**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**

**2. Expand the platforms for employees to learn about race, equity, inclusion and the value of differences.**

* **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?**

OLR actively promotes and monitors attendance at diversity events including DEI Committee heritage events and discussions, Project B.U.I.L.D. and ongoing DCAS training. These actions have increased the numbers of employees learning about DEI issues, both formally and informally. OLR actively promoted the Disability is Diversity Symposium and a number of OLR staff attended the event. Disability Etiquette training is planned for all OLR staff in the next quarter. Managers at OLR are being training in structured interviewing.

**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**

**3.To advance a dialogue among City employees around diversity, equity and inclusion.**

* **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?**

OLR is fortunate to have both EAP and NYC WorkWell under its auspices and we continue to advance a dialogue around diversity, equity and inclusion Citywide through group discussions and Project B.U.I.L.D.’s “Be a Better Ally”. Signage prominently posted at EAP offices specifically designates it as a safe zone, where all aspects of people including race, ethnicity, gender expression, sexual orientation, socio-economic background age, religion and ability are respected. That is OLR’s credo and, as a measure of our success, we are proud to report that both EAP and WorkWell are sought out by other agencies to help strengthen workplace support for the City’s diverse employees.

**.**

**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**

**4.Promote integration of diversity and equity principles into routine decision making, including hiring**

* **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?**

OLR is requiring structured interview training for all hiring managers to promote DEI values and continues to work cooperatively with the DEI Committee to create programming which demonstrate its commitment to diversity, equity and inclusion. It is working with the City’s DFTA to increase age diversity and it continued to educate managers about the 55-a program. This quarter OLR utilized the Silver Star Program and a Silver Stars employee will be onboarded next quarter.

**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 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.**

As noted above, OLR has begun (and will continue) outreach to colleges and professional groups that serve minority populations to address underutilization of Latinx individuals within the paraprofessional group. It continually evaluates the effectiveness of its actions relative to recruitment, hiring and retention.

1. **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. Utilize agency specific surveys/suggestion boxes and undertake initiatives to promote an inclusive work environment.**

* **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?**

OLR has expanded the celebration of heritage months and this quarter, in early September, it began planning for its inaugural celebration of Hispanic Heritage month. It kicked off Hispanic Heritage month by sharing trivia about Hispanics/ Latinx individuals who have made substantial contributions to our society. OLR continually solicits feedback via a system of suggestion boxes monitored by OLR’s very active DEI committee and sends out intermittent survey questions.

**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**

**2. [Insert goal]Promote employee involvement by supporting Employee Resource groups.**

* **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?**

At the employee’s request, OLR established Spiritual Table Talk group which meets regularly. OLR actively supports and promotes the DEI Committee and its efforts.

**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**

**3. Agency will create a Diversity Council.**

* **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?**

Planning for the launch of the Diversity Council is underway.

**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**

**4. Agency will sponsor focus groups, Town Halls and learning events on race, equity and inclusion, inform employees of the rights and protections under the NYC EEO policy and ensure that workplaces are posted with anti-hate/anti-discrimination posters.**

* **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?**

OLR has made a concerted and continuing effort to promote learning about race, equity and inclusion through multiple outlets including DCAS training, emails designed to promote an appreciation of diversity, and full support of the DEI Committee. Each planned celebration related to heritage and DEI has a learning component built-in to the event.

**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 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 activities occurred.**

OLR routinely promotes training and events to foster awareness around diversity, equity and inclusion. It has promoted a dialog devoted to examining and eliminating obstacles in the recruitment of a diverse workforce. This July, WorkWell sponsored “Be a Better Ally”. Also in July EEO circulated the Reasonable Accommodation and EEO Complaint Process at a glance to all managers. It also ensured that Sexual Harassment Prevention training was completed for all employees. In August, information about the 55-a program was circulated and the upcoming job fair was promoted. OLR also actively promoted the Diversity is Disability symposium, attended the symposium and circulated the materials to all managers. It routinely shares best practices for celebrations with the DEI Committee. In September, Civil Service 101 was promoted and attended by staff. Also in September, managers began required training in Structured Interviewing.

1. **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. Continue to promote diversity and EEO outreach in providing government services**

* **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?**

As noted above, OLR is fortunate to have both EAP and NYC WorkWell under its auspices and we continue to advance a dialogue around diversity, equity and inclusion Citywide through group discussions and Project B.U.I.L.D. This quarter Workwell sponsored “Be a Better Ally”.

**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**

**2. Promote participation with minority and women owned business enterprises**

* **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?**

OLR continues to promote participation with minority and women owned businesses and awarded amounts have been increasing over time. We are monitoring to see that this positive trend continues.

**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**

**3. Sponsor and promote initiatives to enhance equity, improve community relations and increase awareness about services offered by OLR**

* **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?**

OLR, through EAP, continues to offer and track services that address mental health, traumatic loss, stress management, substance misuse, self-care, education, referrals and resources to assist employees and their family members. Both EAP and Workwell sponsor and promote initiatives to enhance equity, improve community relations and increase awareness about services offered by OLR. Participation is monitored on an on-going basis.

**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**

**4. [Insert goal]**

* **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?**

**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 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.**

As noted above, this July, WorkWell sponsored “Be a Better Ally”. OLR also actively promoted the Diversity is Disability symposium, attended the symposium and circulated the materials to all managers.

1. **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. Recruiting , developing and retaining a diverse and inclusive workforce**

* **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?**

OLR regularly reviews its quarterly dashboard and has begun (and will continue) outreach to colleges and professional groups that serve minority populations. It continually evaluates the effectiveness of its actions relative to creating an equitable and inclusive workplace environment relative to recruitment, hiring and retention. Diversity events and training promote and enhance cultural competency among OLR’s diverse workforce.

**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**

**2. Expand the platforms for employees to learn about race equity, inclusion and the value of differences.**

* **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?**

OLR actively promotes and monitors attendance at diversity events including DEI Committee heritage events and discussions, Project B.U.I.L.D. and ongoing DCAS training. In promoting its EEO/ DEI programs, OLR has increased the numbers of employees learning about DEI issues, both formally and informally. This quarter OLR actively promoted the Disability is Diversity Symposium and a number of OLR staff attended the event. Disability Etiquette training is required for all OLR staff in the second quarter. In September, OLR’s Commissioner accepted an invitation to march in the City-Wide Disability Pride March scheduled for October 30, 2022. The Commissioner has required training in structured interviewing for OLR’s hiring managers and that training is underway.

**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 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?**

**3. To advance a dialogue among City employees around diversity, equity 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?**

As noted above, OLR is fortunate to have both EAP and NYC WorkWell under its auspices and both entities embrace OLR’S promotion of more equitable and inclusive workplace environments. This quarter, OLR continued to advance a dialogue around diversity, equity and inclusion Citywide through Project B.U.I.L.D.’s “Be a Better Ally”. Signage prominently posted at EAP offices specifically designates it as a safe zone, where all aspects of people including race, ethnicity, gender expression, sexual orientation, socio-economic background age, religion and ability are respected. That is OLR’s credo and, as a measure of our success, OLR is proud to report that both EAP and WorkWell are sought out by other agencies to help strengthen workplace support for the City’s diverse employees.

**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**

**4. [Insert goal]Promote integration of diversity and equity principles into routine decision-making, including hiring**

* **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?**

OLR is requiring structured interview training for all hiring managers to better promote diversity, equity and inclusion. It continues to work cooperatively with its DEI Committee to create and promote programming which demonstrate its commitment to diversity, equity and inclusion. It is working with the City’s DFTA to increase age diversity and it continued to educate managers about the 55-a program this quarter. OLR also (for the first time) utilized the Silver Star Program; a Silver Stars employee will be onboarded next quarter.

**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.**

WorkWell sponsored a “Be a Better Ally” program in July. Planning for the inaugural Hispanic Heritage month kicked off in September and trivia about notable people of Hispanic Heritage was emailed to all employees beginning this quarter. In addition, all hiring managers began required training in structured interviewing in September.



# Recruitment

1. **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. Review and analyze CEEDS report to better address any underutilization and buttress recruitment of diverse individuals.**

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

OLR has begun and will continue targeted recruiting and outreach to colleges and professional organizations that serve minority populations. It is our hope that by expanding outreach, we will be able to attract a more diverse pool of applicants. OLR will continue to monitor and analyze its workforce and adjust its strategies accordingly.

**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**

**2. Educate staff about and encourage use of the 55-a program at OLR**

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

Managers were invited and a number attended the “Disability is Diversity” symposium. General information from the symposium was shared with all managers and managers were strongly encouraged to avail themselves of the Program and to participate in the virtual citywide Career Fair for National Disability Awareness month. We anticipate that these initiatives will bear fruit over time.

**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**

**3. [Insert initiatives/strategies]**

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

**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**

**4. [Insert initiatives/strategies]**

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

**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 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.**

1. **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**

1. Urban Fellows Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Public Service Corps Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer College Interns Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_1\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_1\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Summer Graduate Interns Total: 4

Race/Ethnicity\* [#s]: Black\_\_1\_ Hispanic\_\_\_ Asian/Pacific Islander\_1\_\_ Native American\_\_\_ White\_2\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_2\_ F \_\_2\_ N-B \_\_\_ O \_\_\_ U \_\_\_

1. Other (specify) Total: 8 PENCIL/ 1 graduate (non-summer)

Race/Ethnicity\* [#s]: Black\_1\_\_ Hispanic\_\_1\_ Asian/Pacific Islander\_6\_\_ Native American\_\_\_ White\_1\_\_ Two or more Races\_\_1\_

Gender\* [#s]: M \_\_1\_ F \_8\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

**Additional comments:**

**C. 55-A Program**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): \_\_\_\_\_\_\_2\_\_\_ Q2 (12/31/2022): \_\_\_\_\_\_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_\_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_\_\_\_\_\_

During the 1st Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 1st Quarter \_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 2nd Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_\_ [number] new applications for the program were received.

During the 4th Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information –

by e-mail:  **Yes  No**

in training sessions:  **Yes  No**

on the agency website:  **Yes  No**

through an agency newsletter:  **Yes  No**

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Increased awareness of 55-a program generally**.**

**3.** Publicized citywide career fair for National Disability Employment Awareness Month**.**

1. **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?**

OLR routinely advises employees of opportunities for promotion and career development and continually promotes Civil Service 101.

1. 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?**

OLR is currently training all its hiring managers in structured interviewing to ensure that the selection methods used by OLR foster diversity, equity and inclusion.

1. 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 EEO Officer reviews postings and regularly advocates for buttressing recruitment at schools and professional organization which serve minority populations. Through the general dissemination of information and training, the EEO Officer promotes awareness of DEI values and and striving to achieve the greatest possible diversity among our workforce, creating an inclusive culture of openness, tolerance, and cooperation in our workplaces, promoting equity in all its aspects, and examining and eliminating any structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce.

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

Not applicable.

1. Other:

**During this Quarter the Agency activities included:** **# of Vacancies # of New Hires # of New Promotions**

**Q1 # \_\_10\_\_\_ # \_\_\_12\_\_ # \_\_\_5\_\_**

**Q2 # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_**

**Q3 # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_**

**Q4 # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_**



# Training

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

Attached.



# 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://mspwva-dcslnx01.csc.nycnet/Login.aspx**](https://mspwva-dcslnx01.csc.nycnet/Login.aspx)

# Compliance and Implementation of Requirements Under Executive Orders and Local Laws

1. **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).***

Attached.

1. **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.

**Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:** [**https://mspwva-dcslnx01.csc.nycnet/Login.aspx**](https://mspwva-dcslnx01.csc.nycnet/Login.aspx)

1. **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).***

Attached.

1. **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.**

EEO training is emphasized and tracked and the EEO policy, and the EEO Officer, are readily accessible to employees. All managers have received a copy of the EEO Complaint Process at a Glance and Reasonable Accommodation at a Glance. All new employees also receive a copy. This information at a glance will go to all employees the next quarter.

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

EEO training is encouraged and actively promoted by the Commissioner, First Deputy Commissioner, and the EEO Officer. Participation is actively tracked and monitored. OLR goes above and beyond the required training to emphasize its commitment to diversity. It has required structured interviewing for hiring managers this fall to emphasize the importance of diversity, equity and inclusion to OLR in the hiring process. Disability Awareness training is slated for the next quarter to mark National Disability Awareness month. These actions raised the profile of DEI principles at OLR and increased awareness among OLR employees.

1. **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?**

On-going EEO/ DEI events, diversity awards and training have increased the EEO Office’s visibility.

1. **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.**

As noted above, EEO training is emphasized and tracked and the EEO policy, and the EEO Officer, are readily accessible to employees. All managers and new employees have received a copy of the EEO Complaint Process at a Glance and Reasonable Accommodation at a Glance. This information will go to all employees the next quarter.

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

Training is on-going and closely monitored. Managers are part of the accountability process if necessary. OLR strongly supports the DEI Committee and Committee events.

1. **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?**

Every employee has been trained to understand protected rights and the prohibition of discrimination. This quarter 100% of staff completed Sexual Harassment prevention training. The EEO Policy is readily accessible on OLR’s intranet.

1. **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.**

OLR has reinforced managers and supervisor’s obligations through additional guidance in the form of procedures at a glance for easy reference.

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

In addition to training, the EEO Officer routinely interfaces with managers to emphasize the EEO policy and the managers obligations under the policy and to make sure the policy is understood. There is an ongoing dialogue regarding diversity, equity and inclusion in the selection, recruitment and retention of employees.

1. **Improve managers’ and supervisors’ knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

Managers are trained to understand the EEO policy, their obligations and how it works.

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

EEO training is regularly reinforced, most recently by circulating the EEO Complaint process at a glance.

1. **Other:**

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



# 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.**

# Appendix A: EEO Personnel Details

**EEO Personnel For 1st Quarter, FY 2023**

**Personnel Changes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel Changes this Quarter:  No Changes** | | **Number of Additions:** | | **Number of Deletions:** | |
| **Employee's Name & Title** |  |  |  | |
| **Nature of change** | Addition  Deletion | Addition  Deletion | Addition  Deletion | |
| **Date of Change in EEO Role** | Start Date or Termination Date: | Start Date or Termination Date: | Start Date or Termination Date: | |
|  | | | | |
| **Employee's Name & Title** |  |  |  | |
| **Nature of change** | Addition  Deletion | Addition  Deletion | Addition  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** | 1. **Monalisa Mathieu, Dep. Director of Admin** |  |  | |
| **EEO Function** | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | |
| **Percent of Time Devoted to EEO** | 100%  Other: ( 10 %): | 100%  Other: (specify %): | 100%  Other: (specify %): | |
|  | | | | |
| **Name & Title** |  |  |  | |
| **EEO Function** | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | EEO Officer  EEO Counselor  EEO Trainer  EEO Investigator  55-a Coordinator  Other: (specify) | |
| **Percent of Time Devoted to EEO** | 100%  Other: (specify %): | 100%  Other: ( %): | 100%  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. **Janet Insardi, EEO Officer** | **2. Monalisa Mathieu, Dep. Director of Admin** | **3. Neli Quiche, Deputy EEO Officer** |
| **Completed EEO Trainings:**   1. **Everybody Matters-EEO and D&I** 2. **Sexual Harassment Prevention** 3. **lgbTq: The Power of Inclusion** 4. **Disability Awareness & Etiquette** 5. **Unconscious Bias** 6. **Microaggressions** 7. **EEO Officer Essentials:**   **Complaint/Investigative Processes**   1. **EEO Officer Essentials:**   **Reasonable Accommodation**   1. **Essential Overview Training**   **for New EEO Officers**   1. **Understanding CEEDS Reports** | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |

**EEO Personnel Training Continued:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |  |  |
| |  | | --- | | **Completed EEO Trainings:**   1. **Everybody Matters-EEO and D&I** 2. **Sexual Harassment Prevention** 3. **lgbTq: The Power of Inclusion** 4. **Disability Awareness & Etiquette** 5. **Unconscious Bias** 6. **Microaggressions** 7. **EEO Officer Essentials:**   **Complaint/Investigative Processes**   1. **EEO Officer Essentials:**   **Reasonable Accommodation**   1. **Essential Overview Training**   **for New EEO Officers**   1. **Understanding CEEDS Reports** | |  | | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |

**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\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EEO\Diversity Role** | **Name** | **Civil Service Title** | **% of Time Devoted to EEO & Diversity Functions** | **Office E-mail Address** | **Telephone #** |
| **EEO Officer/Director** | Janet M. Insardi | **Executive Agency Counsel** | **45%** | Janet.insardi@olr.nyc.gov | 212-306-7232 |
| **Deputy EEO Officer OR**  **Co-EEO Officer** | Neli Quinche | Admin Manager | 10% | [Neli.quinche@olr.nyc.gov](mailto:Neli.quinche@olr.nyc.gov) | 212-306-7581 |
| **Chief Diversity & Inclusion Officer** | Neli Quinche | Admin Manager | 5% | [Neli.quinche@olr.nyc.gov](mailto:Neli.quinche@olr.nyc.gov) | 212-306-7581 |
| **Diversity & Inclusion Officer** |  |  |  |  |  |
| **Chief Diversity Officer/Chief MWBE Officer per E.O. 59** | Neli Quinche | Admin Manager | 2% | [Neli.quinche@olr.nyc.gov](mailto:Neli.quinche@olr.nyc.gov) | 212-306-7581 |
| **ADA Coordinator** | Monalisa Mathieu | Admin Manager | 3% | [Monalisa.mathieu@olr.nyc.gov](mailto:Monalisa.mathieu@olr.nyc.gov) | 212-306-7270 |
| **Disability Rights Coordinator** | Monalisa Mathieu | Admin Manager | 3% | [Monalisa.mathieu@olr.nyc.gov](mailto:Monalisa.mathieu@olr.nyc.gov) | 212-306-7270 |
| **Disability Services Facilitator** | Monalisa Mathieu | Admin Manager | 3% | [Monalisa.mathieu@olr.nyc.gov](mailto:Monalisa.mathieu@olr.nyc.gov) | 212-306-7270 |
| **55-a Coordinator** | Monalisa Mathieu | Admin Manager | 3% | [Monalisa.mathieu@olr.nyc.gov](mailto:Monalisa.mathieu@olr.nyc.gov) | 212-306-7270 |
| **Career Counselor** | Monalisa Mathieu | Admin Manager | 3% | [Monalisa.mathieu@olr.nyc.gov](mailto:Monalisa.mathieu@olr.nyc.gov) | 212-306-7270 |
| **EEO Counselor** | Sang Hong | Admin Manager | 2% | Sang.Hong@olr.nyc.gov | 212-306-7392 |
| **EEO Investigator** | Janet M. Insardi | Executive Agency Counsel | 2% | Janet.Insardi@olr.nyc.gov | 212-306-7232 |
| **EEO Counselor** | Erin Quinn | Health Service Manager | 2% | Erin.quinn@olr.nyc.gov | 212-306-7260 |
| **Investigator/Trainer** | Janet M. Insardi | Executive Agency Counsel | 5% | Janet.Insardi@olr.nyc.gov | 212-306-7232 |
| **EEO Training Liaison** | Neli Quinche | Admin Manager | **2%** | [Neli.quinche@olr.nyc.gov](mailto:Neli.quinche@olr.nyc.gov) | 212-306-7581 |
| **Other (specify)** |  |  |  |  |  |
| **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.