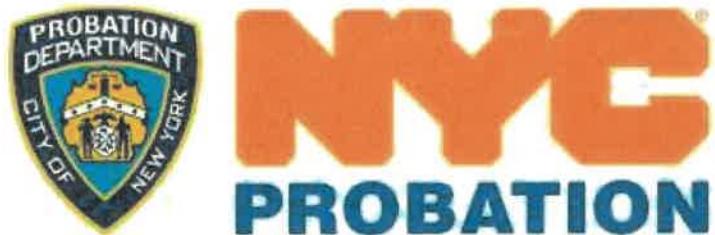


# **Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)**

**Fiscal Year 2026**

**NYC DEPARTMENT OF PROBATION**



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## I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women<sup>1</sup>

## II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

As commissioner of the New York City Department of Probation (DOP), I reaffirm my commitment to upholding and advancing the principles of Equal Employment Opportunity (EEO). This commitment is rooted in the enforcement of the New York City EEO policy and is consistent with federal, state, and local human rights laws, as well as all other laws protecting the rights of our employees, job applicants, consultants, contractors, partners, and the communities we serve.

I pledge to strengthen our agency’s efforts to create and sustain a workforce that reflects the rich diversity of New York City. We will continue building an organizational culture that values collaboration and mutual respect. We will identify and address systemic barriers that may hinder equal employment in recruitment, hiring, professional development, promotion, and retention across all levels of our agency.

By ensuring fair practices within our workforce and the services we provide, we build trust within the communities that we serve. This in turn strengthens our ability to promote public safety, support successful reentry, and reduce recidivism. Our DOP workforce is equipped to engage meaningfully with individuals on probation, and to develop effective, culturally responsive strategies that will support positive life outcomes.

Every member of my executive leadership team actively represents these ideals. Executives, managers, and supervisors are also held accountable for cultivating a safe and fair work environment and ensuring the delivery of effective and just services to the people of New York City. The DOP will continue to remain in compliance with the City’s EEO Policy. All employees will be regularly reminded of their responsibilities under this policy and will be supported by the agency in fulfilling them.

Christelle N. Onwu has been appointed the DOP’s EEO Officer and can be reached by email at [csonwu@probation.nyc.gov](mailto:csonwu@probation.nyc.gov), or by phone at (212) 510-3865. One of the central roles of the EEO officer is to be closely involved in human resource decisions—such as recruitment, workforce planning, promotions, and training—and serve as a key advisor to the agency’s leadership and staff on best practices related to EEO. Contact

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

information for the EEO Officer and all other EEO staff members is available on DOP's EEO Intranet page.

DOP will continue reporting to the Department of Citywide Administrative Services (DCAS) on the progress we make in complying with EEO laws and policies, and the tangible steps we are taking to build a workplace free from discrimination and bias.

- This statement is the same as last year.

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

- This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.
- Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

### III. Recognition and Accomplishments

In the past year, DOP accomplished the following as part of our commitment to DEI and EEO:

1. **Special Training Initiatives:** Through a collaboration with the NYC Commission on Human Rights and the Department of Citywide Administrative Services (DCAS), the EEO Office launched special trainings such as: Working with Transgender and Gender Non-Conforming Communities; Structured Interviewing and Unconscious Bias with hiring managers, and the NYC Human Rights Law and Protections against Age Discrimination in Employment. Conducted in person/hybrid training on the City's EEO policy with staff, supervisors, and managers and successfully transitioned staff to NYCiLearn.
2. **Outreach Initiatives- “Meeting people where they are”:** To ensure information sharing, the EEO Office engaged in information dissemination and outreach initiatives to educate employees about their rights under the City's EEO Policy. Participated in management meetings at the different Lines of Service to explain the EEO process and the work of the EEO Officer.
3. **EEO Policy and Information Dissemination:** The EEO Office updated and revised the EEO Intranet page and forms and added an EEO page on DOP's intranet page.. Revamped DOP's agency's bulletin boards with posters and one pager on anti-discrimination policies and laws.
4. **EEO Officer in Your Borough:** In the Spring of 2025, the DOP Office of Equal Employment launched an initiative titled, “EEO Officer in Your Borough” where the EEO Officer engaged in conversations with staff across the boroughs to ascertain their needs; scheduled meet and greet sessions to explain the EEO Compliant and Reasonable Accommodation process; participated in management meetings at the different lines of service to explain the EEO process and the work of the EEO Officer. The EEO Office went to all five boroughs in seven locations owned by DOP and met with staff members and this outreach led to an increase in the number of EEO Complaints the office received from over two to five in a given month thereafter.
5. **Heritage Commemorations:** The EEO Office in collaboration with the Quality of Work Life (QWL) hosted Black and Women's History Months celebrations to commemorate the diversity of our staff across the agency which provided them with an opportunity to build community. Also, the EEO Office hosted a Caribbean Heritage Month Celebration with a Deputy Mayor and former commissioner of Small Business Services (SBS) as our speakers. During these events, staff members had the opportunity to build interagency relationships with colleagues from the Office of the Deputy Mayor of Intergovernmental Affairs and share about their work reducing recidivism in New York City.
6. **Language Access Implementation Plan:** The Language Access Coordinator updated DOP's current language training and policy in collaboration with the Mayor's Office of Immigrant Affairs; Created language bank of spoken languages by employees
7. **The DOP's Office of Equal Employment Opportunity successfully established 21 lactation/wellness rooms across the agency.**

## IV. Workforce Review and Analysis

Total Headcount: 878

Unknown Race/Ethnicity    Unknown Gender    Unknown Both 23

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

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

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

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
  - Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
  - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
  - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The EEO Officer receives and analyzes quarterly report CEEDS reports on workforce composition, new hires and promotion data presented in our quarterly agency workforce dashboard and/or internal workforce reporting. After reviewing, the EEO Officer distributes all reports to the Commissioner and Human Resources with highlights on demographic trends. All data is reviewed and discussed with the commissioner.

A review of the agency's CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS's Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group,

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

race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and underutilization analysis.

**a) Analysis of Agency Compensation Data:**

The NYC Department of Probation (DOP) reviewed the agency's headcount reports and current pay structures to ensure employees are receiving wages based on their experience across different job categories. Based on the current data, Black, Hispanics, Other race (American Indian, two +, Unknown) have lower median agency salaries compared to White and Asian employees. The agency will continue to conduct an analysis of its compensation data and strategize on measures to improve pay disparity and occupational segregation in FY 2026.

**b) Indicators of Occupational Segregation:**

Occupational segregation exists in the following job categories which have underutilization:

Job category	Race
Managers, Management Spec, Social workers, Clerical Sups, Clerical, Para Profession	White
Managers, Management Specialists, Social Workers, Clerical Supervisors, Clerical, Para Profession, and Science Profession	Black
Managers, Management Specialists, Social Workers, Clerical Supervisors, Clerical Supervisors, Clerical, Para Profession, Science Profession,	Hispanics
Managers, Management Specialists, Social Workers, Clerical Supervisors, Clerical, and Para Profession, and Science Profession	Asian

Overutilization was observed in the following categories:

Job category	Race
Managers	Black
Management Specialist	Black
Science Professionals	Hispanic
Social Workers	Hispanic
Clerical Supervisors	Black
Para Profession	Black

**NOTE:** This information was obtained from EBPPP961 data (Quarter 4).

**c) Actions undertaken to reduce occupational segregation considering previous analyses:**

The NYC Department of Probation (DOP) conducted the analysis in FY 2024 and has made tremendous efforts to close the underutilization gap in the above-mentioned job categories by expanding our recruitment efforts (attending job and career fairs) and meeting with Human Resources to brainstorm on additional strategies. DOP expanded its hiring pools. During the 4th quarter, for DOP's underutilization of Women and Minorities in its Workforce—pertaining to Asian managers, we successfully closed that gap after an analysis of the CEEDS report indicated that the underutilization no longer exists in this job category. We will continue to strategize our recruitment and retention goals in the next fiscal year as it relates to the remaining underutilization and overutilization in our job categories.

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

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

**3. Review and Analysis of Workforce Reports**

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

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

The EEO officer conducts workforce review with the following agency units:

**Agency Head**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Human Resources**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**General Counsel**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Other (specify): \_\_\_\_\_**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

## **V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026**

### **A. WORKFORCE**

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

The NYC department of Probation is fully committed to promoting equity, increasing diversity, and ensuring equal employment opportunities for all. Our Fiscal Year (FY) 2026 goals are as follows:

- In partnership with our communication team, we will establish a robust recruitment strategy beyond social media platforms and across job boards. Also, we would expand our efforts to education institutions and professional affiliations.

#### **Planned Programs, Initiatives, Actions aimed at Workforce:**

- In partnership with Human Resources, the EEO Office will review our quarterly CEEDS report to analyze the trends with our underutilization job categories and revise our strategy to close these gaps. This will be done via meetings to review our quarterly reports.
- Expand EEO Officer in Your Borough listening Tours on a Bi-Monthly basis

### **B. WORKPLACE**

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

Our agency's general goals will be to engage the staff and enhance their knowledge of DEI and promote an understanding of EEO policies across the agency and our strategies will:

- **Community Conversations:** The EEO Office will host Community Conversations around diversity, equity, and inclusion across the agency prior to the implementation of Local law 14 of 2024 which mandates agencies to administer the anti-racism and anti-racial discrimination training.
- **Structured Interviewing and Unconscious Bias:** Expand Structured interviewing and Unconscious bias training for all hiring managers
- **Fall and Spring Tour:** Conduct EEO Trainings for Supervisors, Managers, and the Executive Team.

#### **Planned Programs, Initiatives, Actions aimed at Workplace:**

The EEO Office will work to celebrate heritage months to foster dialogue and create community amongst employees.

To expand our staff knowledge of anti-discrimination and fulfil Local law 14 (2024), the EEO Office will ensure compliance across the agency. Additionally, the EEO Office will partner with agencies such as the NYC Commission on Human Rights to provide additional trainings like Human Rights Law, Anti-Black racism, and Other Forms of Discrimination Based on race and Color.

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

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

1. Quality of Work Life

2.

3.

4.

5.

Agency does not presently have any ERGs.

Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee

Agency has an active Diversity Committee/Council

Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy

Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

#### **C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM**

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

DOP's sought-out programs like the NeONs (Neighborhood Opportunity Network) offices which operate in the seven neighborhoods with the highest concentration of individuals under probation supervision to achieve the following community goals:

- Continuing to work collaboratively with and within NeON communities to find good solutions to complex problems.
- Ensuring that community events are inclusive and accessible to the public.
- Engaging M/WBEs with DOP services and community events.

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

The following programs have been curated to serve our probationers as we work to reduce recidivism rates:

**CDL (Commercial Driver's License) Training**

- **Overview:** Participants undergo classroom education and hands-on driving instruction to achieve a CDL.
- **Goals:** Offer direct entry into the transportation sector; reduce barriers to employment for those on probation.
- **Support Features:** Stipends for participants, job placement assistance, and network-building with local employers.

**EMR (Emergency Medical Responder) Certification**

- **Overview:** Structured training that equips individuals with foundational knowledge in emergency medicine and response.
- **Goals:** Build sense of responsibility, trustworthiness, and career continuity in healthcare support roles.

**Electrician's Assistant Training**

- **Overview:** Technical instruction alongside apprenticeship-style shadowing to introduce trades work fundamentals.
- **Goals:** Foster marketable skills in electrical trades, while infusing discipline and real-world work habits.

**Welding Program**

- **Overview:** Combines safety and technical welding training with mentorship from trade professionals.
- **Goals:** Prepare participants for entry-level skilled labor positions and potential certifications.

**Yoga for Wellbeing**

- **Overview:** Group yoga and mindfulness sessions aimed at reducing stress and supporting mental and emotional wellness.
- **Goals:** Encourage healthy coping strategies, self-awareness, and restoration—critical for rehabilitation and success.

## **Wig Making and Styling**

- **Overview:** Creative workshops teaching wig-making, styling, and design.
- **Goals:** Cultivate artistic expression, entrepreneurship, and transferable craftsmanship skills in personal care and fashion fields.

**Neighborhood Access:** Bringing these programs into local NeON sites would help reduce logistical hurdles and bolster engagement.

**Holistic Support:** Each program addresses critical dimension vocational advancement (CDL, EMR, Electrician's Assistant, Welding), mental wellness (Yoga), and creative entrepreneurship (Wig Making).

**Progression and Dignity:** By offering structured learning, stipends, and pathways to certification or income-generating skills, these programs resonate with NeON's emphasis on empowerment through actionable opportunity.

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

In FY 2026, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Expand language services for the public

## VI. Recruitment

### A. Recruitment Efforts

HR is committed to building and retaining a diverse and inclusive workforce through proactive strategies. Underutilization reports will be regularly reviewed to guide targeted recruitment efforts, helping us focus outreach on underutilized demographics. We will also conduct ongoing reviews of hiring policies and practices to eliminate barriers and ensure fairness in how positions are posted, interviews are conducted, and selections are made. Additionally, EEO will provide training for hiring managers and recruiters on DEI best practices, including eliminating unconscious bias, using job related selection criteria, and fostering inclusive candidate experiences.

- Based on the CEEDS report, some of the major groups experiencing underutilization at DOP are within the following: para profession, clerical sups, management spec, clerical, social workers, managers. These underutilization exists with individuals who identify as being Asian and White gender. However, through its innovative recruitment efforts, DOP successfully close the gap with Asian demographic.
- The agency will address this underutilization by scheduling meetings with Human Resources, The Commissioner and the General Counsel to strategize on our recruitment and retention efforts.

### B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.]

HR will work with the current PO Recruitment team and NeON to coordinate attendance at events to promote upcoming open competitive and promotional exams. The exam schedule will be distributed, and we will promote upcoming exams in both utilized and underutilized titles used at DOP. Human Resources (HR) will provide one on one guidance to candidates on appropriate exams to take based on their individual qualifications. Also, providing them with our contact information, establishing a relationship with candidates and providing them with a source of information regarding opportunities within DOP.

The Department's Career Counselors will be the direct internal contact for employees, providing up to date information regarding promotional opportunities. The Counselors will assess candidates' qualifications and skills to provide the best recommendations for employees in need of guidance.

HR will also work closely with the Director of Communications on various recruitment efforts, including the distribution of the exam schedule to all DOP employees through the Commissioner's Corner as well as any career related materials created by HR/Creative. Additionally, the Director of Communications and HR will coordinate social media posts to

promote upcoming exams (i.e., a dedicated post to promote the upcoming Probation Officer exam filing period in March 2026).

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

The distribution of the exam schedule through the Commissioner's Corner will reach all DOP employees. All other outreaches will be done externally.

Event Date	Event Name	Borough
August 28 <sup>th</sup> , 2025	Beraca Community Development Corporation	Brooklyn
September 18 <sup>th</sup> , 2025	Best Hire Career Fairs (Brooklyn Career Fairs)	Brooklyn
September 25 <sup>th</sup> , 2025	Best Hire Career Fairs (New York Career Fairs)	Virtual
November 5 <sup>th</sup> , 2025	Suffolk County Community College's Criminal Justice Career	Selden, NY
May 21 <sup>st</sup> , 2025	New York Community Employment Day Career	New York, NY

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

Expenditures include possible attendance fees at events, postings on websites that target underutilized demographics, and DOP branded merchandise to distribute at various career fairs.

Borough	Approximate Dollar Amount (\$)
Bronx	\$1,500
Brooklyn	\$1,500
Manhattan	\$1,500
Queens	\$1,500
Staten Island	\$1,500
Other (include online)	\$1,500

## C. Recruitment Sources

1. Working with career counselors at colleges and universities in neighborhoods with underutilized demographics.

2. Posting jobs on job boards in community centers within neighborhoods with underutilized demographics.
3. Posting on Cityjobs.nyc.gov, monster.com, ziprecruiter.com, indeed.com and other job posting websites.
4. Attend career fairs and recruitment events throughout the 5 boroughs.

## D. Internships and Fellowships

The NYC Department of Probation has a stellar history of providing internships to New Yorkers from high school to college and graduate school. Through our robust internship program, students get an opportunity to have hands on experience across our multiple units from our Legal department to Human Resources, Equal Employment Opportunity to Human Resources, Information and Technology, Programs and Development to our Creative teams. Through these units, interns have an opportunity to obtain analytical, writing, research, program management, and communication skills to enhance their professional growth.

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	3		M _1_ F 2_ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	8	White, Black, and Hispanics	M _3_ F_5_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	2	Asian and Hispanics	M __ F_2_ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	2		M _1_ F_1_ Non-Binary __ Other __ Unknown
6. Other (specify):	90	Black, Hispanics, White, Two or more races	M _40_ F 50__ Non-Binary __ Other __ Unknown __

## **E. 55-a Program**

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

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

The NYC Department of Probation (DOP) hires competitive titles and participates in the 55-a program to hire and retain qualified individuals with disabilities. Section 55-a of the New York Civil Service Law allows qualified persons with disabilities to be appointed to such competitive civil service positions without having to take the exam. To ensure compliance with the program, the agency continues to share information on the 55-a program on our intranet page and via email to all staff, hiring managers and our human resources staff. Also, the EEO Officer incorporates training on the 55-a program to educate staff members across our agency. Through training, our agency is equipped to recruit and hire 55-a candidates.

- 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**

DOP has two career counselors who provide counseling sessions to employees virtually and in person. The counselor meets with employees to ascertain their needs and provides an array of services such as resume review, professional development opportunities to name a few. During the sessions, employees are given a folder with resources such as current job openings within the agency, fellowship opportunities and citywide upcoming civil service exams. This provides an individualized approach for employees and allows them to seek promotion opportunities within the agency. The agency will continue to cater to the needs of the employees and use feedback to strengthen the program.

### **B. New Hires and Promotions**

We're taking a closer look at how we hire and promote staff, especially for mid- and high-level discretionary positions, to make sure the process is fair, consistent, and inclusive. This includes reviewing how job openings are posted, how interviews are conducted, and how final decisions are made.

EEO will continue to provide training for Hiring Managers to help reduce unconscious bias and ensure candidates are evaluated based on clear, job-related criteria. We'll also use tools like SharePoint and the EEO Candidate Evaluation form to track and document each step of the hiring process. This helps us stay transparent and accountable.

We're committed to working closely with the EEO Director to review hiring and promotion decisions and ensure they align with equal opportunity standards. As part of this effort, we'll also look for any barriers in our current process that could unintentionally disadvantage certain groups and take steps to address them. The goal is to build a hiring and promotion system where everyone has a fair opportunity to grow and succeed within the Department.

With the current recruitment of an Employee Relations Specialist, HR will prioritize the development of strategies that will promote employee engagement and employee retention.

### **C. EEO Role in Hiring and Selection Process**

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.

Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: \_\_\_\_\_

#### **D. Layoffs**

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

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2026.
- The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any protected category groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	878	03/02/2026
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	0	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	878	03/02/2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	878	03/02/2026
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	878	03/02/2026
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	
7. Disability Awareness and Etiquette	All Employees	878	03/02/2026
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All Hiring Managers	20-30	Varies
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within 15 business days after submission of the appeal.
- If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the Agency Head's designee<sup>3</sup> : Assistant Commissioner of Human Resources and Labor Relations.
  - The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

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

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

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.

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

- The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

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

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

**C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training**

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

**D. Local Law 27 (2023): Access to Workplace Facilities**

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- Reassignment
- Modification of Work Schedule
- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026**

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

#### **F. Local Law 27 (2023): Workforce Information Report for FY 2025**

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

#### **G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan.

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

#### **H. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

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

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

## X. Audits and Corrective Measures

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2025 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan ("EEO Plan") is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)<sup>4</sup>

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency's efforts during the previous quarter to implement the agency's EEO Plan.

Juanita N. Holmes  
Print Name of Agency Head

  
\_\_\_\_\_  
Signature of Agency Head

12/22/2025  
Date

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<sup>4</sup> Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors\*

**Agency EEO Office mailing address:**

**33 Beaver Street, 18<sup>th</sup> Floor, New York, NY 10007**

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Christelle N. Onwu	csonwu@probation.nyc.gov	212 510 3875
2.	<b>Agency Deputy EEO Officer</b> [if appointed]			
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]			
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Aquil Jackson	aqjackson@probation.nyc.gov	212 510 3830
5.	<b>ADA Coordinator</b>			
6.	<b>Disability Rights Coordinator</b>			
7.	<b>Disability Services Facilitator</b>	Christelle N. Onwu		
8.	<b>55-a Coordinator</b>	Christelle N. Onwu		
9.	<b>EEO Investigator(s)</b>			
10.	<b>EEO Counselor(s)</b>			
11.	<b>EEO Training Liaison(s)</b>	Christelle N. Onwu		
12.	<b>Career Counselor(s)*</b>	Christelle N. Onwu  Samantha Alexander	salexander@probation.nyc.gov	212 510 3857
13.	<b>Other (specify)</b>			



