

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

Fiscal Year 2024

**(BERS)
Board of Education Retirement System**



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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Board of Education Retirement System, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer **Michelle Pyram** and the Deputy EEO Officer **Lydia Ahmim** will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ This statement is the same as last year.

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

II. Recognition and Accomplishments

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

1. Recognized employee contributions in our Agency wide Town Halls.
2. Completed NCPERS and CBIZ Compensation Benchmarking Surveys.
3. Manager Essentials of Feedback Training was provided to our BERS Executive Office, Leadership team, in partnership with OATH, as facilitators.
4. Implemented agency wide Employee Feedback Cycle Process.
5. Partnered with OLR/Workwell to offer wellness programs available to all BERS staff and Temps.
6. EEO and Anti-Discrimination Posters and signage are included in both of our 55 Water Street and 65 Court Street locations.
7. We also partnered with our vendor, McLean to offer management development training for the BERS Leadership Team. We also procured this training offering for the BERS Supervisors for FY23.
8. The agency also completed the citywide mandatory SHP and LGBTQ compliance training in FY 2023.
9. We leveraged the support of EAP to address the diverse needs of specific demographic groups. We also provided live virtual support group sessions and weekly EAP takeaway emails, including the following topics but not limited to:
 - Reducing Mental Health Stigma
 - EAP Support Groups
 - Mindfulness Practices
 - Managing our Emotions
 - Neurodiversity
 - Holiday Stress Management
 - EAP Support for Supervisors and Managers
 - Counteracting Burnout
 - Workplace Bullying
 - EAP 411

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: (132 staffed) _____

[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 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields 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. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1.] [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

The EEO compensation analysis is planned for FY24.

2.

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3.

CEEDs report is comprised of DOE, BERS and SCI data as they all share the same 740 payroll code. To maintain data integrity, the agency will continue to conduct its own internal review of BERS demographic data in partnership with our Data Analytics team. This analysis will be reviewed with the BERS Executive Office, General Counsel team and EEO Office.

The review of our demographic data is a consistent practice we have had in place annually. The agency is well represented at the staff and managerial levels.

Positions that are underutilized and are difficult to fill i.e., IT roles are subject to civil service list appointments and limit our ability to change hiring patterns in specific job titles.

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

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

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

❖ Workforce:

The Agency also continues to utilize the online Harvard Manage Mentor platform... coupled with a quarterly “Sandy’s Corner” series sponsored by BERS Executive Director, Sandy Rich. Within it, we curate specific management development topics relevant to BERS leadership and/or supervisors. The agency will procure and administer a management development training program for the leadership team and/or supervisors within FY24.

-
- We will continue to offer ad hoc training programs like DCAS courses to respond to staff learning and development needs (Writing Effective emails, Business writing).
- We will offer phase 2 of our customer service training to all our member facing teams.
- LinkedIn Learning will continue to be available to all staff and consultants.

❖ Workplace:

- HR is working with the Executive Office to disseminate FY24 strategic goals for the agency under our pillars of People and Culture, Member Experience, Execution Excellence, Systems and Data Integrity. The goals can be found on our BERS Website: <https://www.bers.nyc.gov/site/bers/about/objectives.page>
- The agency will continue to introduce the coffee and chat series between the Executive Office and staff; additional sessions with the Executive Office will be supported at the request of specific departments.
- BERS will continue to promote recognition as a means to not only acknowledge individual contributions but also as a means to celebrate department, unit, project/process wins, self-nominations, as well as any recognition from our members. The program will be open to all employee levels including managers, supervisors, staff and temps. Recognition will be announced in our Town Halls with the Executive Office or via agency wide communications including our social media platforms.
- The agency will continue to offer short cross function mobility opportunities to staff.

❖ Community:

Somos-Nov 2023/February 2024

Somos is a non-profit organization committed to addressing the needs of the Hispanic population in New York. Their conferences are held twice a year, to serve as a platform for legislators, agencies, business, and labor to address various concerns of the New York Hispanic community. Bers Staff attended the program to advocate for member auto enrollment legislation which was passed last November 2023.

BERS staff meet with state and local legislators on issues facing BERS membership.
New York State Association of Black, Puerto Rican, Hispanic, and Asian Legislators (NYSABPRHAL)- February 2024

NYSABPRHAL (New York State Association of Black Puerto Rican Hispanic and Asian Legislatives) is dedicated to engaging New York residents in dialogue about issues and policies that are having an impact at given time- adverse or favorable - on their communities. BERS Staff Worked with this group to also advocate for automatic pension enrollment of BERS eligible members.

BERS staff meet with state and local legislators on issues facing BERS membership, specifically pertaining to automatic pension enrollment of BERS eligible staff.

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

Continue partnership with EAP and OATH on programming and special initiatives to enhance equity, inclusion, and race relations at BERS.

2. Planned Programs, Initiatives, Actions

EEO policy and complaint process presentation at FY24 BERS Town Hall.

A. Workforce

BERS Staff will also plan to attend the National Association of Securities Professionals (NASP) in June 2024

NASP serves as a resource for the minority community at large and for the minority professionals within the securities and investments industry. NASP aim is to achieve equal opportunity for minorities and women in the securities industry.

BERS partners with NASP on the fast track program, an initiative for unrepresentative Groups of students in the financial services industry. BERS also uses this event to meet with minority and women led asset management firms.

We also plan to work with NASP to source a diverse candidate pool of summer interns who can potentially fill our open vacancies.

B. Workplace

Bers will conduct an agency wide Learning need assessment, 1:1 interviews with the managers and supervisors and focus groups for the staff. (The actions listed below require cross functional collaboration and is not limited to the EEO Office.)

HR will also work with the Executive Office to disseminate FY24 strategic goals for the Agency under our pillars of People and Culture, Member Experience, Execution Excellence, Systems and Data Integrity.

BERS completed an employee engagement survey in 2022 and will use FY23 and FY24 to execute on the action planning activities derived from the ongoing coffee and chat series.

BERS will conduct a retention survey in FY2024 to assess our staff needs for us to deploy the efforts required to keep our talents.

HR will work with the Executive office to ensure that there are messages that are conveyed to staff regarding respect in the workplace that is harassment free and promote positive work environment strategies and accountabilities wherever this goal falls short.

The agency will continue to introduce the coffee and chat series between the Executive Office and staff; additional sessions with the Executive Office will be supported at the request of specific departments.

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

List below the names of existing ERGs:

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

- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

In FY 2024, the agency will:

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

V. Recruitment

A. Recruitment Efforts

The agency has received 30 additional headcount (HC) in FY24. 11 are in competitive titles with active civil service lists, 13 are in competitive titles that are open for provisional hiring, and 6 are in non-competitive titles. The current strategy is to fill as many vacancies as possible via postings on the DOE Careers site, via DCAS' CityJobs Newsletter, and referrals.

In addition, we have scheduled two hiring pools for 4 teams who need to fill vacancies in competitive titles with current lists. Depending on the status of hires by the end of 9/2023, the agency may register for recruitment/hiring fairs.

B. Recruitment for Civil Service Exams

There are currently no plans to have events to promote civil service exams.

Event Date	Event Name	Borough

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	

C. Recruitment Sources

There isn't a specific population that is being targeted in FY24; we have vacancies in titles with varying education and minimum qualification requirements, which will automatically create a diverse slate of candidates.

1. DOE Careers site
2. City Jobs Newsletter (only for non-competitive or competitive titles that are open for provisional hiring)
3. DCAS Hiring Pools (only for competitive titles with current civil service lists)
4. Referrals
5. Conversion of current temp staff (about 5 – 6 in total)

D. Internships/Fellowships

In FY23, the agency did not have a formal internship program. Three teams (Member Communications, Fiscal Operations, Member Services) did hire summer interns to work on projects specific to their team needs, but we did not host an agency-wide internship program. Summer interns are hired based on need, and the ability for the agency to offer substantia/relevant projects that will last for at least 6 – 8 weeks.

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	3		M _2_ F_1_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify): High School Senior	1		M __ F_1_ 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 ____ [number] 55-a participants. [Enter '0' if none]
- There are ____ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] _____.

☐ 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

- We will offer a career panel discussion in our Town Hall, civil service updates on Monthly examination offerings as well as insights into Career Mobility within the agency and beyond.
- We will continue to highlight the availability of DCAS professional development offerings, Microsoft Office trainings, Institutional Knowledge training on the BERS L&D SharePoint site as well as LinkedIn Learning modules.
- Harvard Manage Mentor will also continue to be available to the leadership team and supervisors.

B. New Hires and Promotions

We rely on the hiring and selection process of the DOE.

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2024, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☐ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☐ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☐ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☐ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☐ Assist the hiring manager if a reasonable accommodation is requested during the interview.

- ☐ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☐ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

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

- ☐ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- ☐ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☐ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	176	6/30/2024
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	176	6/30/2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	154	8/29/23
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		8/29/23
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			

9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

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

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

- ☐ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

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

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

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII 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 2023.

- ☐ 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 2024

X ☐ List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

F. 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 4 runs from April 1, 2022, to March 31, 2024.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

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

☐ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.

☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.

☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]

☐ Within the last two years the agency was involved in an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.

☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]

☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

SANFORD RICH
Print Name of Agency Head


Signature of Agency Head

3/25/2024
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer 55 Water Street, 50 th Floor, New York, NY 10041	Michelle Pyram	mpyram@bers.nyc.gov	917-246-0394
2.	Agency Deputy EEO Officer 55 Water Street, 50 th Floor, New York, NY 10041	Lydia Ahmim	lahmim@bers.nyc.gov	929-214-0365
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator			
6.	Disability Rights Coordinator			
7.	Disability Services Facilitator			
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Michelle Pyram	mpyram@bers.nyc.gov	917-246-0394
11.	EEO Training Liaison(s)	Jeannine Carter	Jcarter23@bers.nyc.gov	(929) 305- 3739
12.	EEO Counselor(s)			

13.	Other (specify)			
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Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

Agency Name:

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	None
# of applicants who completed the program	None
# of applicants who passed and graduated from the program	None
# of applicants who passed but did not graduate from the program	None
# of applicants who did not pass or graduate from the program	None
# of applicants who accepted any appointment offered base on graduation from the program	None

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	None
Brooklyn	None
Manhattan	None
Queens	None
Staten Island	None

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None
None	None	None

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]

None

