

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

Fiscal Year 2025

Landmarks Preservation Commission

Table of Contents

I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).....	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	5
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025.....	7
V. Recruitment.....	11
VI. Selection (Hiring and Promotion).....	14
VII. Training.....	16
VIII. Reasonable Accommodation	18
IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	19
X. Audits and Corrective Measures.....	22
XI. Agency Head Signature	22
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *	23

I. Accountability, and EEO Statement (EEO Policy Statement).

The Landmarks Preservation Commission is an Equal Opportunity Employer. The Landmarks Preservation Commission prohibits Discrimination and harassment of any kind. Landmarks is committed to the principal of equal opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Landmarks are based on business needs, job requirements and individual qualifications without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical , mental disabilities, HIV status, sexual orientation, gender identity and or expressions, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status or any other status protected by the City of New York.

Our entire leadership team will continue 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.

Our team will work on recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning to arrive at a diverse and vibrant work force.

We continue to timely 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 Lily Fan and other EEO personnel 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 2025, 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. Employee concerns are dealt with in a timely manner with a working dialogue with the employee.
2. Accommodations are granted when reasonable, and are reviewed promptly.
3. Complaints are reviewed quickly and fairly. Complaints are brought to the Chair's attention.
4. The Agency supported staff to ensure everyone completed mandatory training by providing reminders, space and time to complete the training.
5. The Landmarks Preservation Commission strives to ensure that vendors are minority and women owned business enterprises. Each year we employ the services of approximately eleven MWBE businesses including process server, support services, administrative services, computer services, offices supplies and editorial services.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: ____ 77 ____

Pursuant to Local Law 27 (2023), LPC will provide an analysis of LPC's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

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.

1. While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, 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 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.]

In FY 2025, LPC will conduct an analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the titles LPC uses. Looking at historical data on compensation, there is no pay disparity. The majority of the LPC staff are Preservation scientists and their compensation conforms to collective bargaining agreements and the Mayor's Personnel Orders. There are two title categories- one is Level I and one is Level II. Preservationists who received a promotion to Level II do not have pay disparity amongst one another. Preservationists who are Level I do not have pay disparity.

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

In FY 2025, the agency will continue to 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 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity _____ Unknown Gender _____ Unknown Both ____1____

- ☒ 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.

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Other (Executive Director)

☐ 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 2025

Below is a categorization of the goals of LPC's strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at our agency.

A. WORKFORCE

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

LPC is circulates postings to all universities including Historical Black Colleges (HBCs), non-profit preservation organizations and through our various social media outlets.

All efforts are made to diversify our work force. The agency advertises civil service exams, and advertises open positions in City Jobs and includes a statement that the City of New York and the Landmark Preservation Commission are equal opportunity employers.

The agency conducted civil service workshops for college and university students.

Because the students who chose Preservation are not as diverse as the general population, efforts at outreach are being made to high school students to chose the field.

Incumbent employees are encouraged to take civil service examinations that will lead to higher pay and permanent status.

Planned Programs, Initiatives, Actions aimed at Workforce:

LPC will continue to address underutilization in FY 2025

Landmarks Preservation Commission (LPC) does not have underutilization in its discretionary titles. The only underutilization we are experiencing is in a civil service title (Social scientist). As such we have strived to work with DCAS to make sure that all criteria of the civil service examination are job related and inclusive to attract a broad category of applicants. The civil service examination was given in Spring 2024 and results have just been released. As stated above, LPC advertises civil service exams and positions widely to attract a diverse pool of applicants, as well as engaging with students to increase diversity in the field. are pending.

B. WORKPLACE

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

We will encourage job retention and satisfaction through appropriate use of annual leave so staff can attend relevant seminars. Certain seminars are considered conference days and employees do not have to take leave. Certain seminars (overseas) are not considered conference days.

Employees are encouraged to join and participate in employee resource groups. Currently we have two ERGs: Employees of Color and New Parents.

LPC hold monthly Staff Enrichment meetings to encourage open communications to provide educational programs and to encourage an opportunity for staff to share their accomplishments.

Planned Programs, Initiatives, Actions aimed at Workplace:

LPC has a language group working and fair and inclusive language in our publications.

LPC celebrates heritage months in its social media and newsletters.

LPC highlights staff's accomplishments, work and activities in the LPC newsletter, particularly when the events or work are diversity focused.

Landmarks seeks feedback from the workforce by encouraging EWG Employee Work groups.

[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. Employees of Color
 2. New Parents
- ☐ Agency does not presently have any ERGs.
- ☐ 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 and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

Employees are instructed to provide good customer service to the public regardless of socio-economic, cultural, gender, ethnic, disabled, veteran, senior, LGBT, religious and other statuses.

In accordance with Executive Order No. 120 (7/22/08) LPC will ensure that persons with Limited English Proficiency (LEP) shall have access to services by implementing language assistance plans. One of many steps LPC takes is to meet the LEP applicant/owner onsite to assist the LEP applicant in understanding LPC requirements and procedures and to provide guidance on how to have a successful application process. In addition, LPC provides interpreters and devices for interpretation at community and owner outreach meetings.

Designations are an ongoing core responsibility of the agency. LPC will continue to engage staff in work on designations that share the diverse history of New York City and ensure that we are telling the stories of all New Yorkers through our designations.

LPC will designate staff to engage in strategic surveys and inclusive research to develop a pipeline of designations in underrecognized communities.

LPC assigns teams of staff to work on new educational tools to share the diverse history of New York City, including story maps and social media campaigns that engage staff across multiple departments and makes the history of the city accessible to all New Yorkers.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations: Equity, Inclusion and Race Relations Initiatives:

Outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.

LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on agency language and a group working on increasing diversity in the agency and in the field.

LPC held a virtual employee focus group facilitated by diversity and inclusion professionals as part of LPC's focus on a transparent and inclusive culture that spurs innovation, creativity, and success. The focus group provided an opportunity for employees to have an anonymous conversation about these issues, listen to, and learn from each other.

Based on feedback from the focus group, LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on ensuring that we are using culturally sensitive language in our reports and publications, and a group working on increasing diversity in the agency and in the field of historic preservation.

In FY 2025, 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

V. Recruitment

A. Recruitment Efforts

Summary of Recruitment Efforts

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

At LPC we have no underutilizations for discretionary hires. We are experiencing underutilization of social scientist work category which is a position filled by a civil service examination.

To promote and advertise our civil service exam- we conducted virtual information sessions for Historic Preservation graduate students.

Outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.

B. Recruitment for Civil Service Exams

LPC only has one civil service examination- for social scientist (Landmark Preservationist)

Employees in non-permanent tiles are encouraged to take upcoming civil service exams.

Exam was administered in Spring 2024. Eligibility list was made public in October 2024.

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
	N/A	

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

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

C. Recruitment Sources

1. Advertise on LPC website, candidate from preservation field have been hired though this source.
2. Advertisement on PreserveNet; candidates from around the country have responded to these postings. Previous hires from this source.
3. Advertise on CityJobs; candidates from other city agencies have responded to these posting. Previous hires from this source.
4. Reaching out to schools beyond preservation and planning; Reaching out to CUNY schools, sharing postings with local neighborhood groups and other contacts, including city contacts.
5. LPC is working with DCAS to give Civil Service examinations so that preservationist can qualify through a civil service list and widely advertising the exam schedules to reach diverse groups of applicants.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Summer College Interns-SYEP	1	UNK	M __ F__ Non-Binary __ Other __ Unknown __
2. Other (specify): Placzek Fellowship	1	UNK	M __ F_X_ Non-Binary __ Other __ Unknown __
3. Other (specify): Ladder for Leaders	2	UNK	M __ F_X_ Non-Binary __ Other __ Unknown __
4. Other (specify): NYC Designed internship	1	UNK	M_X_ F__ 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 1 participants left the program due to retirement.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2025 are:

1. LPC will utilize MOPD for potential candidates
2. LPC disability coordinator will participate in job fairs to recruit 55-a candidates and explain procedures for the 55-a program

☐ 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)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

The Career Counselor will: maintain contact with the DCAS Office of Citywide Recruitment and provide job posting to agency employees if a relevant job posting appears.

Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

Promote employee awareness of opportunities for promotion and transfer within the agency.

Encourage the use of training and development programs to improve skills, performance, and career opportunities.

Provide information to staff on both internal and external Professional Development training sources.

Explain the civil service process to staff and what it means to become a permanent civil servant.

Provide technical assistance in applying for upcoming civil service exams.

Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.

B. New Hires and Promotions

Planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2025 the agency will do the following:

Review, revise and/or develop a protocol for in-title promotions and salary increases.

Publicly post announcements for all positions, including senior level positions.

Actively reach out to networks of underrepresented groups as part of its outreach.

Ensure promotion justification is included in all promotion requests.

Most employees receive promotions and salary increases upon taking on additional tasks- especially new areas of review (such as religious properties, new technologies such as 5G antennas, solar panels)

There has not been any promotional activity in the past two fiscal years.

C. EEO Role in Hiring and Selection Process

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO 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 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 2025.
- ☒ 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 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.)	79	Before 3/31/25
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 7 runs between September 1, 2024 – August 31, 2025)	All employees must train for cycle 7	
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All hiring managers	completed	
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

[The actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws.

- ☒ 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 implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ 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 : Lisa Kersavage, Executive Director

- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

IX. Compliance and Implementation of Requirements Under 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.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) 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 2024.

- ☐ 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 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ 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, 2024.

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

Under LL 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 agency submitted all information required by LL 28 for FY 2024 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 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 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 OCEI an amendment letter, which shall amend the agency plan for FY 2024 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.]

Agency Head Signature

 _____

Sarah Carroll

 _____

Signature of Agency Head

_11/7/2024_____

Date

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

Agency EEO Office mailing address:

1 Centre Street 9N
New York New York 10007

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Lily Fan	LFan@lpc.nyc.gov	
2.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Akeem Bashiru	Akebashiru@lpc.nyc.gov	
3.	ADA Coordinator	Jorshea Tucker	Jotucker@lpc.nyc.gov	
4.	Disability Rights Coordinator	Lily Fan	LFan@lpc.nyc.gov	
5.	Disability Services Facilitator	Stephanie Yang	steyang@lpc.nyc.gov	
6.	55-a Coordinator	Jorshea Tucker	Jotucker@lpc.nyc.gov	
7.	EEO Counselor(s)	John Weiss	JWeiss@lpc.nyc.gov	
8.	Career Counselor(s)	Jorshea Tucker	Jotucker@lpc.nyc.gov	
9.	Other (specify)			

