

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

Fiscal Year 2024

Civil Service Commission

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the New York City Civil Service Commission, 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, 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 workplace, to promote equity in all its aspects, and to examine and eliminate any structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our city's population.

Our city is built on the strength of diversity and by people of all backgrounds. Therefore, I am committed to maintaining a safe and respectful working environment for our diverse workforce. I will remind employees that the City of New York does not tolerate discrimination in any form and that it has no place, either in the workplace or in our interactions with the public.

I will involve my leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. Commissioners and managers 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, the human resources professional, legal professionals, Commissioners, and managers accountable for ensuring that the agency does not discriminate against employees, applicants for employment or Appellants. 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 and Commissioners must be compliant with the City's EEO Policy and the implementation of this Diversity, Equity, Inclusion 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 and Diversity, Equity and Inclusion Officer, Joan Richards, will serve as the CSC's primary resource in addressing EEO issues by providing best practices and direction. Her contact information is jrichards@nyccsc.nyc.gov; phone number 212-615-8901.

During this Fiscal Year 2024, I will announce this Commitment Statement to my fellow Commissioners and 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 Commissioners and 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. All staff completed the following trainings: Sexual Harassment Prevention, Everybody Matters – Modules 1-4 and Conflict of Interest.
2. In addition to these, the EEO officer completed the following trainings: Unlocking Employment-How to Partner with Job Seekers Impacted by the Legal System, Disability Awareness and Etiquette and EEO Essentials trainings.
3. Our very small workforce of only eleven employees is a composition of three different racial/ethnic groups.
4. The Commission had no Sexual Harassment Prevention or Equal Employment Opportunity complaints last year.

III. Workforce Review and Analysis

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

Total Headcount: 11 Seven current full-time employees plus one vacancy, and four current per diem commissioners plus one vacancy.

Among the CSC's seven employees and four Commissioners, there is no pay disparity or variation in salary within the same title when compared by years of service.

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.

The quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in our quarterly agency workforce dashboard and internal workforce reporting are reviewed first by the Equity Employment Opportunity Officer and then together with the agency head in a quarterly meeting. This data is used to inform recruitment plans and efforts to reduce or eliminate underutilization. EEO officer and Personnel Officer reviews the demographic trends and makes recommendations to the Agency Head.

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

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 Civil Service Commission ("CSC") has created and will maintain a work environment that encourages collaboration, flexibility, and fairness to enable individuals to contribute their full potential to their work. All CSC staff received EEO diversity training. They will receive refresher training periodically to ensure familiarity with the subject matter and acquisition of new knowledge and best practices in this area.

❖ Workplace:

The CSC provides DCAS Online Computer-based training to all new hires. The computer-based training includes a discussion of the City's EEO Policy, employee rights and responsibilities under the City's EEO Policy, discrimination complaint procedures, reasonable accommodation procedures, preventing hostile work environment, retaliation, and sexual harassment.

The EEO officer / Career Counselor addresses all requests for reasonable accommodations. She is tasked with the responsibility of ensuring employees' participation in EEO and diversity computer-based training and overseeing the completion of training as required for compliance with the Executive Order #16.

Additionally, this year, the Commission plans to reinstitute our annual holiday luncheon where we celebrate the diversity of the agency's staff. Over the years prior to the pandemic, members of staff have enjoyed bringing food and drinks that represent their culture and sharing information specific to their ethnicity. The Commission looks forward to the restart of this celebration.

❖ Community:

The Commission provides a variety of ways through which appellants may gain access to the services provided. Appellants may submit appeal requests and supporting documentation via the Commission's appeals portal, emails, US mail and in person at our client services window. The commission serves all NYC residents regardless of ethnicity, age, sexual orientation, or religion.

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

The Commission's Chair and Vice-Chair continue to solicit ideas, feedback, and suggestions from all staff and encourages staff involvement in developing programs and procedures that will improve our work environment. Additionally, the Agency Head continues to distribute via email communication regarding equity, inclusion, and race relations annually. These emails remind employees of the city and agency's intolerance of discrimination.

2. Planned Programs, Initiatives, Actions

The Commission will continue to provide in-house online Diversity, Inclusion and Equal Employment Opportunity training to new hires and current employees. The agency will involve staff in the development of programs and procedures as feedback and suggestions from all employees are considered and utilized. The agency will continue to provide a variety of ways through which appellants may gain access to the services provided.

A. Workforce

The Civil Service Commission ("CSC", "Commission") has maintained a staff composed of approximately 50% minorities and will continue to employ efforts in recruitment maintain high levels of diversity among our employees and will continue to advertise vacancies on the City Jobs website and to take advantage of the opportunity to advertise job openings in DCAS monthly newsletter.

Where possible, job enrichment and cross training will be utilized to motivate employees to learn new tasks and expand their skill set. They are also encouraged to take open competitive exams, promotional exams, and professional development classes for the advancement of their careers.

As part of their onboarding, all CSC will receive EEO and diversity training. In compliance with DCAS required schedule, a refresher is offered biannually to ensure familiarity with the subject matter and the acquisition of new knowledge and best practices in this area.

There are no major job groups experiencing underutilization in this agency.

The Civil Service Commission (CSC) has created and will maintain a work environment that encourages collaboration, flexibility and fairness to enable individuals to contribute their full potential to their work.

All CSC staff and Commissioners receives EEO and diversity training. They will receive refresher training periodically to ensure familiarity with the subject matter, acquisition of new knowledge and best practices in this area.

B. Workplace

The New York City Automated Personnel System (NYCAPS) template which the Commission utilizes for job postings and eHire models age inclusive language and preferred pronouns. Applicants are assured that this agency embraces diversity and provides an inclusive workplace for all.

As a very small agency, the Commission has no existing Employee Resource Groups. However, employee involvement is solicited and encouraged in discussions and decision making regarding the workplace.

- 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

The agency's internet appeals portal increases access to the services CSC provides. The portal, along with email and U.S Mail afford a larger number and greater variety of Appellants the ability to file and submit documentation in support of their appeals. All members of the public are able to request CSC services in person at our customer service window from 11am to 2 pm daily.

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 will promote employee awareness of promotion and transfer opportunities within the agency and will consider its employees for these opportunities. In addition, employees are provided with a link to DCAS' civil service exam website where they may access information regarding up-coming civil service exams.

The CSC continues to ensure that human resources personnel and supervisors involved in the recruitment and hiring process all participate in courses such as Unconscious Bias Structured Interviewing where they are trained in interviewing, selection, hiring skills and EEO to enable such individuals to correctly identify the most capable candidates.

The CSC will continue to assess our recruitment efforts periodically to ensure that no group is adversely impacted by our recruitment efforts.

The EEO officer continues to submit a quarterly report on the agency's workforce composition to the Agency Head to identify and address any barriers to equal employment. On a quarterly basis the EEO personnel meets with the agency head to monitor the agency's hiring practices, as well as policies, programs or procedures regarding recruitment, selection, compensation, promotion, training (including structured interviewing), and EEO-related compliance.

B. Recruitment for Civil Service Exams

In FY 2024 the Commission will promote open competitive and promotion civil service exams by distributing exam announcements as soon as they are published. We will continue to encourage employees to take exams that may advance their careers and result in promotion to higher civil service titles. We will also encourage employee to assist with the distribution of notices regarding exam openings.

No expenditures associated with recruiting candidates for open-competitive and promotion civil service exams is to be anticipated for FY 2024 since the CSC has no job recruitment event planned and no positions to be filled from open-competitive or promotion lists.

C. Recruitment Sources

1. The resources listed below have resulted in previous hires and the current diversity of our workforce.

Sources of Recruitment

- 1 New York City Jobs
- 2 Civil Service Exams
- 3 Law School Recruitment
- 4 Dept. for the Aging, Title V Program

D. Internships/Fellowships

There were no internship/fellowship opportunities at this agency in FY 2023:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):	0		M __ 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 0 participants left the program due to [state reasons] N/A .

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

The Career Counselor will continue to forward all announcements of open competitive and promotional exams to staff encouraging them to apply take exams that may result in the advancement of their careers. The Career Counselor conducts career counseling during annual evaluations and upon request. The agency provides employees with information and advice on promotional opportunities, civil service exams and career development. We will continue to inform employees of scheduled examinations. Whenever the need arises, the Commission will offer assistance for the completion of examination filing.

B. New Hires and Promotions

The Civil Service Commission consists of five Commissioners, all of whom are appointed by the Mayor of the City of New York and confirmed by the City Council. Therefore, high-level discretionary appointments are not within the purview of this Commission. There are no mid-level new hires anticipated soon.

For lower-level hiring, the EEO Officer works with agency head to ensure that hiring managers receive required training in Equal Opportunity practices, structured interviewing, and unconscious bias. Interview questions will be reviewed and approved by agency head, hiring manager and EEO officer.

C. EEO Role in Hiring and Selection Process

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.
- Observe 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.)	12	01/01/2025 to 01/31/2025
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)	12	04/01/2024 to 04/30/2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	12	01/02/2024 to 02/02/2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		
7. Disability Awareness and Etiquette		12	05/01/2024 to 05/31/2024

8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring managers and Supervisors.	2	When class sessions are announced.
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

The Commission will continue to provide reasonable accommodations to persons with disabilities, for religious observations and practices, and for victims of domestic violence, sex offenses, stalking, pregnancy, childbirth, and related medical conditions, unless the provision of these accommodations would create undue hardship on the CSC.

The CSC follows the Citywide Reasonable Accommodation procedure. Due to our small workforce, reasonable accommodation requests are completed in an expedited timeframe and determinations are issued well before the required 15-day timeframe. Applicants consult with the EEO officer, appropriate documentation is sought, the completed reasonable accommodation request form along with required documentation is submitted to agency head for approval and final determination is submitted in writing to the applicant, supervisor, Human Resources and EEO files.

Medical records submitted along with reasonable accommodation requests are handled with confidentiality and locked away in EEO records. Information collected during this process is maintained on separate forms and in separate medical information records. Managers and supervisors are informed of an employee's necessary work restrictions and any accommodations granted.

- 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 15 - 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 : _____
- 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.

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

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 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

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

Nancy G. Chaffetz
Print Name of Agency Head

[Signature]
Signature of Agency Head

3/22/24
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

[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 roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Joan Richards 1 Centre Street, R 2300N, NY, NY 10007	Jrichards@nyccsc.nyc.gov	212-615-8901
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator	Joan Richards		
6.	Disability Rights Coordinator	Joan Richards		
7.	Disability Services Facilitator	Joan Richards		
8.	55-a Coordinator			
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Joan Richards		
11.	EEO Training Liaison(s)	Joan Richards		

12.	EEO Counselor(s)			
13.	Other (specify)			

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"]:

N/A	Totals
# of applicants enrolled in such program	N/A
# of applicants who completed the program	N/A
# of applicants who passed and graduated from the program	N/A
# of applicants who passed but did not graduate from the program	N/A
# of applicants who did not pass or graduate from the program	N/A
# of applicants who accepted any appointment offered base on graduation from the program	N/A

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	N/A
Brooklyn	N/A
Manhattan	N/A
Queens	N/A
Staten Island	N/A

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
N/A	N/A	N/A

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

N/A