

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

Fiscal Year 2025

**Special Commissioner of Investigation for the
New York City School District**



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

I serve as the Special Commissioner for the Office of the Special Commissioner of Investigation for the New York City School District (SCI). I am committed to supporting and enforcing the rights and protections afforded by the New York City Equal Employment Opportunity (EEO) Policy and all other relevant laws, for all SCI employees, applicants for employment, external contractors, consultants, agency partners, and the members of the public served by our Agency. I will strive to promote an inclusive culture of respect, tolerance, and cooperation in our workplace, and I will endeavor to eliminate any obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce.

This policy statement affirms SCI's commitment to providing a discrimination-free workplace to all individuals, and to promoting a workplace that values diversity, equity, and inclusion. All new employees and current employees are informed of their rights and obligations under the City's EEO Policy. All SCI staff are responsible for complying with the City's EEO Policy to prevent unlawful discrimination in the workplace. Consistent with its mission, SCI recognizes the value of maintaining a diverse and inclusive workforce and we affirm our commitment to promoting a work environment that appreciates differences among its employees. Our annual Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plans have demonstrated this commitment. In Fiscal Year 2025, SCI will continue to create and implement measures and programs to effectuate fair and equitable employment practices for all SCI employees, applicants, vendors, and contracted employees, in compliance with all relevant federal, State, and City laws.

All senior executives, managers, supervisors, and employees in our Agency will be held accountable for upholding these values and for implementing SCI's DEI-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. Our leadership team will conduct discussions throughout the year regarding these strategies and plans to meet our strategic goals. Our leadership team will work towards implementing the objectives and actions of this plan, pursuant to the guidance provided by the Department of Citywide Administrative Services (DCAS), and its Office of Citywide Equity and Inclusion (CEI). We will continue to report to DCAS on the steps undertaken to comply with all legal mandates, Executive Orders and laws prohibiting employment discrimination, and on our progress in implementing this Plan.

I will announce this Annual Commitment, Accountability and EEO Statement to our employees, and I will re-affirm SCI's dedication to a discrimination-free work environment and our values that drive us toward this goal. Our EEO staff is available to provide input on personnel matters in addressing equity, inclusion, and diversity issues, and to investigate EEO complaints. Our EEO Officer, Catherine Murphy Garcia, can be reached at cmurphygarcia@nycsci.org and (212) 510-1423.

☐ This statement is the same as last year.

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

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

II. Recognition and Accomplishments

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

1. SCI strives to ensure that its entire workforce complete all of the mandatory EEO trainings in a timely manner. All SCI staff not on an extended leave or recently hired completed Sexual Harassment Prevention training — Cycle 5.
2. Requests for reasonable accommodation are reviewed promptly and resolved through an effective cooperative dialogue. All SCI staff not on an extended leave or recently hired completed Everybody Matters – EEO and Diversity & Inclusion..
3. Employee concerns are dealt with swiftly.
4. Several eligible employees completed the DCAS provided “Structured Interviewing and Unconscious Bias” course as well as the “Structured Interviewing: Utilizing Follow Up and Probing Questions course.” Additional employees are registered for these courses in the first quarter of the 2025 Fiscal year. We also held professional development training sessions for all available staff on conflicts of interest issues. These initiatives will continue in FY 2025.
5. All new hires are required to participate in an SCI sponsored EEO and Diversity Orientation as part of the on-boarding process. The City’s EEO Policies are provided to new employees and are annually re-distributed to current employees. All new SCI staff completed Disability Awareness and Etiquette training. These initiatives will continue in FY 2025.
6. At various times throughout the year, The Special Commissioner acknowledges the hard work and productivity of its staff through direct electronic communications to all staff, and through onsite meetings with all staff to recognize, for example, increased team productivity, and personal accomplishments and milestones, including, welcoming a new family member, retirement(s), etc. These initiatives will continue in FY 2025.
7. In connection with heritage months, the EEO Officer issues an agency-wide email describing the significance of each heritage month, including, the National Hispanic Heritage month, Black History month, and Woman’s History month, for example. These emails contain links to further information and city-wide events. These initiatives will continue in FY 2025.

III. Workforce Review and Analysis

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

Total Headcount: 50

1. The agency has reviewed the current pay structure and confirmed that any employee covered by a collective bargaining agreement is being paid in accordance with that agreement.

The employees of SCI are paid through the Department of Education (DOE) and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. DCAS developed a substitute ad hoc report for SCI, identifying our demographics, and has provided utilization reports for most identified job groups. According to the ad hoc report of demographic data we received from DCAS, there is only one job group which contains enough employees to determine if recruitment efforts have statistical significance, Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator). The EEO Officer meets with agency personnel, including Human Resources and the agency head, twice a year (in the 2nd and 4th quarters), to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied.

2. In FY 2025, 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:

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).

- ☐ 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 2025

A. WORKFORCE

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

General Goals: Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

The EEO Officer will continue to review and analyze trends to identify specific job groups where underutilization is identified, and to guide recruitment efforts where necessary; and to meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to assess demographic trends.

Strategies: In FY25, SCI will endeavor to expand applicant pools to address any underutilization through outreach efforts to broaden recruitment yields. Over the last few years, we have diversified our recruitment resources and will continue to periodically review the information provided by applicants. We regularly distribute DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. SCI posts reminders to staff to check internal job postings.

Planned Programs, Initiatives, Actions aimed at Workforce:

In FY 25, SCI is reviewing methods to expand professional development opportunities for all eligible staff.

B. WORKPLACE

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

General Goals: To foster an environment that respects and promotes diversity, equity, and inclusion, and is free from all forms of discrimination and harassment prohibited by the City's EEO Policy; and to align diversity recruitment, internal employee development and selection practices with current Agency employment needs.

Strategic Goals: Each year, SCI circulates the City's EEO Policies (and any revisions thereto) to inform staff of their rights and protections under those policies. In connection with heritage months, at least three times a year, we will continue to send emails to staff to share information relevant to the heritage topic. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Planned Programs, Initiatives, Actions aimed at Workplace:

SCI is a very small agency and, consequently, there are limited resources to lend organizational support to developing individual Employee Resource Groups, a Diversity Council, and/or into other diversity programming within the Agency. However, SCI is in the initial discussion phase of developing small discussion groups of employees from diverse backgrounds which will focus on diversity engagement issues.

SCI will also continue to review completed exit surveys to collect sufficient information to support new initiatives.

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

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

- ☒ 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.

Promote diversity and inclusion in its interactions with the public. Create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system.

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

SCI will continue to create opportunities for community outreach channels in line with SCI's goal to ensure a safer and a more productive learning environment for New York City's schoolchildren. SCI's brochure is posted on the SCI website and the Department of Education's *InfoHub* site. This brochure specifically includes a "community involvement" information section. As a result of these outreach efforts, our intake of new matters from these public communities has increased.

SCI will continue to update its website to inform the public about the important results of its intake investigations which affect students and the communities we serve.

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

SCI will continue to seek to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of prospective candidates. The EEO Officer will continue to review the demographics of the applicants to assess whether the recruitment sources are yielding sufficiently diverse applicant pools and to expand them if necessary. The EEO Officer will continue to review and analyze trends and meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to identify underrepresentation or underutilization to guide recruitment efforts.

We have proactively broadened our recruitment sources by adding diverse professional affinity groups and enforcement associations to our recruitment network. We will continue to periodically review the information provided by applicants about how they became aware of the job opportunity to evaluate the effectiveness of various recruitment sources.

We regularly forward DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. Human Resources staff periodically remind staff to check the Agency website for current job postings. All SCI staff involved in the hiring process have taken the DCAS sponsored Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses as well as the Disability Awareness and Etiquette training course. New staff, or anyone on track to become involved with hiring, will also take those trainings

B. Recruitment for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current or anticipated opening(s) for a competitive class position. The below section is inapplicable to SCI insofar as the agency uses mostly non-competitive titles

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	N/A	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	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0

Other (include online)	0
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C. Recruitment Sources

1. Monster.com, which includes postings with its Monster Diversity Job Network partners. This source has resulted in applications but not recent previous hires.
2. Job vacancy notices for the investigative titles have been distributed to the NYC Agency Personnel Officers with a request that they post the notices. This has resulted in applications but not recent previous hires.
3. SCI posts the job with various professional and/or affinity groups, such as Association of Certified Fraud Examiners ("ACFE"); Association of Inspectors General; National Association of Women in Law Enforcement, and the National Association of Black Law Enforcement Officers and request that the jobs be posted on other affinity group job boards such as National Organization of Black Women in Law Enforcement Inc.; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and Policewomen's Endowment Association. These sources have not resulted in recent previous hires; but have resulted in applications.
4. SCI was added as an agency to the NYC Jobs website and can be searched by agency name. If the SCI tab is clicked, the searcher is taken to the employment page of SCI's website. This has resulted in applications.
5. City & State New York.. This source has resulted in applications but not recent previous hires.
6. LinkedIn. This source has resulted in recent hires.

D. Internships/Fellowships

We are a small agency with limited staff and resources to supervise and direct interns. As such, SCI does not intend to offer internship opportunities at the present time. 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. 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. Civil Service Pathways Fellows	0	M __ F__ Non-Binary __ Other __ Unknown
6. 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.
- 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 **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 circulate information to staff about civil service examinations and citywide vacancies, encourage staff to take promotional exams where appropriate, and is available to assist staff with job applications. The career counselor circulates an email periodically to inform the staff to check the SCI website for new and updated job postings.

B. New Hires and Promotions

SCI publicly posts announcements for all positions, including senior level positions. We also review, on a semi-annual basis, the demographics of those who received promotion/salary raises to ensure such practices are equitable and share the information with the Special Commissioner and Human Resources.

SCI ensures that members of the hiring panel and Human Resources are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. In conducting job interviews, we ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. If structural barriers are identified, we will develop strategies to eliminate identified barriers.

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

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.)	0	1/31/25
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.)	0	
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	50	6/31/25
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	0	

5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	50	1/31/26
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	0	
7. Disability Awareness and Etiquette		New staff & as needed	
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		As needed	
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

All City agencies are required to provide reasonable accommodations to eligible individuals unless doing so would cause an undue hardship for the agency. Reasonable accommodations allow individuals to enjoy the rights and privileges of employment and to perform the essential functions of their job.

Pursuant to the revised City EEO procedures, within 10 days from notice of an accommodation need or request, SCI's EEO Officer must initiate the cooperative dialogue. The cooperative dialogue refers to the process by which the agency and an individual who may be entitled to an accommodation engage, in good faith, in a written or oral dialogue concerning the person's accommodation needs, potential accommodations, the difficulties that the potential accommodations may pose for the agency, and alternative accommodations. The cooperative dialogue continues until all possible accommodations are considered. Within 15 days from the conclusion of the cooperative dialogue, the EEO Officer must issue a written decision notifying the individual whether the accommodation requested is granted or denied, or if an alternative accommodation is being offered. The written decision must also provide information on the right to appeal the decision.

Within 10 days from when the EEO Officer issues the decision, the employee may appeal to the agency head (or their designee) a decision denying the individual's request for a reasonable accommodation or denying the specific accommodation requested. In the event that the employee is on an approved leave when the EEO Office issues its decision, the employee will have an additional five days from when they return from the approved leave to appeal the decision.

Where the EEO Officer has not issued a decision after 15 days from the end of the cooperative dialogue and has not notified the individual of a need to extend the time for decision, the individual may file an appeal. Within 15 business days of receiving an appeal, the agency head (or their designee) must review and decide the appeal and issue a notice of the decision to the employee. At least 10 business days before an accommodation is set to expire, the EEO Officer must remind the employee in writing of the end date of the accommodation.

SCI is not on the DCAS tracking system. We internally track the requests.

- ☒ 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 : _____
- ☒ 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 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.

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.

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.
- ☐ 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

- ☒ 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 _____ 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 _____.
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect.
- ☐ The agency received a Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

Commissioner Anastasia Coleman

Print Name of Agency Head

Anastasia Coleman
Signature of Agency Head

1/3/2025
Date

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

Office of the Special Commissioner of Investigation for the NYC School District
80 Maiden Lane – 20th Floor
New York, NY 10038

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Catherine Murphy Garcia	cmurphygarcia@nycsci.org	212-510-1423
2.	Agency Deputy EEO Officer	N/A		
3.	Agency (Chief) Diversity & Inclusion Officer	N/A		
4.	MWBE Officer per E.O. 59	Valerie Batista	vbatista@nycsci.org	212-510-1417
5.	ADA Coordinator	Whitley Privette	wprivette@nycsci.org	212-510-1420
6.	Disability Rights Coordinator	Whitley Privette	wprivette@nycsci.org	212-510-1420
7.	Disability Services Facilitator	Whitley Privette	wprivette@nycsci.org	212-510-1420
8.	55-a Coordinator	Whitley Privette	wprivette@nycsci.org	212-510-1420
9.	EEO Investigator(s)	N/A		
10.	EEO Counselor(s)	Richard Marin Jessica Villanueva	rmarin@nycsci.org jvillanueva@nycsci.org	212-510-1436 212-510-1424
11.	EEO Training Liaison(s)	Catherine M Garcia Valerie Batista	cmurphygarcia@nycsci.org vbatista@nycsci.org	212-510-1423 212-510-1417
12.	Career Counselor(s)	Whitley Privette	wprivette@nycsci.org	212-510-1420