

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

Fiscal Year 2024

Landmarks Preservation Commission

[Insert Agency Photo (Optional)]

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Commitment and Accountability Statement by the Agency Head

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

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

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

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

Landmarks is also working towards Disability Awareness and Accessibility Plan to comply with all requirements of Five year disability access Plan for our physical location, communications, programming and hiring practices.

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 2024, 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.

I. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2023) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. Add additional lines as needed.]

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

1. Employee concerns are dealt with swiftly.

2. Accommodations are granted when reasonable, and are reviewed promptly

3. Employee concerns are quickly brought to the Chair's attention.

4. 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.

II. Workforce Review and Analysis

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

Total Headcount: 78

[This figure is available on the total line for your agency in the FY 2023 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

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

The majority of the LPC staff are Preservation scientists. There are two title categories- one is Level I and one is Level II. Preservationist who received a promotion to Level II do not have pay disparity amongst one another. Preservationist who are Level I do not have pay disparity.

I have examined the payroll with the Human Resources director and there are no disparities between employees of the same title.

2. [Describe 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.]

Employees receive monthly reminders concerning training, and semi annual reminders regarding the EEO Policies, including complaints and accommodations. Employees are encouraged to self- identify in these e-mails.

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

☒ NYCAPS Employee Self Service (by

email; strongly recommended every year)

☐ Agency's intranet site

☒ On-boarding of new employees

☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

The CEEDS reports are reviewed semi annual with the Agency Head, Personnel Officer for demographic trends.

[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

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

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☒ Semi-Annually ☐

Annually ☐ Other _____

Human Resources

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☒ Semi-Annually ☐ Annually ☐ Other _____

Other (_Deputy General Counsel)

☐ 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).

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

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

❖ **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 in City Jobs and will include a statement that the City of New York and the Landmark Preservation Commission are equal opportunity employers.

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 choose the field.

❖ **Workplace:**

- ❖ 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 attend monthly conference days so that they can learn and participate in ongoing projects in the agency.



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



❖ **Community:**

- ❖ Employees are instructed to provide good customer service to the public regardless of socioeconomic, 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

❖ **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.

1. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

A. Workforce

- ❖ LPC will use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts. For LPC- the job group experiencing underutilization is the social scientists (preservationist). LPC is experiencing underutilization of minorities. In partnership with the human resources office, initiatives, and targeted recruitment, LPC is doing outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.
- ❖ The majority of our employees are women (69%)
- ❖ LPC encourages professional development of its workforce by announcing course work, training, and seminars when theme appropriate.
- ❖ LPC works with DEI-EEO office to develop civil service exams for social scientists and reviews the exam with DEI-EEO to make sure all requirements are work specific requirements.

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

B. Workplace

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Select 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

3.

4.

5.

☐ Agency will create a Diversity Council to leverage equity and inclusion programs

☐ Agency Diversity Council is in existence and active

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

☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

Agency employees received an all-staff e-mail concerning training due dates.

lgbtQ is due by March 31, 2024. All employees who have completed the training were informed. The majority of the staff still need to complete for this training cycle.

When sending out this e-mail, I introduced myself as the EEO officer, and also introduced the counselors and other EEO personnel.

I attached the EEO policy, the Accommodations memo, and the complaint procedures memo with my e-mail.

Staff was also informed that all the documents couple be found in the P: drive for future reference.

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

C. Community

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

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 (MWBs)
- ☐ Conduct a customer satisfaction survey
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

LPC will review policies, procedures, and practices related to targeted outreach and recruitment.

LPC will utilize the Inclusive Recruitment Guide issued by DEI-EEO to develop strategic recruitment plans

LPC will assess agency job postings to ensure new diversity, inclusion and equal opportunity employer messaging is included.

LPC will post ALL vacancies on NYC Careers

LPC will ensure that agency personnel involved in both the discretionary and the civil service hiring process have received Structure Interview training and Unconscious Bias training.

LPC posts All vacancies on NYC Careers with the new diversity, inclusion and equal opportunity employer messaging included. LPC personnel who interview have all received Structure interview training and Unconscious Bias training.

B. Recruitment for Civil Service

Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion civil service exams.]

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
Sept or Oct	LP exam	All NYC

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

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

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency’s effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

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

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 applicants¹.

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2023 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2024. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown__
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown__
3. Summer College Interns	3	2 white 1 unknown	M __ F 3__ Non-Binary __ Other __ Unknown__

4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify): 6. IT intern	1	Unknown	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 1 [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] _____.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

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 2023 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 in consultation with the Agency Personnel Officer.]

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

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

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

In FY 2024 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)

C. EEO Role in Hiring and Selection Process

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

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

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.

- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☐ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

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

age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

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

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
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)	76	Before 8/31/24
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between		

	September 1, 2023 – August 31, 2024)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	76	Before 3/31/24
6. lgbTq – 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	All employees who have not completed the training (27) since June 2022		Before 12/31/23
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All hiring managers	completed	
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

[Please indicate 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. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

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

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.

- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : __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 Executive Orders and Local Laws

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

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

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

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

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

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

D. Local Law 27 (2023): Access to

Workplace Facilities

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

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2023.

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

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024

- ☒ 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.

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

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

Sarah Carroll

Sarah Carroll



Signature of Agency Head

1/30/2024

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 [indicate if 'Acting' or 'Interim']	Lily Fan	Lfan@lpc.nyc.gov	
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	Akeem Bashiru	Akebashiru@lpc.nyc.gov	
5.	ADA Coordinator	Margaret McMahan	MMcmahan@lpc.nyc.gov	
6.	Disability Rights Coordinator	Lily Fan/Margaret McMahan		
7.	Disability Services Facilitator	Margaret McMahan	MMcmahan@lpc.nyc.gov	
8.	55-a Coordinator	Margaret McMahan	MMcmahan@lpc.nyc.gov	
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Margaret McMahan	MMcmahan@lpc.nyc.gov	
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)	John Weiss	JWeiss@lpc.nyc.gov	
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"]:

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	0
# of applicants who completed the program	
# of applicants who passed and graduated from the program	
# of applicants who passed but did not graduate from the program	
# of applicants who did not pass or graduate from the program	
# of applicants who accepted any appointment offered base on graduation from the program	

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	
Brooklyn	
Manhattan	
Queens	
Staten Island	

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

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]