

Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

Fiscal Year 2026

NYC Commission on Human Rights

[Insert Agency Photo (Optional)]

Table of Contents

I. Introduction.....	3
II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).....	3
III. Recognition and Accomplishments	5
IV. Workforce Review and Analysis	5
V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026.....	9
VI. Recruitment.....	14
VII. Selection (Hiring and Promotion).....	18
VIII.Training.....	21
IX. Reasonable Accommodation	22
X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	23
XI. Audits and Corrective Measures.....	26
XII. Agency Head Affirmation and Signature	27
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors*	28

I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women¹

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

As we turn the page to a new year at the NYC Commission on Human Rights, I’m elated by how far we’ve come and even more determined to push further.

The NYC Human Rights Law is still the strongest anti-discrimination laws in the country, but a law is only words on paper until people feel its protection in their daily lives. Our job is to close that gap, block by block and borough by borough, so that every New Yorker no matter what accent, zip code, or prayer can live free from bias.

I arrived in October 2021; since then, I’ve watched colleagues turn long days and late nights into measurable change. Together we stood with tenants facing harassment and workers who refused to stay silent about discrimination. Each case is a story, and every story has sharpened our strategy for the year ahead. Last year we put those lessons into a single promise we call the “Commitment to New Yorkers”:

“Diversity is the source of our city’s strength. Honoring our differences, the Commission uses law, education, and community engagement to unify our city, even at our most challenging moments”

That line will steer every decision we make in FY 2026. In the coming year, we will:

- Launch updated and expanded training to reach more communities and staff.
- Increase the number of community workshops, “know your rights” sessions, and informational events to help New Yorkers better understand protections under the Human Rights Law.
- Collaborate more closely with local nonprofits, advocacy groups, and faith-based organizations to identify emerging discrimination trends and respond more effectively.
- Continue to offer rapid response presentations, outreach, and support in communities affected by hate incidents or discrimination.

Internally, we remain deeply committed to fostering a workplace rooted in fairness, respect, and inclusion. Our Office of Equal Employment Opportunity (EEO), led by Chief EEO Officer Medgine Sanon-Ellis, will continue to provide guidance, training, and initiatives that support professional growth, succession planning, and a diverse talent pipeline. Every new staff member and intern complete EEO, sexual harassment prevention, and diversity trainings within their first 30 days, underscoring our shared responsibility to uphold these values.

¹ See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

Our approach prioritizes both the well-being of our team and their opportunities to connect, through formal programs and informal gatherings.

Moving ahead, we aim to deepen trust, encourage active community participation, and promote preventative initiatives.

Thank you to our multilingual team and supportive partners, whose dedication and guidance advance human rights throughout the city. United, we strive for a New York City where every person experiences dignity and equality in everyday life.

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, at least annually, as required by the EEO Policy.

Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

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

1. Strengthening Succession Planning and Knowledge Sharing

In FY25 the Commission continued to embed succession planning into daily operations, with a focus on cultivating internal talent and ensuring continuity of service. This includes systematically documenting specialized processes and procedures to clarify staff roles, reducing operational silos, and support smoother role transitions. By prioritizing knowledge transfer and pipeline development, the agency is better prepared to maintain consistent and effective service delivery.

2. Ensuring EEO Training Completion and Enrichment

The Commission maintained full compliance with all mandatory EEO trainings for new staff members. These include Sexual Harassment Prevention, Citywide EEO Policy, the four-part Diversity and Inclusion module, and the LGBTQ: Power of Inclusion course. Beyond these citywide requirements, the Commission also delivers agency-specific Human Rights Law workshops to deepen staff understanding of our unique mandate and strengthen practical application of the law in daily work.

3. Fostering a Culture of Inclusion and Belonging

In the past year, the Commission advanced several initiatives to reinforce an inclusive workplace that values diversity and promotes employee retention. Staff partnered with the EEO team to host appreciation events and cultural celebrations, underscoring the agency's commitment to recognizing the varied identities and contributions of its workforce. The hiring committee has further refined processes to attract and onboard diverse talent, which has expanded our language capacity and deepened community engagement. Additionally, enhancements to the exit interview process ensure departing staff can share insights that help leadership identify opportunities for workplace improvement.

4. Deepening Community Engagement and Employee Connection

The Commission's multilingual workforce—speaking Spanish, Haitian Creole, Arabic, Hindi, Urdu, Korean, Bengali, Russian, French, and Chinese—remains a cornerstone of its commitment to serving New Yorkers across all communities. Throughout the year, the agency has worked with Work Well NYC to offer staff free wellness and mindfulness resources, while the employee engagement committee has organized events like a staff appreciation celebration and an annual decorating competition that builds connection and camaraderie.

IV. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2025 as well as the number of employees in your agency whose demographic information is unknown.

Total Headcount: 109

Unknown Race/Ethnicity 2 Unknown Gender 1 Unknown Both 3

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 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).²*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field 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 within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

- Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

a) Analysis of Agency Compensation Data:

Since FY24 the Commission on Human Rights undertook an internal pay equity and disparity analysis to evaluate how compensation is distributed across job titles, with attention to race, gender, tenure, and role type. We conduct this analysis on an annual basis. This analysis confirmed adherence to collective bargaining agreements and Mayor's Personnel Orders (MPO), ensuring that salaries and advancement

² Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

opportunities align with established citywide frameworks. As part of this process, we reviewed recent hires, promotions, and salary adjustments to identify any discrepancies or patterns that could inadvertently contribute to inequitable outcomes. The agency remains committed to conducting periodic compensation reviews to promote fairness and transparency.

b) Indicators of Occupational Segregation:

The agency continues to monitor workforce data for signs of occupational segregation, such as over- or under-representation of certain demographic groups in key job categories. Due to DCAS's Civil Service Availability data—derived primarily from certified eligibility lists and heavily influenced by the Social Worker title—the agency believes the resulting underutilization analysis does not accurately reflect the unique composition of our workforce, which consists of only six out of 134 possible titles, four of which are agency-specific. Despite these data limitations, we remain vigilant in tracking internal patterns, including the distribution of roles and opportunities, to detect and mitigate disparities.

c) Actions undertaken to reduce occupational segregation considering previous analyses:

Building on previous efforts, the Commission has adopted several new and continuing initiatives aimed at fostering an inclusive and representative workforce. We are expanding outreach strategies to diversify applicant pools, encouraging broader participation in civil service exams, and using quarterly workforce data to guide recruitment priorities. To address potential succession gaps, we have integrated succession planning that emphasizes growth opportunities and career pathways for historically underrepresented staff. Additionally, we continue to strengthen professional development programs, mentoring initiatives, and wellness resources that support both retention and advancement.

Pay equity and staff diversity goals are also being advanced as part of the Commission's inaugural Racial Equity Plan, developed in collaboration with MOERJ. This plan informs targeted strategies to promote fairness in promotions, equitable pay practices, and create opportunities for staff across all levels to develop and thrive. Through these combined efforts, the Commission remains committed to reducing occupational segregation and building a workforce that is inclusive, equitable, and reflective of the communities we serve.

2. [Indicate, below, all 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. Check all appropriate boxes.]

NYCAPS Employee Self Service (by email; strongly recommended every year)

- Agency's intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

- 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.
- 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).

The EEO officer conducts workforce review with the following agency units:

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 _____

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

A. WORKFORCE

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

- This year, the Commission is building on prior progress by refining workforce strategies based on recent demographic analyses and underutilization findings. In FY26, we will continue strengthening our hiring practices to ensure consistent, equitable candidate screening while implementing targeted outreach strategies for job groups and levels where gaps have been identified. Job postings continue to be refreshed to reflect equity and inclusion principles and hiring committee practices are reinforced to promote fairness and consistency across all vacancies. In addition, we are expanding strategic initiatives to include a more robust talent pipeline, stronger employee engagement opportunities, enhanced access to professional development, and structured succession planning to support long-term organizational growth.
- We continue to recognize that our diverse staff is our greatest strength. The Commission will continue to leverage partnerships with community organizations, sibling agencies, and professional networks to broaden candidate pipelines. Progress toward workforce diversity and equity goals will be monitored through quarterly workforce reports and dashboards, ensuring that strategies remain responsive, data driven, and aligned with the evolving needs of the agency and the communities we serve. This initiative reflects our ongoing commitment to ensuring that the composition of our workforce mirrors the diversity of New York City and that all employees have clear pathways for growth.

Planned Programs, Initiatives, Actions aimed at Workforce:

To strengthen equity and ensure an inclusive workplace culture, the Commission is advancing a range of targeted actions and initiatives designed to celebrate diversity, remove barriers, and build community across our agency:

- Targeted Workforce Review & Planning
 - Continue conducting quarterly reviews of workforce demographic data by job group, title and level to identify underutilization trends impacting staff. Use these findings to inform targeted recruitment efforts, internal advancement strategies, and succession planning in collaboration with HR.
- Inclusive Language
 - Job Postings: We continue reviewing all postings to ensure they contain inclusive language that reflects respect for diverse identities, such as the use of preferred pronouns and age-inclusive terms. This approach ensures our postings appeal to a broad pool of candidates and align with best practices in equitable recruitment.

- Internal Communications: Official communications and agency documents will consistently reflect inclusive language to foster a respectful, welcoming environment for all staff.
- Cross-posting vacancies with sibling agencies and other Citywide networks.
- **Training & Education:** Continue providing ongoing training for staff and leadership on anti-racism, unconscious bias, cultural competency, and inclusive practices, with emphasis on both internal culture and external community interactions.
- **Accessibility in the Workplace**
 - We remain committed to ensuring that all workspaces and meetings—both in-person and virtual—are fully accessible. Physical spaces will meet accessibility standards, while virtual meetings will feature captioning and screen-reader compatibility to remove barriers for employees with disabilities.
- **Listening and Learning from 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.

We remain committed to providing our employees with a workplace that values diverse perspectives, experiences, and ideas, and that fosters an environment of respect and inclusion

Foster a workplace culture that values equity, inclusion, and respect for all identities.

Planned Programs, Initiatives, Actions aimed at Workplace:

- The EEO team continues to play an active role in the hiring and promotional process by reviewing job postings, delivering training for department heads and hiring managers, and ensuring equitable recruitment and interview practices.
- Managerial performance is evaluated with a focus on EEO compliance, reinforcing accountability for inclusive leadership.
- Our LGBTQI+ Working Group continues to thrive as a space where voices are heard, identities are celebrated, and initiatives are launched to strengthen belonging and inclusion across the workplace.
- We continue to expand professional development opportunities by leveraging DCAS trainings and offering targeted skill-building programs where appropriate.
- **Celebrating Heritage and Identity**
 - The Commission will continue to honor and highlight cultural observances through events, discussions, and educational programming. These include Black History

Month, Hispanic Heritage Month, AAPI Heritage Month, Disability Unite Festivals, and LGBTQ+ Pride Month, among others. These celebrations create opportunities for learning, recognition, and dialogue across the agency.

- **Feedback-Driven Action**

- Building on insights from staff surveys and feedback, we are implementing targeted initiatives to address areas of need. These include refining workplace policies, expanding training opportunities, and strengthening recruitment strategies. Our goal is to ensure continuous improvement and to create a workplace where all employees feel included, valued, and supported.
- Ensure that all recruitment, hiring, and promotional processes are equitable, inclusive, and free of bias.
- Expand training for staff and leadership on diversity, equity, inclusion, anti-racism, and cultural competency.

[Please select below the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:
 1. Anti-Black Racism Working Group
 2. LGBTQI+ Working Group
 3. Employee Engagement Committee
- Agency does not presently have any ERGs.
- Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee
- Agency has an active Diversity Committee/Council
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will continue to fulfill its obligation to 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 ANTI-RACISM

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

Our agency is committed to advancing equity, inclusion, and anti-racism in all aspects of our work, both internally and in service to the communities we represent. We recognize that dismantling systemic inequities requires intentional action, accountability, and partnership.

General Goals:

- Center anti-racist practices in policies, programs, and community engagement. Strengthen trust and collaboration with the communities we serve through transparency and responsiveness.

Strategies:

- Engage community partners and stakeholders in meaningful dialogue to inform our programs, services, and outreach.
- Establish feedback loops (surveys, forums, listening sessions) to identify barriers, assess progress, and drive continuous improvement.
- Elevate diverse voices within the agency and community to ensure decision-making reflects a range of perspectives and lived experiences.

Through these efforts, our agency seeks not only to advance equity and inclusion internally but also to model anti-racist practices that positively impact the communities we serve.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

In addition to our broader strategic goals, the agency is implementing a range of targeted initiatives to enhance equity, strengthen community relations, and increase awareness of our services:

Community-Focused Initiatives

- **Equitable Service Delivery:** Expand outreach campaigns to ensure services are accessible to historically underrepresented communities, including immigrant populations, non-English speakers, and residents in underserved neighborhoods.
- **Community Partnerships:** Collaborate with local organizations, advocacy groups, and cultural institutions to amplify awareness of our programs and build trust with diverse communities.
- **Public Education & Awareness:** Host forums, workshops, and town halls to increase visibility of agency services, provide education on equity and anti-discrimination rights, and create space for two-way dialogue.

Equity, Inclusion, and Anti-Racism Programs

- **Inclusive Engagement:** Ensure programming and services are designed to be inclusive of all populations, with particular attention to age inclusivity, non-traditional minorities, LGBTQI+ communities, and individuals with disabilities.

- **Intergenerational Inclusion:** Develop initiatives that actively engage both younger and older employees, including discussion forums and mentorship opportunities that encourage cross-generational learning.
- **Feedback & Accountability:** Launch structured listening sessions and surveys with both staff and community stakeholders to identify inequities, measure progress, and guide continuous improvement in equity-focused programming.

Through these initiatives, our agency seeks to build a culture of belonging internally while also ensuring that the communities we serve experience our work as equitable, accessible, and anti-racist.

[Please select below the options that apply to your agency.]

In FY 2026, 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

VI. Recruitment

A. Recruitment Efforts

In FY26, the Commission will strengthen and modernize its recruitment and outreach efforts to better reflect our commitment to diversity, equity, and inclusion. Beyond the initiatives detailed in this report, we plan to expand the visibility of our job opportunities through new digital tools, community networks, and strategic partnerships.

Our updated approach includes regularly reviewing and refining policies and procedures to remove potential barriers in recruitment and hiring. We will promote “Civil Service 101” sessions to help demystify the process for prospective applicants and actively use the Inclusive Recruitment Guide developed by the Office of Citywide Equity and Inclusion to shape our outreach strategies.

To better inform these efforts, we will analyze underutilization trends across job groups and identify targeted strategies to strengthen candidate pipelines. We also plan to maintain an updated, user-friendly website, mobile application, and active social media presence that clearly communicate EEO rights and protections, as well as highlight the agency’s commitment to inclusion and belonging.

Specific actions planned to address underutilization and advance equity include:

1. **Close collaboration with Human Resources** to align recruitment strategies with current and anticipated hiring needs.
2. **Developing focused diversity recruitment strategies**, including partnerships with advocacy groups and educational institutions, exploring new job fairs, and building internship-to-employment pipelines.
3. **Maintaining diverse interview panels and structured interview processes** to promote fairness and minimize bias.
4. **Investing in employee growth and retention** through expanded coaching, mentorship, and career counseling opportunities.

Through these initiatives, the Commission will proactively create pathways for historically underrepresented groups to join and advance within our workforce — ensuring our staff reflects the diversity and strength of the communities we serve.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.]

In FY26, the agency will strengthen and expand its recruitment strategies to raise awareness of open competitive and promotional civil service exams. Efforts will include:

- Targeted outreach campaigns to better inform prospective applicants about exam opportunities.
- Partnerships with community organizations and educational institutions to reach broader and more diverse candidate pools.
- Participation in job fairs and virtual informational sessions to engage directly with potential candidates.
- Inclusive and accessible job postings, updated to reflect the agency's commitment to diversity, equity, and inclusion.
- Internal promotion of career advancement resources, including study materials, mentorship, and guidance on promotional exams.
- Streamlined and simplified application processes to reduce barriers to entry.
- Ongoing monitoring and evaluation, using data tracking and candidate feedback to refine strategies and ensure continued improvement.

These efforts aim to attract, support, and retain a workforce that reflects the diversity and strengths of the communities we serve.

List any planned recruitment events for FY 2026 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

List planned expenditures for FY 2026 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)	

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 hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. Circulate job openings to partner city agencies, including HPD, HRA, and MOPD, to expand outreach within the public sector network.
2. Distribute vacancy announcements through law school alumni networks to attract qualified candidates with relevant legal expertise.
3. Advertise available positions on social media channels, the agency website, LinkedIn, and additional recruitment platforms to reach a broader and more diverse pool of applicants.
4. Engage directly with community members at events and information sessions to share employment opportunities and encourage applications.

D. Internships and Fellowships

For FY 2026, our agency will implement a targeted and inclusive internship recruitment strategy designed to attract high-caliber students and emerging professionals whose skills align with our mission priorities. Recruitment will be conducted through:

University & College Partnerships – Collaborating with career centers, faculty, and student organizations to reach diverse talent pools.

Virtual & In-Person Career Fairs – Expanding outreach to both local and national candidates. Specialized Talent Pipelines – Engaging with professional associations, community programs, and online platforms to identify candidates with niche expertise relevant to our work. Alignment with Agency Mission

Interns will be strategically placed in program areas where their contributions directly advance our mission—whether through research, policy analysis, community engagement, or operational support. By integrating interns into active projects, they will help accelerate initiatives, bring fresh perspectives, and strengthen our capacity to deliver impactful outcomes.

The agency provided the following internship opportunities in FY 2025:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	2	2. Unknown	M __ F __ Non-Binary __ Other __ Unknown 2 __
3. Public Service Corps	0		M __ F __ Non-Binary __ Other __ Unknown __
4. Summer College Interns	10	2 –Hispanic 3 – Asian/Pacific Islander 5- White	M __ 1 F __ 8 _ Non-Binary _ 1 __ Other __ Unknown __
5. Summer Graduate Interns	0		M __ F __ Non-Binary __ Other __ Unknown __
6. Civil Service Pathways Fellows	0		M __ F __ Non-Binary __ Other __ Unknown __
7. Other (specify):			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] _____.

[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 foresees in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

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.

VII. Selection (Hiring and Promotion)

A. Career Counselors

We have appointed a career counselor and notified staff about their availability. CCHR encourages all employees to participate in developmental, and skills courses offered through the DCAS Citywide Training Center. Our training liaison disseminates information about all available training to staff members.

Promoting internal candidates to senior roles remains a priority when suitable. We will continue to ensure that all staff are informed about available opportunities and will actively promote civil service exam lists and Civil Service 101 sessions provided by the Office of Citywide Recruitment.

B. New Hires and Promotions

We prioritize promoting internal candidates to senior positions when appropriate and ensure that all staff members are informed about available opportunities. To support this, we have established a hiring committee responsible for reviewing all applications, including those from internal candidates. This committee will continue to screen candidates to confirm they meet the minimum qualifications and will forward blind resumes to hiring managers to maintain an unbiased selection process. We will persist in posting all job openings internally and notifying employees about open positions, particularly those offering promotional opportunities. Internal candidates who meet the minimum qualifications for a vacancy will be given the chance to interview, provided they have the necessary qualifications. Additionally, we will keep participating in job fairs, share postings with diverse organizations, and collaborate with community partners to disseminate information about vacancies. We also offer internship and fellowship opportunities to college students to foster future employment prospects.

C. EEO Role in Hiring and Selection Process

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

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on 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 as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.
- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts 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? *[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 2026.
- 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 protected category 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).

VIII. 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 – Annually (Cycle 3 must be completed by June 30, 2026.)	109	June 21, 2026
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)		June 21, 2026
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	109	June 21, 2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)		June 21, 2026
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	109	June 21, 2026
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		June 21, 2026
7. Disability Awareness and Etiquette		30	June 21, 2026
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		25	June 21, 2026
9. Other (specify)			
10. Other (specify)			

IX. Reasonable Accommodation

- 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 any undue hardship, the agency provides reasonable accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within 15 (fifteen) business days after submission of the appeal.
 - If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the Agency Head's designee³ : _____
 - The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

³ To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated to review appeals of reasonable accommodation decisions.

X. 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, 2025 – August 31, 2026) 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; Local Law 14 (2024): Anti-racism and Anti-racial 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 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII 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 2025.

- 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 2026

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- 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, 2025.

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

Under Local Law 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 deadline for submission of this information is the same as for the submission of the Annual Plan].

- The agency submitted all information required by Local Law 28 for FY 2025 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 second year of the training cycle, 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 single-sex facility (e.g., 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.

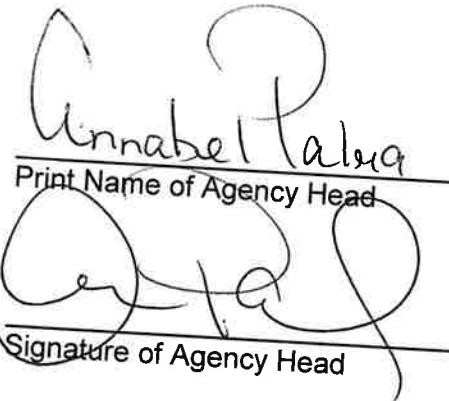
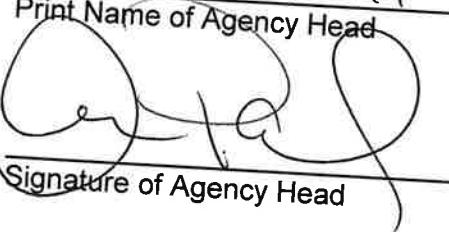
XI. Audits and Corrective Measures

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (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 CEI an amendment letter, which shall amend the agency plan for FY 2025 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 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.]

XII. Agency Head Affirmation and Signature

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan ("EEO Plan") is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)⁴

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency's efforts during the previous quarter to implement the agency's EEO Plan.


Annabel Palma
Print Name of Agency Head

Signature of Agency Head

01-23-2024
Date

⁴ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

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

Agency EEO Office mailing address: 22 Reade Street, 2nd floor
New York, NY 10007

	Title/Function	Name	Email	Telephone
1	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Medgine Sanon-Ellis	msanonellis@cchr.nyc.gov	212-416-0138
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	Sheshe Segar	SSegar@cchr.nyc.gov	212-416-0123
5	ADA Coordinator/Disability Rights Coordinator/ Disability Services Facilitator	Anna Martinez	amartinez@cchr.nyc.gov	212-416-0112
6	55-a Coordinator/ Career Counselor	Taiwo Onabanjo	tonabanjo@cchr.nyc.gov	212-416-0191
7	EEO Investigator(s)			
8	EEO Counselor(s)	Arielle Cranston	acranston@cchr.nyc.gov	212-416-0171
9	EEO Training Liaison(s)	Norrisana Brereton	nobrereton@cchr.nyc.gov	212-416-0162