



CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
SCOTT M. STRINGER

ALAINA GILLIGO
FIRST DEPUTY COMPTROLLER

EXECUTIVE OFFICE

OFFICE OF THE NEW YORK CITY COMPTROLLER
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN
FISCAL YEAR 2022

I. Introductory, Commitment and Accountability Statement by the Agency Head

The Comptroller's Office is committed to maintaining a workplace that preserves fair employment practices and reflects the community in which we work and live. The Comptroller's policy of holding all employees—at every level of seniority—accountable for keeping our workplace free from discrimination and harassment is central to ensuring that we provide equal employment opportunities for everyone in our workforce, and for those seeking to join our team; no matter what. The Agency's EEO Policy and Annual Plan is a reflection of the Comptroller's commitment to always strive to do what is right.

The Comptroller's Office is an equal opportunity employer that will not tolerate discrimination or harassment of any kind against employees and/or applicants for employment on the basis of actual or perceived age, race, color, national origin, immigration status, religion/creed, gender (including gender identity or expression), disability, pregnancy, status as a current or former military service member, arrest or conviction record, marital or partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, unemployment status, consumer credit history, salary history, status as a victim/survivor of domestic violence, sex offenses, or stalking, or other non-merit based factors (collectively "protected status"). The Agency's EEO Policy serves to reinforce this commitment.

It is also Comptroller's Office policy that none of its employees or job applicants will suffer retaliation or harassment for raising good faith complaints of discrimination; opposing discrimination; participating (in any way) in an employment discrimination investigation or lawsuit; or engaging in any other protected activity.

Consistent with local, state, and federal laws governing reasonable accommodations, the Comptroller's Office will endeavor to accommodate specific needs to allow employees and applicants to apply for a job, perform the duties of a job, or enjoy equal benefits and privileges of employment that are enjoyed by similarly situated employees.

Any employee or applicant who believes they have been subject to discrimination, retaliation, or harassment should contact the Office's Equal Employment Opportunity ("EEO") Officer or the Office of the General Counsel. The Comptroller's Office will provide a prompt, thorough, and impartial investigation into any report of an alleged violation of this Policy. Immediate and proportionate corrective action will be taken if it is determined that discrimination has occurred.

This statement is the same as last year.

II. Recognition and Accomplishments

Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2021) to advance Equal Employment Opportunity, Equity, Diversity, and Inclusion; for example, completing training goals, introducing new equity programs, or launching employee resource groups. Use the Additional Comments section to list more than five items.

In the past year, our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. **Listening Sessions with the Agency Head**
2. **Live mandatory and optional Diversity and Inclusion Trainings**
3. **Staff Career Counseling & Self Development Workshops**

The Agency will continue to pursue the above initiatives in FY2022.

4. **In the past year, our agency accomplished the following through the Office of Special Events and the Office of Diversity Initiatives as part of our commitment to equal employment opportunity and diversity & inclusion:**

SPECIAL EVENTS

September

African Immigrant Heritage: in-person food giveaway & virtual roundtable

Hispanic Heritage: virtual event

Italian Heritage: newsletter

November

Nov 21 Diwali event (in person food giveaway)

Nov 9 Virtual town hall for the Forest Hills area

December

Dec 21 Office holiday season event (virtual)

January 2021

-Prevailing Wage Workshops (Virtual) -01/05/21

February 2021

- Trailblazers Event in celebration of African American History Month-02/17/21 (Virtual)

- South Bronx Town Hall-02/03/21 (Virtual)

March 2021

- Women's History Month-03/16/21(Virtual)

OFFICE OF DIVERSITY INITIATIVES

Events hosted by the NYC Comptroller's Office of Diversity Initiatives

July

MWBE University Webinars: Resources for Small Business and M/WBEs impacted by COVID-19 - Tue 7/7/2020

OFFICE OF THE NEW YORK CITY COMPTROLLER
FY 2022 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

M/WBE Focus Group - Tue 7/14/2020

Comptroller Scott M. Stringer's Making the Grade Advisory Board Meeting - Tue 7/14/2020

MWBE University: Pension Consultants Corner - Thu 7/30/2020

August

M/WBE University: Doing Business with the Comptroller's Office - Thu 8/6/2020

External Events presented by the Comptroller's Office of Diversity Initiatives

July

African Stakeholders MWBE Meeting - Thu 7/16/2020

Minority Women Business Association of Staten Island Town Hall - Tue 7/21/2020

September

Hispanic Business Council - Tue 9/1/2020

New American Alliance CIO & Asset Class Connections - Tue 9/22/2020

External Events presented by the Comptroller's Office of Diversity Initiatives

October

Asian Business Roundtable - Tue 10/6/2020

November

City + State 2020 Virtual Government Procurement Conference - Tue 11/17/2020

December

NYS MWBE Virtual Forum 2020 - Wed 12/2/2020 and Thu 12/3/2020

Events hosted by the NYC Comptroller's Office of Diversity Initiatives

November

Making the Grade Virtual Briefing for M/WBEs - Wed 11/18/2020 10:00 AM - 12:00 PM

Advisory Board Briefing: Making the Grade 2020 - Tue 11/24/2020

December

Bureau of Asset Management Annual Emerging Manager & MWBE Virtual Conference - Fri 12/4/2020

Internal Events presented by the Comptroller's Office of Diversity Initiatives

January 2021

Comptroller Fellowship Workshop: How to be a Chief Diversity Officer - Thu 1/28/2021

February 2021

Advisory Board – Annual Planning Meeting - Wed 2/24/2021

March 2021

M/WBE University - How to Prepare for Credit and Capital (Even in a Pandemic) - Tue 3/23/2021

External Events presented by the Comptroller's Office of Diversity Initiatives

March 2021

Latinas in Business: Small Business Post-Covid Recovery Workshop Surrounding Resources & Trends - National Conversation with Latina Leaders - Friday 3/19

Internal Event presented by the Comptroller's Office of Diversity Initiatives:

April 22, 2021

M/WBE University: Fueling the Demand for Diversity on Boards

The agency recognizes employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity, equity, and equal employment opportunity through the following:

- Diversity & EEO Awards*
- Diversity and EEO Appreciation Events*
- Public Notices
- Positive Comments in Performance Appraisals
- Other: _____

The Tasks and Standards section of the Agency's "Performance Evaluation and Development Plan" for supervisors requires commitment to the Agency's EEO Policy & Procedures, as well as awareness of rules and procedures as stated in the Employee Manual, including ethical standards and codes of conduct.

* Please specify under "Additional Comments"

- The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2022.

Additional Comments:

See the list on pages 2-3 for Diversity and EEO Appreciation Events.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2021

Total Headcount: 801 (NOTE: This headcount was taken from DCAS-provided data. The number includes full-time employees, part-time employees, interns and fellows.)

Please provide the number of employees whose Race/Eth and/or Gender is 'Unknown'

Race/Ethnicity: 15 men of unknown r/e; 23 women of unknown r/e; 2 people of unknown gender indicated "other" Gender: 2 people of unknown gender indicated "other"

Both R/E and Gender: 2 people of unknown gender indicated "other"

(These figures are available on the total line for your agency in the EBEP210 CEEDS report)

1. 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.

In FY 2022, 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
- Newsletters and internal Agency Publications
- 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 2022, the agency will inform and remind employees of the option to add preferred name in ESS.

Additional Comments: The Agency last reminded employees to update self-identification info on 3/2/2021.

2. 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.

NOTE: If necessary, the agency can reach out to DCAS OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of 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' Office of Citywide Equity and Inclusion (OCEI) 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.

OFFICE OF THE NEW YORK CITY COMPTROLLER
 FY 2022 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

Reviewed with	Frequency
Agency Head	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Human Resources	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other <u>as necessary</u>
Other (____specify)	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> 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).
- The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

Additional Comments:

The EEO Officer receives a quarterly workforce report provided by the director of Workforce Data Analytics in NYC DCAS Human Capital. The Comptroller's Office (EEO, Human Resources and Administration) uses this report, along with the quarterly CEEDS workforce composition summary and the Agency's bureau organizational charts to create gender and ethnicity breakdown charts that allow us to assess the demographic balance of each bureau in order to review data and explore the need for other recruitment outreach or retention efforts.

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2022

1. Proactive Strategies to Enhance Diversity, Equity, Inclusion and EEO in areas of Workforce, Workplace, and Community.

State below the central goals of your strategy for FY 2022 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted. Workforce goals are directed at the composition of your workforce, recruitment, retention, promotion, and professional development. Workplace goals have to do with inclusion, workplace culture, and employee activities. Community goals are directed at the external environment of your agency: the public and entities served by the agency. Describe special initiatives to enhance equity and focus on race relations in item 4.

1. Workforce:

GOALS:

To continue training managers and staff on unconscious bias and diversity in the workplace, with a focus on the sensitivity and understanding required after a year affected by COVID-19.

To encourage staff development through workshops on career guidance, goals and opportunities, individualized training plans, preparing for interviews, navigating civil service and embracing diversity and avoiding bias in all work settings.

To recruit utilizing job fairs based on recruitment needs, focusing on outreach at colleges/universities, master's programs, etc., in an effort to attract more diverse applicants.

2. Workplace:

GOALS:

To promote open exchange via office-wide Listening Sessions in which the Agency Head meets with staff to discuss matters of diversity, equity and inclusion.

To present in-office/online diversity events that enable the Agency to continue its frequent communications with and commitment to employees regarding EEO policies and diversity issues via the Leadership team, the Office of Special Events and the Office of Diversity Initiatives.

3. Community:

GOALS:

To present opportunities for engagement and community-building, like referrals to organized volunteer programs, trainings regarding bystander intervention, etc.

To conduct public diversity events and MWBE initiatives throughout the year through the Office of Special Events and the Office of Diversity Initiatives as part of our commitment to equal employment opportunity and diversity & inclusion.

4. Equity and Race Relations Initiatives:

GOALS:

To continue to listen to, train and guide employees in the ongoing efforts to confront, discuss and understand racial equity issues and matters of diversity and inclusion in the workplace. (Examples: Listening Sessions, Bystander Intervention to Stop Anti-Asian/American Harassment training, Live staff training in D&I, diversity events presented by Special Events staff, MWBE events presented by Office of Diversity Initiatives)

2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2022, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: **WORKFORCE, WORKPLACE, and COMMUNITY.**

A. WORKFORCE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.

NOTE: Please address the specific recruitment, selection and promotion strategies, sources and procedures in Sections V and VI, below.

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

The agency will address underutilization in FY 2022 by:

- Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations.
- Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
- The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:
 - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.

- Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Identification of Ready Now & High Potential Talent.
 Institute coaching, mentoring and cross training programs.
 Implement initiatives to improve the personal and professional development of employees.
 Conduct assessment to ensure pay and promotions are equitable.

Comments on checked items above:

The Agency reviews salary structures and adjusts ranges in compliance with citywide increases.

The Agency does not hire from a civil service list for every vacancy.

Describe specific actions designed to enhance equity:

See list below.

Additional Initiatives, Programs, or Comments:

Ongoing Initiatives & Goals for Workforce

- The Agency institutes live mandatory training sessions for the entire office on unconscious bias and diversity in the workplace.
- The Agency institutes workshops for employees of all levels on issues including career guidance, goals and opportunities, individualized training plans, preparing for interviews, navigating civil service and embracing diversity and avoiding bias in all work settings.
- The Agency will continue development of an active plan to adjust any imbalances in the Agency's demographic composition.
- The Agency does quarterly reviews of the workforce dashboards
- The Agency does scheduled reviews of ethnicity composition progress
- The Agency holds check-ins/discussions with the First Deputy as we update training initiatives, survey staff, interpret feedback, review interview procedures.
- The Agency will continue to host and attend job fairs based on recruitment needs, focusing on outreach at colleges/universities, master's programs, etc., in an effort to attract more diverse applicants; postings are distributed to various specialized sites, programs and associations.
- The Agency conducts meetings with the Agency's Deputy Comptrollers to heighten their awareness of the need for balance in their bureau workforce ethnicity composition and the need for greater diversity during the interview stage
- HR and/or the Deputy Comptroller of Administration individually meet with Deputy Comptrollers on a bi-weekly basis and cover HR matters including selection for vacancies.
- We make a conscious effort during these meetings to assess the need as well as how we can find the broadest pool of diverse applicants.
- We do the same with discussions on how to strengthen current staff and retain strong employees.

B. WORKPLACE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.

The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.

Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing 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 actively inform employees of their rights and protections under the New York City EEO Policy.

Agency will keep employees informed of the EEO complaint and reasonable accommodation processes, and circulates *DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines*.

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

In FY 2021, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:

Engagement /Job Satisfaction/ Employee Morale Survey(s)

Workplace Insight Survey for Exiting (WISE) Managers

Exit interview or surveys developed by the agency

Other (specify): _____

The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):

1.

2.

Describe specific actions designed to enhance equity and initiatives to address race relations in the agency: [See list below.](#)

Additional Initiatives, Programs, or Comments:

Ongoing Initiatives & Goals for Workplace

- The Agency institutes office-wide Listening Sessions in which the Agency Head meets with staff to discuss matters of diversity, equity and inclusion.
- The Agency's intranet Wellness Portal is regularly updated with resources and tools – including materials for discussions around issues of diversity among staff.
- The Agency will offer opportunities for engagement and community building, like lunches, volunteer opportunities, etc.
- The Agency will continue to issue surveys designed and administered to get and receive feedback from employees – and to inform Agency policies and response.
- The Agency will continue its frequent communications and correspondence with employees regarding EEO policies and diversity events.

C. COMMUNITY:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Community.

In FY 2022, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services.

- Promote participation with minority and women owned business enterprises (MWBEs).
- Conduct a customer satisfaction survey.
- Identify best practices for establishing a brand of inclusive customer service.
- Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.
- Expand language services for the public.

Describe specific actions designed to enhance equity:

[See list below.](#)

Additional Initiatives, Programs or Comments:

Comments on checked items above:

“Continue or plan to promote diversity and EEO community outreach in providing government services

“Promote participation with minority and women owned business enterprises (MWBEs).”

– See “Office of Diversity Initiatives” information below.

“Identify best practices for establishing a brand of inclusive customer service”

– The Agency does provide best practices for those who do engage with the public

Agency Initiatives:

- The Agency will continue to offer community programming to showcase emphasis on diversity
- The Agency will continue to host or attend job fairs based on recruitment needs
- The Agency will continue its outreach to other agencies, universities, specialized associations.
- The Agency will continue to offer employees opportunities for engagement and community building, like lunches, volunteer opportunities, etc.

VOLUNTEER OPPORTUNITIES

The Wellness Portal of the Comptroller’s Office Intranet site offers a volunteering section featuring a calendar with upcoming volunteer opportunities across the five boroughs. It also spotlights a number of non-profit organizations that are looking for volunteers to help with a range of activities from online tutoring and calling seniors, to helping at food pantries and cleaning up local parks. Some of the volunteer activities must be done in person, but others can be done remotely from home.

SPECIAL EVENTS

Scheduled events:

Hispanic Heritage month (virtual)

African Immigrant Heritage Month (food distribution)

OFFICE OF DIVERSITY INITIATIVES

- Since 2014, the Office of the Comptroller has championed the role of the Chief Diversity Officer and advocated for a Chief Diversity Officer within City Hall and within every City agency. In July 2020, this resulted in an Executive Order to implement a Chief Diversity Officer within every City agency to lead agency efforts to meeting M/WBE and other diversity goals.

- The Office of Diversity Initiatives publishes reports related to women and people of color in New York City. For example, it is responsible for implementing and monitoring **Making the Grade**, a letter grading program that holds City agencies accountable to comply with Local Law 1 of 2013 and advocating for additional measures to increase the City's utilization of minority and women-owned business enterprises (M/WBEs). To date the Comptroller's Office has published 7 Making the Grade Reports. The Office of Diversity Initiatives holds **annual Making the Grade roundtables with community stakeholders** to share the results of the report.
- In addition, in July 2020 the Comptroller's Office of Diversity Initiatives surveyed 500 M/WBEs on the impact of COVID on their businesses, finding that 85 percent of M/WBEs expected to be out of business within 6 months. The Office of Diversity Initiatives conducted a follow up survey of 500 M/WBEs and found that 50 percent of them had to lay off and furlough employees, and more than 30 percent projected being unable to pay rent in the next 3 months.
- The Office of Diversity Initiatives leads the Comptroller's internal M/WBE program. In FY 2021, the Comptroller's Office spent over \$9 million with M/WBEs, 49 percent of its Local Law 1-eligible dollars. This is a \$6.7 million and 36 percentage point increase from 2014, the first year of the administration.
- The Office of Diversity Initiatives also implements **Comptroller's M/WBE University**, a series of workshops designed to increase access to contracting opportunities for minority and women-owned business enterprises (M/WBEs) and ensure all New Yorkers have an equitable chance to earn business from the City's multi-billion dollar procurement budget. In Fiscal Year 2021, in light of the continuing COVID-19 pandemic and its impact on businesses, the Office hosted Comptroller M/WBE University webinars, engaging over 800 diverse firms.
- The Office of Diversity Initiatives also assists the **Corporate Governance** team on supplier, workplace and board diversity initiatives. In October 2019, the Comptroller's Office launched the Boardroom Accountability Project 3.0, a new first-in-the-nation initiative calling on companies to adopt a policy requiring the consideration of both women and people of color for every open board seat and for CEO appointments, a version of the "Rooney Rule" pioneered by the National Football League (NFL). By April 2021, 30 public companies implemented these Rooney Rule policies. In addition, the Comptroller hosted a campaign that ask companies to disclose their Consolidated EEO-1 Report. By September of 2020, 34 S&P 100 companies issued statements supporting racial equality and have committed to publicly disclose the composition of their workforce by race, ethnicity, and gender.
- In addition, every year the Office of the Comptroller hosts the **Annual MWBE & Emerging Manger Conference** for over 900 MWBE investors. In December 2020, in light of the COVID-19 pandemic, the Comptroller hosted this conference online, engaging over 500M/WBE asset managers in how to do business with our various asset classes and speed-networking with pension consultants. By December 2020, the Comptroller's Office and the five pension systems met its 12 percent goal, announcing that it had \$14.9 billion invested and committed to M/WBEs and set an additional goal to target \$1 billion in new commitments to M/WBE fund managers. The Comptroller's Office also announced that moving forward, all companies that do business with the Office, including investment managers, will be required to present a plan outlining their diversity, inclusion, and equity strategies and goals. Other initiatives include, hiring the first Diversity director in asset management reporting directly to the CIO, mandating pension consultants recommend M/WBE firms as part of their contract with the Comptroller's Office.

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2022:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
 - Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
 - Review underutilization in job groups to inform recruitment efforts.
 - Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
 - Put in place an operating, up-to-date, accessible website, ~~mobile application and social media presence~~ related to EEO protection and rights.
 - Currently in operation.
- The Agency provides EEO information to staff via an Intranet site. The Agency does not have a mobile app or EEO-specific social media accounts.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
 - Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
 - Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
 - If your agency is an eHire agency, post ALL vacancies on NYC Careers.
 - Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
 - Everybody Matters EEO and Diversity and Inclusion Training
 - Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

Please note:

- The Comptroller's Office job vacancy notices are sent to NYC Careers on NYC.GOV. They are not sent to the Mayor's Office.
- The Comptroller's Office does post most – but not all – of its vacancies to NYC.GOV.

x

- The Agency will continue to assess if there's a recruitment need. To generate interest in a position, we post it. We examine salary structure and assess to see if it affects the application pool. We assess on a bureau-by-bureau basis to see if we need more outreach or need to modify the outreach we've done.

B. Recruitment Sources

<p>Diverse Recruitment Source(s) The Comptroller’s Office reaches out to a variety of publications, organizations, groups and schools with direct access to diverse student, alumni and professional populations. The Agency does not post at the same sources at all times. The recruitment sources used vary and depend on the posting, availability and the Agency’s needs at the time. Sources have included the Society of Women Engineers, Northeast Women in Public Finance, Women on Boards. We are continuing to target more diverse groups, like the Women’s Bar Association, and the Metropolitan Black Bar Association. We’ve also posted at various local colleges/universities and to their specific minority associations (if available).</p>	<p>What sort of return do you expect to see from the effort? Indicate if this source yielded diverse applicant pools. After engagement with every source, we hope to increase the population of that demographic amongst our staff. It is difficult to calculate the return, as applicants don’t always indicate where they heard about a posting. Almost all of the Agency’s postings appear on the Agency website, and then at least 95% are placed on the NYC Jobs (city site).</p>
<p>1. Society of Women Engineers</p>	<p>1. <input type="checkbox"/> Previous hires from this source</p>
<p>2. Northeast Women in Public Finance</p>	<p>2. <input type="checkbox"/> Previous hires from this source</p>
<p>3. Women on Boards</p>	<p>3. <input type="checkbox"/> Previous hires from this source</p>
<p>4. Women’s Bar Association</p>	<p>4. <input type="checkbox"/> Previous hires from this source</p>
<p>5. Metropolitan Black Bar Association</p>	<p>5. <input type="checkbox"/> Previous hires from this source</p>

C. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2021 and their demographic

OFFICE OF THE NEW YORK CITY COMPTROLLER
 FY 2022 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2022. See “Additional Comments” below.

The agency provided the following internship opportunities in FY 2021:

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			M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

* Self-ID data is obtained by EEO Office from NYCAPS.

- The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.
- The agency has hired former interns/fellows.
- The agency plans to provide internship/fellowship opportunities in FY 2022.

Additional Comments:

In 2020, Comptroller Stringer and the City University of New York announced a new **Fellowship Program** between CUNY and the Office of the New York City Comptroller to create career opportunities for the next generation of New York City leaders. In 2021, a second talented cohort of 21 recent CUNY graduates were selected to participate in a six-month, paid fellowship program at various bureaus of the Office of the New York City Comptroller beginning on June 7, 2021 and concluding on November 18, 2021, during which fellows gained hands-on knowledge and experience in core government functions — including law, policy, contracts, auditing, engineering, accountancy, asset management, diversity and inclusion initiatives, and communications.

The Comptroller’s Office has used the City University of New York (CUNY), Ladders for Leaders, the PREA Foundation, Washington Ireland Program, Urban Leadership Fellows, Toigo Foundation and Exalt Youth

an intern resource, as well as interns from individual high schools like Brooklyn Collaborative and Lincoln High School. We also recruit our own interns through our summer internship program, and on an as needed basis at other times of year. In several bureaus, especially our Audit bureau, interns are generally retained for longer than one semester and may get offers for full-time employment after graduation.

 In 2021, the Agency hired 31 summer graduate and undergraduate interns for the Comptroller's Office summer internship program. See the table below for race/ethnicity and gender.

	F	M	Total
Asian	7	3	10
Black or African American	4	3	7
Hispanic or Latino	1	2	3
Native Hawaiian or Other Pacific Islander	1	-	1
Two or More Races	2	1	3
White	1	3	4
Not Indicated	2	1	3
Total	18	13	31

D. 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 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.

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

The Agency's goals are to work with HR to assess the population of provisional employees, to recruit more 55-a employees, and to determine if there are employees we can transition into 55-a eligibility.

- 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.

2. Indicate the goals of your 55-a Program Coordinator for FY 2022. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2022.

Currently, there are 2 [number] 55-a participants.

There are 0 [number] participants who have been in the program less than 2 years.

Last year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

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 ~~2021~~ 2022 are:

1. To work with HR to assess the population of provisional employees
2. To recruit more 55-a employees
3. Determine if there are employees we can transition into 55-a eligibility
- 4.

These goals are the same as last year.

Additional Goals, Initiatives, and Comments:

x

--

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared in consultation with the Agency Personnel Officer.

A. Career Counselors

For FY 2022, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) with regard to advising employees of opportunities for promotion as well as overall career development. **See “Additional Comments” below.**

In FY 2022, the agency's Career Counselor will perform the following tasks:

- 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.
- Arrange for agency wide notification of promotional ~~and transfer~~ opportunities.
- 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.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - Internship exploration

Additional Initiatives and Comments:

Please note: Our Agency recruits by reaching out to a variety of publications, organizations, groups and schools with direct access to diverse student, alumni and professional populations. Our Agency counsels employees using the tactics described above, however, while we do arrange agency-wide notification of promotional opportunities and lateral opportunities via our agency intranet, we do not offer transfers.

Ongoing Initiatives & Goals

- We have spent more time with individual bureaus reviewing hiring practices and assisting them in implementing best practices more effectively.
- We sent more managers and supervisors to training sessions.
- We sent individual employees to training sessions to improve their performance and give them better opportunities for internal advancement.

B. New Hires and Promotions

Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2022, the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
 - Promotion and salary increase protocol in existence.
 - Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

Please note: The Agency will engage in the practices checked off above, however, as a non-Mayoral agency, the Comptroller's Office does not reach out to the Mayor's Office for recruitment assistance. The Agency does not use the promotion request form referred to above. We do review promotion data with the First Deputy Comptroller and the Deputy for Administration.

C. Selection Process

Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2022, the agency will do the following:

- Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- Engage in a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- In conducting job interviews, 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.
- Use a diverse panel of interviewers to conduct the interview.
- EEO Officer is asked to review the interview questions.

Additional Comments:

Please note: The Agency expects to engage in the practices checked off above, and we're working to enhance our selection process through processes like management structured interview training, increased EEO involvement in the process, and the development of an updated HR Candidate Management application. However, regarding the list above, we do not intend to have the EEO Officer review interview questions.

D. Review of Hiring, Promotion and selection Practices

For FY 2022, what steps will your agency take to review the positions filled during the year?

- A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
- The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
 - The agency does not use the NYCAPS Applicant Interview Log Report.
 - The agency will schedule orientation with NYCAPS Central.
- B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
- Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications.
 - Ensure hiring panels are composed of staff from diverse backgrounds (e.g., diversity based on experience, gender, age, race and ethnicity).
- C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:
- The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.
 - The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
 - The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

Additional Comments:

Please note: The Agency will engage in the practices checked off above. We have our own system for tracking applicants and hiring packages.

E. EEO Role in Hiring and Selection Process

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

In FY 2022, the agency EEO Officer will do the following:

PRE-SELECTION:

- Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- EEO reviews vacancy postings to ensure elimination of language that has the potential for gender stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns).
- Actively monitor agency job postings.
- Ensure all job postings include updated EEO Employer statement released in 2021.
- EEO is consulted 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.
- Advise Human Resources in the development of a comprehensive guide for hiring managers.
- 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.
- Other: _____

POST-SELECTION:

- 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.
- Perform advisory role to Human Resources in the selection process and conduct post-audit review.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

Additional Comments:

Please note:

The EEO Officer would review a hiring package ONLY if something about it raises a flag (for example, if there's an issue with demographics, an obvious bias regarding the choice, or something similar).

F. 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 2021.
- 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).

OFFICE OF THE NEW YORK CITY COMPTROLLER
FY 2022 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

x

Please note: Everyone is not involved in termination decisions. If layoffs are needed, the Agency adheres to civil service law and contractual agreements. Terminations are addressed in a different manner and on a case by case basis.

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.)	Target Number of Participants	Targeted Dates
1. Everybody Matters – EEO and Diversity & Inclusion (e-learning)	All employees	All employees	Sept-Oct 2022 (Biennial schedule / last conducted in 2020)
2. Everybody Matters – EEO and Diversity and Inclusion (classroom/live webinar)	n/a	n/a	n/a
3. Sexual Harassment Prevention (e-learning)	All employees, including new hires	All employees	Sept 2021 – Aug 2022 (annual schedule / last conducted 8/2021; DCAS cycle is Sept-Aug)
4. Sexual Harassment Prevention (classroom/live webinar)	All employees n/a	n/a	n/a
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees All employees, including new hires	All employees	Jan 1, 2023 – Dec 31, 2023 (biennial schedule / last conducted 8/2021)
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees n/a	n/a	n/a
7. Disability Etiquette			

OFFICE OF THE NEW YORK CITY COMPTROLLER
 FY 2022 DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN

8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

Please note:

The Agency can reach out to the bureaus to determine their need for training sessions.

The entire Agency can participate in all e-learnings.

Training may also be required as a result of an employee's performance evaluation.

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.

- 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 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 the 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 : **Alaina Gilligo, First Deputy Comptroller**
- 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.
- The agency analyzes the reasonable accommodation data and trends.

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.

<http://extranet.dcas.nycnet/eoo/diversityeoo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

- The agency has posted/will circulate the *Reasonable Accommodations at a Glance* sheet for the workforce.

Briefly describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

—

Please note: The Agency will engage in the practices checked off above. As a non-Mayoral agency, the Comptroller's Office does not put RA activity on the DCAS tracking system.

Reasonable Accommodation Procedures:

The Agency Employees have a right to request a workplace accommodation for a disability; pregnancy, childbirth, or a related medical condition; religion; or based on status as a victim/survivor of domestic violence, a sex offense or stalking.

Such requests may be made orally or in writing. Requests for accommodation can be made to the EEO Officer, agency personnel supervising the application process, or the employee's immediate manager and supervisor. All requests should be forwarded to the EEO Office. Employees may complete a Request for Reasonable Accommodation form, which is available on the Office intranet. Where the request is made orally, it shall be documented by the person who receives the request.

The EEO Officer will advise the requestor of the application procedures required for each request, and work with the employee's manager or manager or supervisor to determine whether the requested accommodation is reasonable and can be granted, consistent with relevant law.

The EEO Officer, agency personnel supervising the application process, and managers and supervisors involved in the process shall provide reasonable assistance (such as help in completing forms) to an individual requesting an accommodation. Additionally, if a reasonable accommodation is requested to facilitate an individual's ability to apply for employment, the agency staff supervising the application procedures may be required to assist the applicant in completing the application process.

Accommodations will be provided unless doing so would impose an "undue hardship" on the operations of the Comptroller's Office. "Undue hardship" means an action requiring significant difficulty or expense when considered in light of numerous factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation.

Undue hardship is determined on a case-by-case basis. If a particular accommodation would be an undue hardship, the Comptroller's Office will try to identify another accommodation that will not pose such a hardship to its operations.

Reasonable accommodation requests that have been approved are generally submitted within 24-48 hours of receipt.



If a request is denied, the requestor may appeal to the agency head or the agency head's designee within 15 days. If the decision on appeal is to grant a reasonable accommodation, the agency head/designee must direct the appropriate agency representative to implement the accommodation.

The Agency does analyze the types of requests, by volume and trend.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. 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 agency plans to train all new employees within 30 days of start date.
- All the managers, supervisors, and front-line employees were re-trained within the last two years.
- 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.

Additional Comments:

Our Agency staff is trained every 2 years, but training may be in the 4th quarter, in keeping with our training cycle ending 8/31.

B. Executive Order 59: Chief Diversity Officer/Chief MWBE Officer

Under Executive Order No. 59 of 2020, all agencies shall appoint a Chief Diversity Officer/Chief MWBE Officer, with the appropriate experience and knowledge to oversee the agency's MWBE program, to report directly to the agency head. Agency heads shall ensure internal candidates are considered for the Chief Diversity Officer/Chief MWBE Officer.

- The agency appointed a Chief Diversity Officer/ Chief MWBE Officer by August 28, 2020.

Provide the name and title of the Chief MWBE Officer : Wendy Garcia

--

Additional Comments:

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

<input checked="" type="checkbox"/> The agency plans to train <u>all</u> new employees on Sexual Harassment Prevention within 30 days of start date.
<input checked="" type="checkbox"/> The agency will train <u>all</u> current employees on Sexual Harassment Prevention (Cycle 4 – September 1, 2021 – August 31, 2022) as indicated in the Section VII Training above.

Additional Comments:

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

<input type="checkbox"/> The agency will input sexual harassment complaint data 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.
<input type="checkbox"/> The agency will input all types of complaint data 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.
<input checked="" type="checkbox"/> The agency will ensure that sexual harassment complaints are closed within 90 days.
<input checked="" type="checkbox"/> The agency will ensure that all other complaints are closed within 90 days.

Additional Comments:

The Comptroller's Office will ensure that complaints are closed within 90 days, and we will provide any required data to DCAS – but the Agency is not part of the DCAS Citywide Complaint Tracking System. As a non-Mayoral agency, we do track and provide updated information as required.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, conducted a climate survey in FY 2021 and will proceed to do the following in FY 2022:

- Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020.
- Analyze FY 2021 survey data once provided by DCAS.
- Develop an Action Plan to address concerns raised in the FY 2021 Climate Survey and submit it to DCAS by July 31, 2022. *[Further guidance will be provided to agency by DCAS in 2022.]*

Additional Comments:

X. **Audits and Corrective Measures:**

Please check the statement(s) that apply to your agency.


- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022 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 measures during the year that this plan is in effect (please attach a copy of the audit findings.)
- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

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

Alaina Gilligo

Print Name of Agency Head



Signature of Agency Head

December 9, 2021

Date

APPENDIX

Contact Information for Agency EEO Personnel

Please provide contact information (name, title, e-mail, telephone number and full office address) 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 table rows as needed.

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Diane Jones Randall	eeo@comptroller.nyc.gov	(212) 669-3692
2.	Agency Deputy EEO Officer	n/a	n/a	n/a
3.	Agency Chief Diversity and Inclusion Officer	n/a	n/a	n/a
4.	Agency Diversity & Inclusion Officer [if designated]	n/a	n/a	n/a
5.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Wendy Garcia	wgarcia@comptroller.nyc.gov	212-669-3538
6.	ADA Coordinator	Diane Jones Randall	eeo@comptroller.nyc.gov	(212) 669-3692
7.	Disability Rights Coordinator	Diane Jones Randall	eeo@comptroller.nyc.gov	(212) 669-3692
8.	Disability Services Facilitator	Diane Jones Randall	eeo@comptroller.nyc.gov	(212) 669-3692
9.	55-a Coordinator	Diane Jones Randall	eeo@comptroller.nyc.gov	(212) 669-3692
10.	Career Counselor(s)	Amedeo D'Angelo	adangel@comptroller.nyc.gov	(212) 669-2223
11.	Training Liaison(s)	Bonnie Duen	bduen1@comptroller.nyc.gov	(212) 669-7840
12.	EEO Counselor(s)	Sherry M. Williams-Nisbett	swillia@comptroller.nyc.gov	212-669-7384