

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

Fiscal Year 2025

Independent Budget Office

**New York City
Independent
Budget Office**



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

[Statement issued by Agency Head on October 31, 2024]

Based on recent updates to EEO policies, as well as the arrival of numerous new staff since March 2024, I also wanted to reiterate IBO's dedication to compliance with federal, state, and local laws prohibiting employment discrimination. I am personally committed to ensuring that IBO adheres to these laws and to the City's EEO policy. In addition, IBO is committed to creating a diverse workforce and ensuring that current and future staff members, regardless of race, ethnicity, gender, sexual orientation, physical challenge, or other protected class status, find IBO a welcoming and productive environment. If you have any EEO related concerns, you should contact Indera Segobind, IBO's EEO Officer -- who also serves as the agency's Disability Rights Coordinator -- or Julia Konrad or Zach Herman, our EEO Counselors. Indera, Julia, and Zach may be consulted at any time, during or after office hours, on matters related to EEO policy. Indera, Julia or Zach will arrange to meet with any staff member or IBO job candidate regarding EEO concerns inside or outside of the office upon request.

I am attaching a copy of IBO's EEO policy, which can also be found on the IBO intranet and closely tracks New York City's EEO Policy. The process for applying for a reasonable accommodation is also attached. It can be found at: [reasonable-accommodations-at-a-glance.pdf](#). The City's EEO policy can be obtained from IBO's EEO Officer or one of the EEO counselors. In addition, the policy is available online at: City of New York Equal Employment Opportunity Policy 2024.

If you have suggestions or wish to contribute to IBO's efforts to adhere to the principles of EEO, please contact Indera at insegobind@ibo.nyc.gov, Julia at jkonrad@ibo.nyc.gov, or Zach at zjherman@ibo.nyc.gov.

☐ This statement is the same as last year.

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

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

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

In the past year (FY 2024), our agency accomplished the following as part of our commitment to DEI and EEO:

1. **Mandatory training:** IBO has successfully completed mandatory training on cycle. Those trainings include Sexual Harassment Prevention (for Modules 1-4, between 92% and 95% of employees completed training in November 2024) and IgbTq – Power of Inclusion (in May 2024, 96% of employees completed).
2. **Onboarding process:** IBO continues to implement its new onboarding process for new staff to ensure that EEO information is prominently included in all onboarding meetings and posted on agency's intranet site, which is easily accessible and well-known to employees, as being the reference point for many frequently-used materials. As IBO integrates our IT system within OTI's CityNet, IBO will continue to evaluate where the most accessible location will be to place these resources. As part of the IBO staff onboarding, all new employees meet with the agency's EEO Officer, and are introduced to the EEO Counselors. The EEO Counselors later host another meeting for recently-hired staff, to review EEO policies and procedures.
3. **Beginning in the Spring of 2023 and continuing through fiscal year 2024,** IBO's Director led an intensive agency-wide strategic planning effort; this effort brought equity considerations to the forefront, both as regards internal organization and externally-facing work activities. On July 10 of 2024, IBO engaged in an agency-wide day of strategic planning to discuss the ongoing implementation of strategic planning goals (including but not limited to IBO's new performance evaluation process, clarification of evaluative standards across job categories and team assignments, and the express inclusion (for supervisors) of accountability for EEO compliance). On August 13 of 2024, IBO met again as a full staff to discuss progress towards meeting those goals.
4. **During the first implementation of IBO's new performance evaluation system in FY 2024,** IBO's Senior Research and Strategy Officers, two members of the senior leadership team, joined each performance evaluation review session in order to build consistency across the agency and identify agencywide areas to target for workforce development. These areas for growth were then used to inform training opportunities offered throughout the remainder of FY 2024 and through FY 2025. IBO continues to provide positive comments in performance reviews, as well as opportunities to request training, to facilitate professional growth of its employees.
5. **IBO continues to offer Employee Longevity Awards (none applicable during FY 24).** Several Longevity Awards will be awarded in FY 25, and IBO is also adding new employee awards in the "Service to the Public" category, also in FY 25.

III. Workforce Review and Analysis

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

Total Headcount: 52

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. In responding to this task, it is important to note the following caveat. While IBO is currently working with DCAS on a comprehensive application to the NYS Civil Service Commission to classify its titles, because of the legacy titles that have been used at IBO for decades, it is not possible to derive meaningful information about pay disparity by reference to the existing titles. With a handful of exceptions, i.e., the Agency Director, the General Counsel, the ACCO, one PAA, and one Administrative Manager line, all other staff at IBO as of 6/30/23, were classified as either "Budget Analyst IBO" or "Budget Analyst IBO – Managerial", both of which are legacy (temporary) titles unique to this agency. However, effective in May 2023, IBO's new director conducted a comprehensive review of the job responsibilities, educational credentials, and employment history (including longevity at IBO) of all analytical staff at the agency and then implemented a comprehensive reorganization. Non-managerial staff were assigned to the levels of analyst/economist, lead analyst/economist and senior analyst/economist, with specific salary bands for each level, designed to ensure that each staff person's salary reflected the above-listed factors. Each position description also included specific standards by which a staff person could move from one level to the next level. IBO also implemented a policy of modest longevity-based step increases. The Director also reorganized the management team (during FY 24), via a series of internal promotions, so as to ensure that managers performing the same types work receive the same compensation, again, with some differentials based on agency longevity. Based on ongoing internal review through FY 2025, IBO is confident that there is no pay disparity by gender, race or ethnic category within any functional category.
2. IBO's hiring process includes considerations that began in FY 2024 and continue through FY 2025. These considerations aim to increase participation by historically under-represented groups. Issues that could present potential barriers are subject to continuous and ongoing review, as recruitment and hiring issues are addressed every week at the regularly scheduled senior leadership team meeting, which includes 6 senior managers (including the EEO Officer) plus the IBO Director, and at separately scheduled recruitment status meetings, which are held whenever recruitment and hiring activities are underway. Between March 2023 and May 2024, IBO hired 16 new staff on non-managerial lines, at least half of whom we believe are people of color; 8 are women. In the effort to accomplish these results, IBO has engaged on EEO-related issues in several key ways, including but not limited to, expansion of advertising and recruitment outlets; establishment of a "peer interview" committee charged with reaching out to applicants who are selected for interview, to engage with them in a non-evaluative conversation, so as to ensure that all

applicants have equal access to accurate information concerning IBO, its mission and the relevant skills/tasks for IBO staff; revision of IBO's internal job descriptions to clarify expectations and provide clear guidance concerning internal opportunities for professional and salary growth; extensive review and revision of internal pay scales for analytical staff to ensure equity relative to work experience, educational credentials and longevity with the agency; the creation of a small number of junior-level positions within the analytical staff for which an advanced degree is not necessarily required; and the commencement of an internship program.

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 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEP210).

Unknown Race/Ethnicity: 6 Unknown Gender: 2 Unknown Both: 1

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

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis. However, IBO has found the CEEDS data less than useful, as the classification process used to compile the CEEDS data categories does not align with what IBO staff actually do (nor with the required credentials and experience for their roles). Competitive civil service titles are not currently used for the professional staff of IBO, and probably will not be used even after the NYS Civil Service Commission process

now underway reaches its conclusion. The existing titles do not accurately differentiate by required experience levels, nor even by which of the roles are managerial. Current CEEDS data appears to group IBO's Agency Head with its non-managerial line staff positions (most of whom are "Budget Analyst - IBO"). Similarly, the jobs data in CEEDS against which IBO's positions are mapped do not reflect positions with similar credentials or experience to the actual requirements at IBO. Over 75% of IBO's positions require advanced degrees, and such credentials are mission-critical for IBO to perform its unique Charter-mandated functions. It does not appear that the categories used in CEEDS bear any resemblance to the employment market that IBO is required to use, either for the agency as a whole or for the highly specialized individual subject matter expertise and/or coding and analytical knowledge for which IBO must recruit when any given position on its roster becomes open. Because it cannot rely upon the CEEDS data as a measure of under- or over-utilization, IBO does not currently have any reference point for that determination. In fact, IBO does not believe that its current workforce actually reflects either any under- or over-utilization in any relevant category. Nonetheless, any issues that could present potential barriers to equal employment opportunity in recruitment and hiring are addressed every week at a regularly scheduled senior leadership team meeting, which includes 6 senior managers (including the EEO Officer) plus the IBO Director, and at separately scheduled recruitment status meetings, which are held whenever recruitment and hiring activities are underway.

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☐ Semi-Annually ☐ Annually ☒ Other: CEEDS data is reviewed annually, and internal data is reviewed no less than quarterly

Human Resources

☐ Quarterly ☐ Semi-Annually ☐ Annually ☒ Other: Same as above

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☒ Other: Same as above

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025

[State below the goals of your strategy for FY 2025 and programs 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.]

A. WORKFORCE

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

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

- In FY 2025, IBO will continue its EEO-related recruitment efforts by continuing to search out professional organizations and associations targeted towards addressing workforce imbalances and underutilization of Black/Hispanic managers and Black management specialists with which we can advertise open positions. In addition to these advertising and recruitment outlets, IBO will: continue the use of its "peer interview" committee charged with reaching out to applicants who are selected for interview, particularly for entry-level positions typically sought by recent graduates, to engage with them in a non-evaluative conversation, so as to ensure that all applicants have equal access to accurate information concerning IBO, its mission and the relevant skills/tasks for IBO staff; promulgate and maintain clear internal job descriptions; provide guidance concerning internal opportunities for professional and salary growth; conduct ongoing review of internal pay scales to ensure equity within the agency; add various junior-level and internship positions with lower educational credential requirements.

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

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

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

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

IBO continues to dedicate a minimum of at least \$5,000 in its agency budget for additional EEO activities, which are planned to include trainings, speakers, and community engagement, such as trips to local museums focused on diversity within the city.

- As noted above, IBO currently has no valid reference point from which to determine under-utilization of women or minorities, and does not in fact believe that its current workforce reflects such under-utilization for any covered category. Nonetheless, IBO continues to examine its hiring and promotional practices through an equity lens on an ongoing basis.
- In FY 2024, IBO has commenced (with DCAS) a comprehensive evaluation of its existing title structure, and expects to apply to the NYS Civil Service Commission in FY 2025 for the classification of virtually all of the Agency's titles. IBO is currently calendared for the relevant DCAS hearing on February 19, 2025. This reclassification will impact all existing IBO positions except for 5 lines: two existing managerial non-competitive positions and two existing clerical/administrative competitive positions, plus the Agency Head (which is unclassified, as per all agency head lines). Through this process, IBO, upon advice of DCAS, currently anticipates that all of its positions will be classified as either exempt or non-competitive. Accordingly, while IBO does not discourage staff from applying for civil service examinations, it is not anticipated that such examinations would lead to hiring or promotional opportunities within our agency, although they could enable IBO staff to access positions elsewhere in City government.
- While the CEEDS data does not correspond to the employment market relevant to IBO, we will also continue to review the quarterly workforce report, as well as analyze our internal pre-employment survey, to ensure that we continue to ensure that IBO hiring and promotional efforts fully comport with the letter and spirit of EEO.
- Starting in FY 2023, IBO has implemented a mentoring program for all new hires to encourage personal and professional development. In addition, during FY 24, IBO implemented a more robust performance review system, where staff are empowered to set goals, in consultation with their managers, and also to receive formal feedback annually, and informal feedback on a more frequent basis. This evaluation process includes a specific EEO/DEI metric as part of the performance reviews of all managers. These efforts will allow us to continue to effectively promote from within.
- IBO will encourage all senior level and managerial staff involved in the hiring process to attend Unconscious Bias and Structured Interview training to the extent they have not previously received this or comparable training.

B. WORKPLACE

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

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

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

- As the need arises, IBO also takes steps to provide staff with tailored training that reinforces the concepts of inclusivity and diversity.
- IBO continues to seek to encourage productive conversations around equity and inclusion in our workplace and in our work products.

Planned Programs, Initiatives, Actions aimed at Workplace:

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

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

- IBO holds monthly get-togethers designed to foster inclusivity and camaraderie. IBO has sanctioned the formation of a staff affinity group (SAG) open to all non-managerial staff. In 2021, the SAG adopted the following statement of purpose:
 - *The Staff Affinity Group (SAG) is an employee affinity group open to all non-managerial staff of the Independent Budget Office. The intended purpose of the group is to provide an open forum for discussion and collaborative decision-making on matters that impact IBO employees who meet the criteria for membership on a monthly basis. Any SAG-covered employee may submit items for discussion regardless of attendance record. Statements and decisions produced by SAG reflect the majority consensus of SAG members present at monthly meetings.*
- IBO's agency-wide strategic planning effort (conducted from March 2023 through FY 2025) includes working groups related to workplace development. These groups included members across all levels of staffing and created opportunities for staff to share proposed improvements to IBO.
- IBO has an ongoing book club where employees come together to discuss readings that generally focus on New York City history and themes of equity. We discuss how we might apply lessons learned from these historical readings to current events in the city and to our work as an agency.
- IBO uses standardized email signatures that include pronouns prominently displayed in the name line (if the employee wishes to disclose their pronouns).

[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. Staff Affinity Group

- ☐ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☐ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

- The mission of the Independent Budget Office, since its inception, has been to provide non-partisan budgetary, economic, and policy analysis for the residents of New York City and their elected officials, and to increase New Yorkers' understanding of and participation in the budget process. The agency does this by publishing reports and analyses, and by responding to requests from elected officials and their staffs, community boards, civic groups, the press, and the public at large. IBO regularly hosts visits from various international groups, CORO Fellows, and representatives of local elected officials throughout the City. Additionally, we meet with civic groups, and community and advocacy organizations to provide information about the city's budget and its budget process.
- IBO is currently planning engagement activities open to all employees, and recently sponsored a private tour for IBO staff of the Tenement Museum related to New York City's

historical diversity, and is investigating opportunities for additional outside training in the DEI area.

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

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

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

- Analytical staff in the agency routinely provide informational analyses and data to a diverse mix of advocates, community groups, and local governmental entities.
- IBO has hosted a series of presentations about the budget and our role in the city, together with the Citizen Engagement Commission, to community boards in order to broaden contact with a wider and more diverse audience in the city. In FY 2025, IBO plans to present to student groups, including both at a NYC public high school and at NYU.
- In November of 2024, IBO co-sponsored and held a 35th Anniversary Conference at New York Law School. Panel discussions included the goals of the 1989 City Charter to empower New Yorkers, serving and investing in communities, and the power of data. Conversations throughout the day focused on equity and IBO's mission to empower New Yorkers. Discussions included the City's efforts to remake government to ensure equal voting rights, and IBO's role, as intended by the 1989 Commission, to ensure community engagement through budget and policy literacy. With over 150 attendees, the event includes a diverse range of community members, including community board members and local community advocates.
- IBO has a Chief Outreach and Engagement Officer, who is a member of the Senior Staff, as well as a staff-level Community Engagement Specialist. Together, along with the entire IBO analytical staff team, they seek to broaden the agency's connection with more communities within the city.
- IBO has engaged numerous certified MWBE vendors for its purchases of goods and consulting services.
- IBO has retained a vendor to translate various of its publications into multiple languages, and is engaged with NYC OTI on an effort to join the CityNet platform, which will greatly expand IBO's access to translation functionality.
- In December, IBO hosted the NYC Commission on Human Rights for an Upstander Training focused on what upstanders can do to disrupt acts of discrimination or bias.

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

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☒ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

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

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

- With roughly 50 full-time employees, and a stable workforce, IBO's need to participate in recruiting job fairs is limited. We do reach out to CUNY routinely for job candidates, and often place job ads in Amsterdam News and El Diario. In addition, as IBO's procurement portfolio is relatively small (our largest contract is our lease), IBO has limited opportunity to participate in the MWBE program. However, IBO engages certified MWBE vendors for its purchases of goods whenever feasible, as well as for the majority of its consulting services, and the staff member responsible for purchasing has attended a Department of Small Business services training on seeking out MWBE vendors.
- IBO discusses the hiring process at all-staff meeting in which all employees are encouraged to provide ideas for expanding our outreach during the hiring process, so that we may reach as many communities as possible with job postings as they arise. IBO established a "peer interview" committee charged with reaching out to applicants who are selected for interview, particularly for those IBO positions that are aimed at recent college or graduate school graduates, to engage with them in a non-evaluative conversation, so as to reduce barriers and ensure that all applicants have equal access to accurate information concerning IBO, its mission and the relevant skills/tasks for IBO staff.

- IBO posts job notices for available positions within the agency using some or all of the following methods:
 - Electronic distribution to many city agencies
 - Posting on our own IBO website
 - Listing on public service careers.org, and the National Forum for Black Public Administrators, Idealist, Amsterdam News, El Diario, City Limits
 - Electronic posting on the following:
 - Through Handshake:
 - Carnegie Mellon, Heinz College
 - City University of New York
 - Cornell University
 - Fordham University
 - Princeton University
 - Rutgers University
 - Seton Hall University
 - Syracuse University, Maxwell School
 - Baruch - Weissman School of Arts & Sciences
 - Baruch's Marxe School of Public & International Affairs system
 - City College of New York (CUNY)
 - Columbia University, School of International & Public Affairs
 - Cornell University
 - Fordham University
 - LBJ School of Policy at the University of Texas Austin
 - Long Island University
 - The New School, Milano School
 - New York University, Wagner
 - Specifically, NYU Furman Center for Housing positions
 - University of California Berkeley, Goldman School of Public Policy
 - University of Chicago, Harris School
 - Teachers College Columbia University (Education positions)
 - Bank Street College (Education positions)
 - Stanford (Education positions)
 - NY Times
 - Social Media Package
 - Media Bistro (Communication position)
 - Diverse and Remote
 - WorkForce Diversity Network
 - City & State Job board/First Read
 - AEA:JOE - (Economist Positions)
 - National Economics Association (NEAECON)
 - American Association of Access, Equity and Diversity

- DayBook
- Chalkbeat (Education Position)
- Education Week / Top school (Education Position)
- Association for Public Policy Analysis and Management (APPAM)
- American Education Research Association (AERA)
- American Society of Hispanic Economists (ASHE)
- Association For Education Finance & Policy (AEFP)
- NYS Job bank (NY US National Labor Exchange)
- NYC:ATWORK
- American Planning Association
- DICE (IT Position)
- NYU Journalism School - (communication position)
- John Jay College of Criminal Justice (CUNY)
- New York City College of Technology (CityTech)
- Yeshiva University (IT Position)
- Touro College (IT Position)
- Pace University
- Harvard University
- For General Counsel position:
 - NYU Law School
 - Cardozo School of Law
 - Cornell Law
 - Touro Law
 - University at Buffalo School of Law
 - New York Law School
 - CUNY School of Law
 - Columbia Law
 - Rutgers Law School
 - Brooklyn Law School
 - Yale Laws School
 - Albany Law School
 - Seton Hall Law
 - Uconn School of law
 - Quinnipiac University Law
 - Drexel University School of Law's
 - Syracuse Law
 - Pace University Elisabeth Haub School of Law
 - Fordham School of Law
 - Hofstra Law
 - National Native American Bar Association
 - National Conference of Women's Bar Associations
 - Metropolitan Black Bar Association
 - NYC Bar Association
- We also send postings to HBCUs via the HBCU Lifestyle Career Hub website.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

None – IBO does not currently hire via the civil service examination process, and does not anticipate doing so in the future, other than for two administrative positions, both of which are currently occupied by incumbents.

Event Date	Event Name	Borough
	None	

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0
Other (include online)	0

C. Recruitment Sources

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

1. LinkedIn Search Engine – broad demographic reach - has resulted in previous hires
2. IBO website, IBO Facebook, IBO Twitter, IBO Bluesky, IBO Thread – broad demographic reach - has resulted in previous hires

3. Indeed Search Engine – broad demographic reach - has resulted in previous hires
4. University web sites/career service postings – broad demographic and geographic reach - has resulted in previous hires
5. Idealist Search Engine – broad demographic reach - has resulted in previous hires

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

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

In FY25, IBO has had: one Urban Fellow, 6 Summer College Interns (M: 3, F: 4; White: 6, Two or More: 1), and 3 Summer Graduate Interns (F: 3, Asian: 2, Two or More: 1).

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

Historically, IBO has had only two employees serving in competitive civil service titles. As the 55-a Program only applies to competitive civil service titles; the opportunities to participate are extremely limited. In the past IBO has employed people who might otherwise qualify for the 55-a Program, but were staffed under original jurisdiction titles, and therefore did not qualify. Although IBO has not actively recruited from the program, we are willing and able to make the necessary accommodations for people who have the skills and experience we need. The EEO officer would typically perform the duties of the 55-a coordinator.

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☒ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

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

- IBO is statutorily exempt from City legislation establishing the Career Counseling mandate (LL 75 of 2024). However, IBO takes pride in ensuring that robust career counseling and professional development opportunities are offered to all IBO staff. This effort is jointly spearheaded by the Chief Administrative Officer (who also serves as IBO's HR professional and as the Chief EEO Officer) and by IBO's supervisory team, who are specifically evaluated on the performance of this task. All of IBO's career counselors thus continue to provide information to staff on both internal and external Professional Development training sources.
- The Chief Administrative Officer, together with the Agency Head, Senior Staff and mid-level supervisors, all provide and will continue to provide agency staff with detailed information concerning internal advancement and promotional opportunities.
- IBO notes, that in FY 2024 it commenced (with assistance from DCAS) a comprehensive evaluation of its existing title structure, and expects to apply to the NYS Civil Service Commission in FY 2025 for the classification of virtually all of the Agency's titles. This reclassification will impact all existing IBO positions except for 5 lines: two existing managerial non-competitive positions and two existing clerical/administrative competitive positions, plus the Agency Head (which is unclassified, as per all agency head lines). IBO is currently calendared for the relevant DCAS hearing on February 19, 2025. Through this process, IBO, upon advice of DCAS, currently anticipates that all of its positions will be classified as either exempt or non-competitive. Accordingly, while IBO does not discourage staff from applying for civil service examinations, it is not anticipated that such examinations would lead to hiring or promotional opportunities within our agency, although they could enable IBO staff to access positions elsewhere in City government.

B. New Hires and Promotions

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

- IBO has and will continue to implement a mentoring program for new hires.
- IBO will also encourage all senior level and managerial staff involved in the hiring process to attend Unconscious Bias and Structured Interview training, to the extent they have not already received this or comparable training.
- IBO uses a performance evaluation system begun in FY 2024 and continued through FY 2025. On an annual basis, staff will construct goals within four domains: 1) job knowledge/subject area knowledge, 2) work quality, productivity and timeliness, 3) communication and collaboration, 4) administrative/policy compliance. Supervisors will meet with staff to discuss goal setting, then conduct a check-in on progress towards those goals midway through the year. In June, supervisors will use the Performance Evaluation rubric to conduct performance reviews of staff. Supervisors are specifically evaluated on EEO compliance. IBO continues to refine the evaluation process based on agency-wide feedback. To identify shared needs across

teams, IBO developed a summary tracker that allows managers to identify strengths and growth points common across the team. These shared areas for growth are used to inform recommendations for further coaching, training, and mentorship.

- When staffing needs allow, IBO has connected interns with ongoing employment opportunities within the agency.

C. EEO Role in Hiring and Selection Process

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

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Agency Director and other relevant managers, 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 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- ☐ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	Goal: 100% (52 employees) For Modules 1-4, between 92% and 95% of employees completed training in November 2024.	By November 2024
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1,	100% (52 employees)	By July 2025

	2024 – August 31, 2025)		
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	100% (52 employees) In May 2024, 96% of employees completed.	Completed May 2024
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		100% (52 employees)	By April 2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		EEO team and assigned managers (5 employees)	By February 2025
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

IBO will make reasonable accommodations to qualified applicants and employees, when requests are made in connection with disabilities, religion, pregnancy, childbirth, or related medical condition and/or to accommodate individuals who are victims of domestic violence, sex offenses, reproductive health, or stalking, unless providing such accommodation would impose an undue hardship on the agency. Reasonable accommodations will be made to enable qualified applicants and employees to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment.

The EEO officer has implemented all newly revised reasonable accommodation procedural guidelines. IBO has integrated the new guidelines into its accommodation process by conducting an internal review of its current processes, procedures, and record-keeping practices.

The reasonable accommodation process is intended to be flexible and interactive, involving both the IBO EEO Officer and the applicant or employee requesting reasonable accommodation. The process generally involves four steps plus an additional four steps for accommodations related to disabilities.

An applicant or employee may appeal to the IBO Director any supervisory action or failure to act pursuant to this procedure by which the applicant or employee believes he or she is aggrieved. Within 10 business days of receipt of the appeal, the IBO Director or his or her designee shall:

1. Obtain from the EEO Officer and review all documentation relating to the request for reasonable accommodation;
2. Meet with the supervisor and the applicant or employee;
3. Consult with the EEO Officer;
4. Review the essential job functions, job-related limitations involving the applicant's or employee's disability, and potential accommodations;
5. Evaluate the applicant or employee and supervisor preferences in accommodations, giving primary consideration to the employee's preferences.

For FY 2025, within 15 business days of receipt of the appeal, the IBO designee, who is currently the Special Assistant to the Director (a member of our Senior Team), shall issue a written determination on the request for reasonable accommodations, specifying what accommodation shall be provided, if any, and directing the supervisor to implement such accommodation promptly or communicate reasons for delay. The EEO Officer shall monitor implementation of the reasonable accommodation.

IBO's reasonable accommodation procedure is intended to ensure equal employment opportunities for employees with disabilities, but shall not impede the right of any employee to file a complaint with IBO's EEO Officer, an appropriate federal oversight agency under the American with Disabilities Act or the Rehabilitation Act of 1973, the State Division of Human Rights, the New York City Commission on Human Rights, or any other federal, state or local agency having jurisdiction over such matters, or in any court of competent jurisdiction.

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☐ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
- ☒ The designee reports directly to the Agency Head.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

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

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

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

For Modules 1-4 of Everybody Matters, between 92% and 95% of IBO employees completed the training modules.

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 2024.

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

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

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

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

H. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ Because IBO is an independent agency, and does not report to the Mayor, EO 16 does not govern its work. Nonetheless, the agency plans to train all new employees within 30 days of start date or as soon as such training is made available thereafter.
- ☒ Because IBO is an independent agency, and does not report to the Mayor, EO 16 does not govern its work. Nonetheless, 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, to the extent that such training is made available.
- ☒ Because IBO is an independent agency, and does not report to the Mayor, EO 16 does not govern its work. Nonetheless, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above, to the extent that such training is made available.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

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

- ☐ The agency is NOT involved in an audit conducted by NYC 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 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, if any amendment is needed, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

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.]

Louisa Chafee

Print Name of Agency Head

L Chafee

Signature of Agency Head

May 22, 2025

Date

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

Agency EEO Office mailing address:

New York City Independent Budget Office
c/o Indera Segobind
110 William St, 14th floor
New York, NY 10038

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59			
5.	ADA Coordinator	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042
6.	Disability Rights Coordinator	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042
7.	Disability Services Facilitator	Yolanda Rodriguez	ylrodriguez@ibo.nyc.gov	332-257-4036
8.	55-a Coordinator	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042
9.	EEO Investigator(s)	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042

10.	EEO Counselor(s)	Julia Konrad Zachary Herman	jkonrad@ibo.nyc.gov zjherman@ibo.nyc.gov	332-268-4624 646-763-1176
11.	EEO Training Liaison(s)	Indera Segobind	insegobind@ibo.nyc.gov	212-341- 6042
12.	Career Counselor(s): IBO is exempt from the provisions of LL 75 of 2024, and thus is not required to appoint a person in this role; all IBO supervisors provide training and professional guidance to their respective staffs.			
13.	Other: Chief Outreach and Engagement Officer	Taina Guarda	tguarda@ibo.nyc.gov	212-341-6045
14.	Other: Special Assistant to the Director (EEO/RA initial designee)	Marla Simpson	mgsimpson@ibo.nyc.gov	917-623-0828