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Michelle Ovesey
Commissioner
Department of Homeless Services
33 Beaver Street, 17th Floor
New York, NY 10004

Re: Preliminary Determination: Audit and Analysis of the
Department of Homeless Services' Equal Employment
Opportunity Program from January 1, 2011 to June 30, 2013.

Dear Commissioner Ovesey:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Equal Employment Opportunity (EEO) Program for the period covering January 1, 2011 to June 30, 2013.

The New York City Charter, Chapter 36, Section 831(d)(5), empowers this Commission to audit and evaluate city agencies' employment practices, programs, policies and procedures, and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment with city agencies. Section 831(d)(2) provides that this Commission may, pursuant to an audit, make a preliminary determination that any plan, program or procedure utilized by any city agency does not provide equal employment opportunity and recommend all necessary and appropriate procedures, approaches, measures, standards and programs to be utilized by agencies in these efforts.

The Department of Homeless Services, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of

government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the agency's EEO Program, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEOC Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a; Equal Employment Opportunity Commission's Instructions to Federal Agencies for EEO, Management Directive 715; Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7) and the equal employment opportunity requirements of the New York City Charter. Recommendations for corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEOC Document and Information Request Form*; responses to the *EEOC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; responses to the *EEOC Employee Survey* and the *EEOC Supervisor/Manager Survey*; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS).

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the General Counsel and Principal Human Resources Professional are given a two-week deadline to complete and return their individual

¹ Corresponding audit/analysis standards are numbered throughout the document.



questionnaires. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

To encourage response, the EEPC requests that the head or deputy of each agency send emails to employees and to supervisors/managers that provide links to our surveys. A minimum response rate of 20% is desired. Survey results are used to support audit findings and are attached to each audit as appendices. The *EEPC Employee Survey* received a response rate of 29% (522 of 1,816 employees). The *EEPC Supervisor/Manager Survey* received a response rate 23% (98 of 427 supervisors/managers). (See Appendices 2 and 3.)

In addition, this Commission reviews data from the *Citywide Equal Employment Database System* (CEEDS) to understand the concentrations of race and gender groups within an agency's workforce. EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

Description of the Agency

The mission of the Department of Homeless Services (DHS) is to prevent homelessness when possible and to provide short-term, emergency shelter for individuals and families who have no other housing options available. As an agency comprised of approximately 1,800 employees, with an annual operating budget of approximately \$800 million, DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City.

As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible. Collaborating with other public agencies and nonprofit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness, and assist New Yorkers in transitioning from shelter into permanent housing. Furthermore, DHS remains committed to meeting its legal mandate to provide temporary emergency shelter to those experiencing homelessness in a safe and respectful environment.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the standards for this subject area.

1. Distribute the Citywide or an agency EEO Policy – in paper or electronic copy – to legal, human resources and EEO professionals, as well as managers and supervisors. At minimum, include, or attach as addenda: a policy against Sexual Harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations that conform to city, state and federal laws; contact information for the EEO professionals; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for federal, state and local agencies that enforce laws against discrimination.
 - ✓ The agency distributed the *Citywide Equal Employment Opportunity Policy Standards and Procedures to be Utilized by City Agencies (EEOP)* to legal, human resources and EEO professionals, as well as managers and supervisors. The policies were provided during EEO trainings. The EEOP includes a policy against sexual harassment; complaint investigation procedures; reasonable accommodation procedures pertaining to persons with disabilities, persons requesting religious accommodations, and victims of domestic violence, sexual offenses and stalking; and an up-to-date list of protected classes under NYC and NYS Human Rights Laws. In addition, 100% of respondents to the *EEPC Supervisor/Manager Survey* indicated the EEOP was easily accessible to them in their offices, the intranet, the EEO Office, or the HR Office.
2. Distribute an agency EEO Policy, or a copy of the EEO Policy Handbook, *About EEO: What You May Not Know*, to current/new employees and/or ensure that a copy is available via intranet or website.
 - ✓ The agency distributed the Citywide EEOP and a copy of the EEO Policy Handbook *About EEO: What You May Not Know*, to new employees with its New Hire Packet. The EEO Policy Handbook *About EEO: What You May Not Know* includes contact information for federal, state and local agencies that enforce laws against discrimination. The EEO Officer and Deputy EEO Officer discussed EEO policies, the employees' rights and responsibilities under such policies, and the discrimination complaint procedure with new employees. Further, 91% of respondents to the *EEPC Employee Survey* indicated they received the EEO Policy Handbook.
3. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and providing employees pertinent electronic links to the EEO Policy/Handbook/Addenda.
 - ✓ The agency head issued an annual *Commitment to Diversity and Equal Opportunity Affairs at DHS* memorandum to all staff, which provided employees the name and

contact information of the Principal EEO Professional, and electronic links to the EEO Policy and EEO Policy Handbook. In addition, 89% of respondents to the *EEPC Supervisor/Manager Survey* indicated that they received a copy of the agency's EEO Policy Statement.

4. Post – on electronic bulletin boards, intranet sites, and at each facility – the EEO policies and complaint procedures. Post the agency head's general EEO Policy Statement wherever the EEO policy and addenda or the EEO Policy Handbook is posted.
- ✓ The agency posted the EEO Policy on its internet and intranet sites. It also posted the EEO Policy Statement on its intranet site. Also, 82% of respondents to the *EEPC Employee Survey* indicated that the EEO Policy was posted on the agency's bulletin boards or kept in an area otherwise accessible to employees. In addition, respondents to the *EEPC Supervisor/Manager Survey* indicated the EEO Policy can be found in the EEO Office (82%), in the HR/Personnel Office (54%), and on the Intranet (51%).

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standards for this subject area.

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on EEO laws and their related rights and responsibilities.
- ✓ The agency established a plan to provide *Annual EEO Training* (2 classes per month) to employees; *Advanced EEO Training* (2 classes per month) to supervisors/managers; and *Structured Interviewing* classes and *Issue Specific Diversity & EEO Briefings*, as needed. The plan requires all newly hired and promoted supervisors and managers to complete *Advanced EEO Training* within the first 3 months of promotion and at least 1 *Issue Specific Briefing* within the first year of hiring or promotion. New employee orientation included a component on employees' rights and responsibilities under the EEO Policy and EEO training included a component on preventing sexual harassment. In addition, 89% of respondents to the *EEPC Employee Survey* indicated they received EEO training during the past three years; and 96% of them found the training to be very or somewhat informative. Also, 79% of respondents to the *EEPC Supervisor/Manager Survey* indicated they received sexual harassment prevention training from the agency. Further, 50% of respondents to the *EEPC Supervisor/Manager Survey* indicated they completed the Department of Citywide Administrative Services' (DCAS) Citywide EEO Computer-Based Training for Managers and Supervisors.

III. DISCRIMINATION /SEXUAL HARRASSMENT COMPLAINT & INVESTIGATION PROCEDURES:

Summary of Complaint Activity: The agency reported a total of 33 internal and 25 external complaints filed during the audit period. (A breakdown is included in Appendix 4) The agency submitted the last nine internal complaints that were filed and completed during the period in review (#10091, #10094, #10095, #13001, #13002, #13003, #13004, #13006, and an unnumbered file).

Determination: The agency is in compliance with the standards for this subject area.

1. Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
 - ✓ Each complaint file contained a *Discrimination Complaint Form* which captured the facts (including pertinent dates) that identified the respondent with reasonable specificity and provided the essence of the circumstances which gave rise to the alleged discrimination.
2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
 - ✓ Each respondent was served with a notice of the complaint that included the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Documentation was maintained.
3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file. Word processed notes are preferred.
 - ✓ Each complaint file contained thorough interview notes of words spoken and facts provided.
4. Issue a *Confidential Written Report* within 90 days of the date the discrimination complaint was filed, although the investigation shall be commenced immediately.
 - ✓ For each of the complaint files provided, the agency issued a *Final Confidential Report* within 90 days of the date the discrimination complaint was filed.

5. Generate a report labeled "Confidential" consisting of *Facts, Analysis, Conclusion, Recommendation*, and *Agency Head's Review* at the conclusion of each complaint investigation.
- ✓ Each complaint file contained a *Final Confidential Report*, which included *Allegations, Investigation, Conclusion, Recommendation*, and provided an area for the agency head's review and signature.
6. Maintain EEO-related files in a secure area to ensure that they can be located and reviewed by the agency head, general counsel, and other appropriate staff identified by the agency head.
- ✓ The agency maintained EEO-related files in a secure area to ensure that they can be located and reviewed by the agency head, general counsel, and other appropriate staff identified by the agency head. The files are located in the Office of Diversity & Equal Opportunity Affairs, as well as in a standalone confidential file room.
7. The agency head reviews the EEO professional's report; promptly issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each final determination (via writing or electronically) to indicate it has been reviewed and adopted.
- ✓ For each file, the agency head reviewed the EEO professional's *Confidential Written Report* and indicated, via signature, whether the recommended action was adopted, rejected, or modified.
8. In order for the agency to demonstrate it has a meaningful and responsive procedure for investigating discrimination complaints, as required by City Human Rights Law, the complaint procedure requires written communication informing the complainant and respondent of the conclusion and outcome of a complaint investigation.
- ✓ Each complaint file included written communication informing the complainant and respondent of the conclusion and outcome of the complaint investigation.
9. Internal discrimination complaint files contain written indication of their outcomes and corrective action(s) taken as a result of the determination.
- ✓ Each complaint file included written indication of its outcome and corrective action(s) taken as a result of the determination.
10. Establish a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the EEO complaint process, the issues

and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

- ✓ The agency established a complaint tracking and monitoring system. The agency submitted a *Complaint Log* which identified and tracked the location, status and length of time elapsed in the EEO complaint process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

11. The General Counsel assists the agency head in identifying and determining appropriate responses to EEO issues; works with the Principal EEO Professional in the implementation of the City's EEO policies and related procedures; informs the Principal EEO Professional when external complaints or litigation involving EEO matters are brought against the agency; is available to consult on internal EEO investigations; and is responsible for the investigation of, and response to, external EEO complaints.

- ✓ The Agency Counsel assisted the agency head with responses to EEO issues by meeting and discussing issues, including personnel actions, training, and accommodations. The Agency Counsel oversaw the agency's responses to external EEO complaints: when external complaints or litigation from the EEOC, SDHR, and City Commission on Human Rights were received, he assigned them to an agency attorney, who performed fact finding investigation, legal research, and drafted an agency response. The Counsel forwarded a copy of external complaints to the Principal EEO Professional.

IV. SELECTION AND RECRUITMENT SYSTEM:

Summary of Workforce Data: According to workforce data provided by the agency, between January 1, 2011 and June 30, 2013, there were 355 new hires, 275 promotions, and 359 separations (excluding the 3rd and 4th Q FY2011). (Appendix 5 provides a breakdown of hires, promotions and separations by ethnicity and gender.) A review of data provided by the New York Department of Personnel Citywide Equal Employment Opportunity Database System (workforce compared with internal and external pools) revealed underutilization of protected groups in 6 EEO job groups. (A breakdown is included in Appendix 6)

Determination: The agency is in partial compliance with the standards for this subject area.

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach

sources, and contact these organizations when provisional positions become available or where agencies may otherwise use discretion in hiring.

- ✓ The agency submitted documentation that it assessed recruitment efforts to determine whether such efforts adversely impact any particular group. The Principal EEO Professional had discussions with the Commissioner regarding the perception of racial disparity in staffing, and conducted an adverse impact assessment regarding a promotion in the Administrative Staff Analyst title, which revealed no adverse impact on minorities or women candidates. The Deputy Commissioner for Administration and Principal EEO Professional developed monitoring strategies to assess the agency's hiring practices, and developed recruitment strategies to expand the agency's recruitment efforts to attract a more diverse applicant pool. The agency's recruitment protocol requires the establishment of five diverse recruitment strategies for filling vacant discretionary positions. As a result, the agency advertised in periodicals and organizations which serve minorities and people with disabilities.
- 2. The Principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
- ✓ The Principal EEO Professional held discussions with the agency head or the Deputy Commissioner for Administration and Human Resources regularly and whenever CEEDS revealed areas where intervention strategies were necessary to address disparities in HR practices.
- 3. 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. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
- ✓ The agency assessed the manner in which candidates were selected for employment to determine whether there was adverse impact upon any particular racial, ethnic, disability, or gender group. An adverse impact assessment regarding hiring in the title of Computer Systems Manager revealed no adverse impact on minorities or women candidates. The agency conducts adverse impact assessments for titles that were "hard to recruit" in comparison to the private sector, such as titles in Information Technology.

The Principal EEO Professional monitored the manner in which candidates were selected for employment. The Deputy Commissioner for Administration and the Principal EEO

Professional developed monitoring strategies and recommendations to address selection and hiring. The agency implemented a general policy which prescribes that hiring managers should interview 30% of the qualified applicants in order to interview a diverse applicant pool. In instances where a hiring manager did not adhere to this policy, a written justification was required.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
- ✓ Review of the agency *CEEDS Workforce Compared with Internal and External Pools* revealed underutilization of protected groups in 6 EEO job groups (see Appendix 6). The agency committed to have the EEO Officer directly involved in determining recruitment strategies to increase the diversity of applicant pools for discretionary hires, (especially for senior and executive recruitment) by reviewing and signing-off on recruitment strategies and ad placements outside of traditional means. The agency provided a list of minority- and female-oriented publications and organizations which it uses for this purpose. The list included *El Diario*, *Amsterdam News*, *Social Service.com*, *National Association of Black Social Workers*, *NY Times/Monster.com*, *Asianlife.com*, *National Association of Puerto Rican and Hispanic Social Workers*, and the *Mayor's Office of People with Disabilities*. The agency reported that it commenced participation in career fairs and open houses in January through March 2013.
5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
- ✓ The agency had a DEOA representative review all subject matter expert (SME) panels to ensure diversity among the employees who assist DCAS when developing examinations for civil service titles to develop a depth and breadth of questions that cover the range of work consistent with the title for which an examination is being developed. The agency piloted an initiative to include a DEOA representative in at least 10% of panel interviews for civil service jobs.

6. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e. structured interview training or guide).
 - ✓ The agency ensured that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process were trained in EEO and interviewing, selection, and hiring skills. The Human Resources Department administered structured interview training for hiring managers, and included it in advanced training for managers and supervisors. In addition, 72% of respondents to the *EEPC Supervisor/Manager Survey* who indicated they interview candidates for positions in the agency indicated they received structured interview training and/or guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview.
7. Promote employees' awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.
 - ✓ The agency promoted employees' awareness of opportunities for promotion and transfer within the agency and ensured that employees would be considered for such opportunities. The agency's Annual Diversity and EEO Plan for FY 2014 included a plan for staff development and mandatory staff training. The agency also plans to develop a database where all internal and external training could be monitored. In addition, 51% of respondents to the *EEPC Employee Survey* indicated that vacant positions were advertised on bulletin boards or other areas accessible to employees in a timely manner. Also, 62% of respondents to the *EEPC Employee Survey* indicated that the agency used training and development programs in order to improve job performance and/or career opportunities.
8. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.
 - ✓ The agency provided copies of newspaper advertisements for discretionary positions (*Executive Agency Counsel* and *Deputy Commissioner of Security*) and citywide postings for civil service positions (*Coordinator of Assessment/Reception*, *Family Worker*, *Mailroom Supervisor*, *Administrative Assistant/Office Manager* and *Resource Room Director*). These advertisements included the EEO tagline: *D.H.S. is an Equal Opportunity Employer*.
 - Although the citywide postings for civil service positions included the statement *D.H.S. is an Equal Opportunity Employer*, advertisements in *The Chief*, *New York Amsterdam News*, *New York Times*, *New York Law Journal* and *El Diario* newspapers

(for Executive Agency Counsel and Deputy Commissioner of Security) did not indicate that the agency is an equal opportunity employer. **Corrective action is required.**

Corrective Action #1: At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.
- ✓ The agency provided copies of its *Interview & Selection Reporting Log* for applicants for discretionary positions, which included applicant's name, gender/race, recruitment source, interview date, interviewers' names, whether the applicant was selected and comments. The agency's EEO Plan indicates the Principal EEO Professional reviews interview logs in the ordinary course of business prior to personnel, budget and commissioner-level approvals.

V. CAREER COUNSELING:

Determination: The agency is in compliance with the standards for this subject area.

1. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
 - Although the agency designated a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request, 69% of respondents to the *EEPC Employee Survey* indicated they did not know the identity of the agency's Career Counselor. **Corrective action is required.**

NOTE: On November 21, 2013, the agency head distributed a memorandum to all staff, entitled *Commitment to Diversity and Equal Opportunity Affairs at DHS*, which included the name and contact information of the Career Counselor.

2. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities

and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the Principal EEO Professional of the number of Section 55-a Program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the Principal EEO Professional in EEO-related matters; and promptly consults with the Principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.

- ✓ The Human Resources Professional ensured that all employees had access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings. The remaining responsibilities were implemented by the agency's Career Counselor and EEO Officer. The Career Counselor functioned as the agency's resource for professional development programs, and also provided staff with citywide vacancy announcements, civil service examination notices and other career development information. The Principal EEO Professional ensured new employees were advised of the discrimination complaint procedure, EEO policies, and their rights and responsibilities under such policies. In addition, 63% of respondents to the *EEPC Employee Survey* indicated they were advised of the EEO policies, and their rights and responsibilities under such policies when they were hired; and 51% of respondents indicated that vacant positions were advertised on bulletin boards or other areas accessible to employees in a timely manner.

**VI. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:**

Determination: The agency is in partial compliance with the standards for this subject area.

1. Designate a professional (may be referred to as the Disability Rights Coordinator) to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities; receive, or be notified of, reasonable accommodations requests; and recommend appropriate action to the agency head.
- ✓ The agency designated a member of the Division of Equal Opportunity Administration (DEOA) as Disability Services Coordinator to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities; receive, or be notified of, reasonable accommodations requests; and recommend appropriate action to the agency head. Responses to the *EEPC Interview Questionnaire for Agency Disability Rights Coordinator* indicated reasonable accommodation requests included providing equipment, changes in workplace policies, allowing employees with disabilities to apply for jobs, providing short term accommodations for eligible employees and providing religious accommodations. Procedurally, requests for reasonable accommodation required processing through the DEOA to ensure an interactive process

between management and the requesting employee. The Disability Services Coordinator, Deputy EEO Officer or Principal EEO Professional are directly involved in facilitating the interactive process to ensure that legal standards are met and that requests are denied only when the standard of unreasonableness or undue hardship are established.

- Although the agency designated a member of the DEOA as Disability Services Coordinator to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities; receive, or be notified of, reasonable accommodations requests; and recommend appropriate action to the agency head, 66% of respondents to the *EEPC Employee Survey* indicated that they did not know the identity of the Disability Rights Coordinator. Corrective action is required.

NOTE: The agency head distributed a November 21, 2013 memorandum to all staff entitled *Commitment to Diversity and Equal Opportunity Affairs at DHS*, which included the name and contact information of the Disability Services Coordinator.

2. Utilize the Section 55-a Program, which allows City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis.
 - ✓ The agency participated in the Section 55-a Program.
3. Designate a Section 55-a Program Coordinator to disseminate information about the program and assist individuals who wish to apply.
 - ✓ The Disability Services Coordinator also served as the agency's Section 55-a Program Coordinator. Responses to the *EEPC Interview Questionnaire for Section 55-a Program Coordinator* indicated the Program Coordinator received training in the 55-a Program. Responsibilities included, but are not limited to meeting with employees, providing internal accommodations, processing applications and correspondence with DCAS for employee eligibility. The agency head's November 21, 2013 *Commitment to Diversity and Equal Opportunity Affairs at DHS* memorandum to all staff indicated the Disability Services Coordinator is also the Section 55-a Program Coordinator.
4. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
 - ✓ The agency ensured copies of the EEO policies were readily available in Braille and large print.

5. Document reasonable accommodation requests and their outcomes.
 - ✓ The agency documented requests for reasonable accommodations in staff specific files, generally starting with the receipt of a written request for accommodation. The DEOA office also maintained a database of such requests, and documented the interactive process in case notes contained in the accommodation file. The agency reported receiving 102 requests for reasonable accommodation based on disability; 12 requests based on religion and 4 requests based on status as a victim of domestic violence, sex offense or stalking, during the period in review. In addition, of the respondents to the *EEPC Employee Survey* who indicated that they asked for a reasonable accommodation due to any of those reasons, 68% indicated that their accommodations were granted.
6. Develop and implement a plan to demonstrate facilities are accessible to and usable by employees/applicants for employment with physical disabilities: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.
 - ✓ The agency developed and implemented a plan to demonstrate its facilities are accessible to and usable by employees/applicants for employment with physical disabilities. The plan identified the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; and the distribution of job titles among accessible/non-accessible facilities. According to the *EEPC Checklists to Determine Accessibility for Employees/Applicants with Disabilities*, of the 13 agency facilities owned and operated by the City, and staffed by agency employees, 5 have a street accessible entrance, ramp access, wheelchair accessible elevators, Braille in elevators, bell in elevators, wide restroom stalls; grab bars in restroom, and low sink or bathroom fixtures.
 - For remaining 8 facilities (400 E 30th St, NY, NY 10016; 1 Clarke Thomas Building, NY, NY 10035; 1 Schwartz Building, Wards Island, NY, NY 10035; 1322 Bedford Ave, Brooklyn, NY 11216; 681 Clarkson Ave, Building 6, Brooklyn, NY 11203; 78 Catherine St, NY, NY 11203; 501 New Lots Ave, Brooklyn, NY 11207; 175-10 88th Ave, Jamaica, NY 11432), accessibility is undetermined. **Corrective action required.**

Corrective Action #2: Develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout

the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

Determination: The agency is in compliance with the standards for this subject area.

1. Appoint a Principal EEO Professional to implement EEO policies and standards within the agency. The Principal EEO Professional is trained and knowledgeable regarding city, federal and state EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ The agency head appointed the Executive Director (ED) of the Division of Diversity & Equal Opportunity Affairs (DEOA) as the Principal EEO Professional, who devotes 100% of his time to EEO-related matters, and is responsible for developing and implementing the agency's EEO policies and standards. The ED/DEOA received training in city, state and federal EEO laws through employment law courses provided by DCAS and the New York Law Department, and remained abreast of current EEO topics/issues by reviewing employment and employment discrimination updates. The ED/DEOA supervised investigations, reviewed investigation reports, and designed and implemented intervention strategies. The agency head notified staff of the name and contact information of this Principal EEO Professional in his annual EEO Policy Statement. Also, 78% of respondents to the *EEPC Employee Survey*, and 90% of respondents to the *EEPC Supervisor/Manager Survey* indicated they knew who the EEO Professionals were.
2. Appoint at least one EEO professional of each gender to receive discrimination complaints and conduct investigations.
- ✓ At least one person of each gender (a male Principal EEO Professional and a female Deputy EEO Officer) was appointed for complaint intake and investigation.
3. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
- ✓ The agency ensured that EEO professionals were trained in EEO laws and procedures and knew how to carry out their responsibilities under the EEO Policy. The Principal EEO Professional completed *Basic Training for Equal Employment Opportunity Representatives, Effective Complaint Investigations* and *How to Handle Challenging*

Situations, provided by DCAS. He also completed the *EEOC Technical Assistance Program Seminar* given by the Equal Employment Opportunity Commission; continuing legal education courses on EEO offered by the New York City Law Department and the Practicing Law Institute; and routinely reviewed employment and employment discrimination updates. The other EEO Professionals completed *Diversity and Equal Employment Opportunity Basic Training* for EEO Professionals by DCAS.

4. Ensure that the responsibilities of the Principal EEO Professional are competently discharged by providing adequate support staff and/or resources to meet EEO obligations.
 - ✓ The agency ensured that the responsibilities of the Principal EEO Professional were competently discharged by providing support staff which included the Deputy Executive Director of DEOA/Deputy EEO Officer, who devoted 85% of her time to EEO related matters; the Executive Assistant to Agency Counsel/EEO Representative, who devoted 75% of her time to EEO related matters; and the Disability Services Coordinator, who devoted 100% of her time to that function.
5. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
 - ✓ The agency's organizational structure includes a centralized dedicated EEO unit, the Division of Diversity & Equal Opportunity Affairs (DEOA), which is responsible for intake and investigation of internal employment discrimination complaints. DEOA is staffed by 3 EEO professionals who are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy. Because the agency is a citywide entity with a large number of locations, the staff of the DEOA met with employees to receive and investigate discrimination complaints at the central office, local worksites or off site, as appropriate. In addition, 79% of respondents to the *EEPC Employee Survey* indicated they knew how to file an EEO complaint, and 64% of respondents indicated they would bring an EEO complaint to their agency's EEO Office.
6. The Principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of the EEO policies and related procedures.
 - ✓ The Principal EEO Professional worked cooperatively with the General Counsel, who informed the Principal EEO Professional when external EEO complaints or litigation involving EEO matters were brought against the agency by forwarding copies of the complaints and agency responses.

7. The Principal EEO Professional ensures that employees receive EEO training; supervises the EEO-related activities of other EEO professionals; ensures that EEO policies and complaint procedures are posted at each site where the agency conducts business; ensures that EEO policies and procedures are available in alternative formats (i.e., large print, audio tape and/or Braille); and provide guidance and assistance to agency managers, supervisors and human resource professionals in addressing issues relating to equal employment opportunity.
 - ✓ The Principal EEO Professional and Deputy EEO Officer conducted training for agency personnel on the EEO Policy and related diversity topics such as *Annual EEO Training*, *Advanced EEO Training*, *Structured Interviewing*, and *Issue Specific Diversity & EEO Briefings*.
 - ✓ The Principal EEO Professional and Deputy EEO Officer conducted EEO training that included a power point presentation developed by the DEOA to facilitate EEO-related discussions between managers/supervisors and staff. Also, 83% of respondents to the *EEPC Supervisor/ Manager Survey* indicated the EEO Officer met with them individually or in a group to discuss their EEO responsibilities as a supervisor or manager.
 - ✓ In addition, the Principal EEO Professional supervised investigations, reviewed investigation reports, and designed and implemented intervention strategies, where necessary. Additionally, he trained and supervised the implementation of diversity initiatives throughout the agency, including disability services and staff development initiatives as they related to diversity or EEO concerns. He also reviewed EEO data, conducted and supervised investigations, reviewed investigation reports, and designed and implemented intervention strategies, where necessary.
8. The Principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.
 - ✓ The Principal EEO Professional reported directly to the agency head. The agency organization chart reflects the reporting relationship between the Principal EEO Professional and the agency head. Monthly meetings were held regularly to discuss EEO issues.
9. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the Principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
 - ✓ The agency maintained documentation of meetings and other communications between the agency head and the Principal EEO Professional regarding decisions that impact the

administration and operation of the EEO program. Agendas of *Monthly Commissioner/EEO Meetings* were provided.

VIII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:

Determination: The agency is in compliance with the standards for this subject area.

1. The agency head directs managers and supervisors to emphasize the agency's commitment to its EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. This directive, and its implementation, is documented.
 - ✓ In its *Annual Diversity and Equal Employment Opportunity Plan* for Fiscal Year 2013, the agency head encouraged all managers and supervisors to promote a work environment that respects the diversity of the employees. In October 2011, the agency head directed managers and supervisors to conduct annual EEO discussions with their staff about establishing a bias-free workplace, emphasizing their commitment to maintain a work environment that fosters civility and respect for diversity, reminding them of prohibited behavior, such as discrimination, harassment and retaliation, and affirming the right of each employee to file a discrimination complaint with the EEO office. The DEOA developed a power point presentation, *Making Work Workable*, to facilitate these discussions. In addition, 60% of respondents to the *EEPC Employee Survey* indicated their supervisor or manager reaffirmed the agency's commitment to the principles of EEO during staff meetings within the past year. Also, 78% of respondents to the *EEPC Supervisor/Manager Survey* indicated they reaffirmed the agency's commitment to the principles of EEO during staff meetings within the past year, and 67% indicated they discussed with employees their right to file a discrimination complaint with the agency EEO Officer within the past year.
2. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.
 - ✓ The agency established an annual performance evaluation program for managerial and non-managerial employees and ensured that employees received annual performance evaluations through annual reminders and deadlines. Also, 60% of respondents to the *EEPC Employee Survey* indicated they received annual performance evaluations within the past three years; and 82% of respondents to the *EEPC Supervisor/Manager Survey* indicated that they conducted formal performance evaluations of employees under their supervision.
3. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions

based on merit and equal consideration, or treat others in an equitable and impartial manner).

- ✓ The agency's *Managerial Performance Evaluation Form* included, among the *Managerial Responsibilities and Performance Expectations*, an accountability area for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner consistent with citywide EEO guidelines.

IX. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the standards for this subject area.

1. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ The agency submitted all Annual Diversity and Equal Employment Opportunity Plans and quarterly reports for the period in review.

After implementation of the EEPC's corrective actions:

2. Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Final Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

Pursuant to Chapter 36 of the New York City Charter, your agency has the option to respond to this preliminary determination. Your agency also has the option to request an Audit Exit/Compliance Initiation Meeting. Please email your intention to respond, or meeting request, to mramsukh@eeepc.nyc.gov within 7 days from the date of this letter.

(Optional Response) If submitted, your optional response should indicate (with attached documentation) what steps your agency has taken or will take to implement the corrective actions and should be received in our office within 21 days from the date of this letter. We will then issue a Final Determination where we will agree, disagree or require further clarification of the actions your agency has taken or proposed.

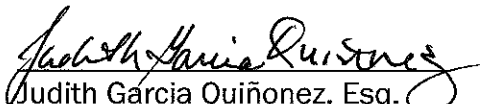


(Optional Meeting) During the Audit Exit/Compliance Initiation Meeting we will address questions regarding the implementation of corrective action(s), establish a formal six-month compliance monitoring period and discuss the steps your agency should take during the mandatory compliance monitoring period. After consulting with your agency, this Commission will issue its Final Determination.

If your agency does not respond to the preliminary determination within 21 days, this preliminary determination will be considered our Final Determination. The EEPC will then send correspondence assigning a 6-month compliance monitoring period. Pursuant to Chapter 36 of the New York City Charter your agency is required to respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,


Judith Garcia Quiñonez, Esq.
Deputy Director/Agency Counsel

Approved by,


Charise L. Hendricks, PHR
Executive Director

cc: Mark Neal, Esq., Executive Director DEOA

Appendix - 1

DHS Workforce Composition (End of Audit Period)

RUN DATE: 07/01/13
RUN TIME: 13:44:47.2

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EMPLOYMENT DATABASE SYSTEM (CEEDS)
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AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE DESCRIPTION	MALE					FEMALE					TOTAL EMP			
	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS		AM IND ALASK	UN- KNOWN	OTHER
95652 DEPUTY COMMISSIONER (HOMEL	0	0	0	0	0	0	1	0	0	0	0	0	0	1
95659 GENERAL COUNSEL (HOMELESS	0	0	0	0	0	0	1	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	0.00	0.00	0.00	0.00	0.00	0.00	2	0.00	0.00	0.00	0.00	0.00	0.00	2
							100.00							100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 002 MANAGERS

TITLE CODE	DESCRIPTION	MALE					FEMALE					UN- KNOWN	OTHER	TOTAL EMP	
		WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK				
06774	AGENCY SECURITY DIRECTOR	0	0	1	0	0	0	0	0	0	0	0	0	1	
10020	ADMINISTRATIVE INVESTIGATO	1	0	0	0	0	0	0	0	0	0	0	0	1	
10026	ADMINISTRATIVE STAFF ANALY	4	1	0	0	0	4	3	0	1	1	0	0	14	
10033	ADMINISTRATIVE PUBLIC INFO	1	0	0	0	0	1	0	0	0	0	1	0	3	
10035	ADMINISTRATIVE SUPERVISOR	3	0	0	0	0	1	0	0	0	0	0	0	5	
10050	COMPUTER SYSTEMS MANAGER	4	0	0	0	0	1	0	0	0	0	0	0	7	
10056	ADMINISTRATIVE DIRECTOR OF	4	16	7	1	0	16	43	11	0	0	0	0	98	
10074	COMPUTER OPERATIONS MANAGE	2	1	0	0	0	0	0	0	0	0	0	0	3	
10095	ADMINISTRATIVE CONTRACT SP	0	1	0	0	0	1	2	0	0	0	0	0	4	
34202	CONSTRUCTION PROJECT MANAG	0	0	0	1	0	0	0	0	0	0	0	0	1	
52279	SUPERINTENDENT OF ADULT IN	0	7	1	0	0	0	2	0	0	0	0	0	11	
5304A	AGENCY MEDICAL DIRECTOR	0	0	0	0	0	0	0	0	0	0	0	0	1	
82950	AGENCY CHIEF CONTRACTING O	0	0	0	0	0	0	1	0	0	0	0	0	1	
82984	TELECOMMUNICATIONS MANAGER	0	0	0	0	0	0	0	0	0	0	0	0	1	
82991	ADMINISTRATIVE CONSTRUCTIO	1	1	0	0	0	1	0	0	0	0	0	0	4	
82994	ADMINISTRATIVE LABOR RELAT	0	0	0	0	0	0	0	0	0	0	0	0	1	
95005	EXECUTIVE AGENCY COUNSEL	2	0	0	0	0	1	0	0	1	0	0	0	5	
95653	EXECUTIVE ASSISTANT TO THE	1	0	0	0	0	0	0	0	0	0	0	0	1	
95658	DIRECTOR OF EQUAL EMPLOYME	0	1	0	0	0	0	0	0	0	0	0	0	1	
EEO JOB GROUP TOTAL.....:															
		24	28	10	3	0	27	53	14	2	1	0.61	0	163	
		14.73	17.18	6.13	1.84	0.00	16.56	32.52	8.59	1.23	0.61	0.61	0.00	100.00	

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

003 MANAGEMENT SPECIALISTS														TOTAL EMP	
TITLE CODE	TITLE DESCRIPTION	MALE					FEMALE					UN- KNOW	OTHER		
		WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK				
06688	INVESTIGATOR (EMPLOYEE DIS	0	1	0	0	0	0	1	1	0	0	0	3		
1002A	ADMINISTRATIVE STAFF ANALY	10	11	3	4	0	9	18	6	1	1	0	63		
1002C	ADMINISTRATIVE MANAGER NON	0	1	0	0	0	0	2	0	0	0	0	3		
1002D	ADMINISTRATIVE STAFF ANALY	4	3	0	2	0	3	9	1	4	0	0	26		

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 008 LAWYERS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
30085 *ATTORNEY AT LAW	1	0	0	0	0	0	0	0	1
30086 AGENCY ATTORNEY INTERNE	0	0	0	0	0	0	1	0	1
30087 AGENCY ATTORNEY	4	3	1	0	5	6	1	0	22
EEO JOB GROUP TOTAL.....:	5	3	1	0	5	7	1	0	24
	20.82	12.50	4.17	0.00	20.83	29.17	4.17	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
60816 ASSOCIATE PUBLIC INFORMATI	0	0	0	0	1	0	0	0	1
EEO JOB GROUP TOTAL.....:	0	0	0	0	1	0	0	0	1
	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
31113 FRAUD INVESTIGATOR	6	37	8	0	2	44	13	0	118
31118 ASSOCIATE FRAUD INVESTIGAT	2	28	4	0	0	20	5	0	60
31121 ASSOCIATE INVESTIGATOR	0	1	0	0	0	0	0	0	1
56006 *HUMAN RESOURCES TECHNICIA	0	1	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	8	67	12	0	2	64	18	0	180
	4.44	37.22	6.67	0.00	1.11	35.56	10.00	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
10124 PRINCIPAL ADMINISTRATIVE A	3	11	5	1	7	62	12	0	102
EEO JOB GROUP TOTAL.....:	3	11	5	1	7	62	12	0	102
	2.96	10.78	4.90	0.98	6.86	60.78	11.76	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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BEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP
10251	CLERICAL ASSOCIATE	0	6	4	0	0	0	3	25	6	2	1	0	0	47
10252	SECRETARY	0	0	0	0	0	0	0	7	1	0	0	0	0	8
12200	STOCK WORKER	0	2	0	1	0	0	0	0	0	0	0	0	0	3
12202	SUPERVISOR OF STOCK WORKER	0	2	0	0	0	0	0	0	0	0	0	0	0	2
12862	SECRETARY OF COMMISSIONER	0	0	0	0	0	0	0	1	0	0	0	0	0	1
40526	BOOKKEEPER	0	0	0	0	0	0	0	0	1	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		0.00	16.13	6.45	1.61	0.00	0.00	4.84	53.23	12.90	3.23	1.61	0.00	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 018 POLICE

TITLE CODE	TITLE DESCRIPTION	MALE					FEMALE					TOTAL EMP			
		WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS		AM IND ALASK	UN- KNOWN	OTHER
70810	SPECIAL OFFICER	7	112	41	3	1	0	2	79	13	0	2	0	0	260
70817	SUPERVISING SPECIAL OFFICE	6	22	15	0	1	0	0	19	6	0	0	0	0	69
EEO JOB GROUP TOTAL.....:		13	134	56	3	2	0	2	98	19	0	2	0	0	329
		3.94	40.73	17.02	0.91	0.61	0.00	0.61	29.79	5.78	0.00	0.61	0.00	0.00	100.00

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AGENCY CODE      : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP    : 022 BUILDING SERVICES

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TITLE CODE	TITLE DESCRIPTION	MALE					FEMALE					TOTAL EMP			
		WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS		AM IND ALASK	UN- KNOWN	OTHER
52275	ASSISTANT SUPERINTENDENT	0	36	3	1	0	0	0	21	2	2	0	0	0	66
80710	HOUSEKEEPER	0	2	1	1	0	0	0	2	0	0	0	0	0	6
BEO JOB GROUP TOTAL.....:		1	38	4	2	0	0	0	23	2	2	0	0	0	72
		1.38	52.78	5.56	2.78	0.00	0.00	0.00	31.94	2.78	2.78	0.00	0.00	0.00	100.00

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 025 CRAFT

TITLE		MALE			FEMALE				TOTAL
CODE	DESCRIPTION	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	EMP
34205	SUPERVISOR OF ELECTRICAL I	0	0	0	1	0	0	0	1
90698	MAINTENANCE WORKER	4	4	1	0	0	0	0	9
90723	LOCKSMITH	0	0	0	0	0	0	0	0
90774	SUPERVISOR OF MECHANICS	4	0	0	0	0	0	0	4
91638	SENIOR STATIONARY ENGINEER	1	0	0	0	0	0	0	1
21644	STATIONARY ENGINEER	0	1	1	0	0	0	0	2

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[illegible]

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
LEO JOB GROUP : 026 OPERATORS

[illegible]

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 027 TRANSPORTATION

EEO JOB GROUP		TRANSFORMATION												TOTAL EMP			
TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP
		WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP		
91212	MOTOR VEHICLE OPERATOR	11	15	1	1	0	0	0	1	1	0	0	0	0	30		
91232	MOTOR VEHICLE SUPERVISOR	1	3	3	0	0	0	0	1	0	0	0	0	0	8		
EEO JOB GROUP TOTAL.....:		12	18	4	1	0	0	0	2	2.63	0.00	0.00	0.00	0	38		
		31.58	47.37	10.53	2.63	0.00	0.00	0.00	5.26	2.63	0.00	0.00	0.00	0.00	100.00		

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 028 LABORERS

[illegible]

AGENCY CODE : 071 DEPARTMENT OF HOMELESS SERVICES
EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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QUARTER 4 YEAR 2013

TITLE CODE DESCRIPTION	MALE							FEMALE							TOTAL EMP
	WHITE	BLACK	HISP	ASIAN	AM IND	UN- KNOWN		WHITE	BLACK	HISP	ASIAN	AM IND	UN- KNOWN	OTHER	
56056 COMMUNITY ASSISTANT	1	68	16	1	1	1		0	41	4	0	0	0	0	
56057 COMMUNITY ASSOCIATE	1	26	13	1	0	0		0	61	21	0	0	0	0	
56058 COMMUNITY COORDINATOR	4	6	9	3	0	0		4	54	6	1	0	1	0	
EEO JOB GROUP TOTAL.....:	6	100	38	5	1	1		4	156	31	1	0	1	0	
	1.75	29.07	11.05	1.45	0.29	0.29		1.16	45.35	9.01	0.29	0.00	0.29	0.00	

AGENCY TOTAL.....:	188	518	163	53	4	1		84	640	137	20	6	2	0	
	10.35	28.52	8.98	2.92	0.22	0.06		4.63	35.24	7.54	1.10	0.33	0.11	0.00	

Appendix - 2

DHS Employee Survey

Department of Homeless Services: Agency EEO Program



1. City of New York

	Response Percent	Response Count
Agency Name:	100.0%	522
answered question		522
skipped question		0



2. Do you know who your agency's EEO Officer is?

	Response Percent	Response Count
Yes	78.4%	400
No	21.6%	110
answered question		510
skipped question		12




3. Is the EEO Policy posted on your agency's bulletin boards or kept in an area otherwise accessible to employees?

	Response Percent	Response Count
Yes	81.7%	412
No	18.3%	92
answered question		504
skipped question		18




4. Were you given a copy of the EEO Policy Handbook - About EEO: What You May Not Know?

		Response Percent	Response Count
Yes		90.8%	456
No		9.2%	46
answered question			502
skipped question			20




5. How often has your manager or supervisor reaffirmed the agency's commitment to the principle of EEO during staff meetings within the past year?

		Response Percent	Response Count
Two or more times		31.9%	159
One time		27.5%	137
At no time		40.6%	202
answered question			498
skipped question			24


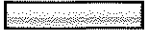
6. How often has your manager or supervisor discussed employees' right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

		Response Percent	Response Count
Two or more times		20.6%	101
One time		22.8%	112
At no time		56.6%	278
answered question			491
skipped question			31




7. When hired, were you advised of the EEO policies, and of your rights and responsibilities under such policies?

		Response Percent	Response Count
Yes		62.9%	308
No		4.7%	23
Do Not Remember		32.4%	159
answered question			490
skipped question			32




8. Do you know how to file an EEO complaint?

		Response Percent	Response Count
Yes		79.2%	388
No		20.8%	102
answered question			490
skipped question			32



9. If you had an EEO complaint, would you bring it to your agency's EEO Office?

		Response Percent	Response Count
Yes		64.1%	314
No		15.5%	76
Undecided		20.4%	100
answered question			490
skipped question			32

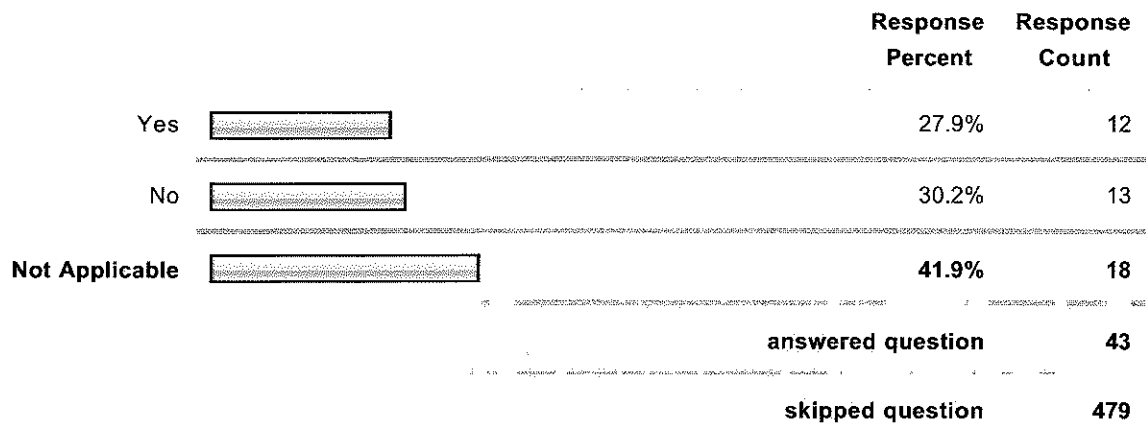
10. Would you prefer to file an EEO complaint with an office outside your agency rather than your agency's EEO Office?

		Response Percent	Response Count
Yes		39.2%	192
No		32.7%	160
Undecided		28.2%	138
answered question			490
skipped question			32

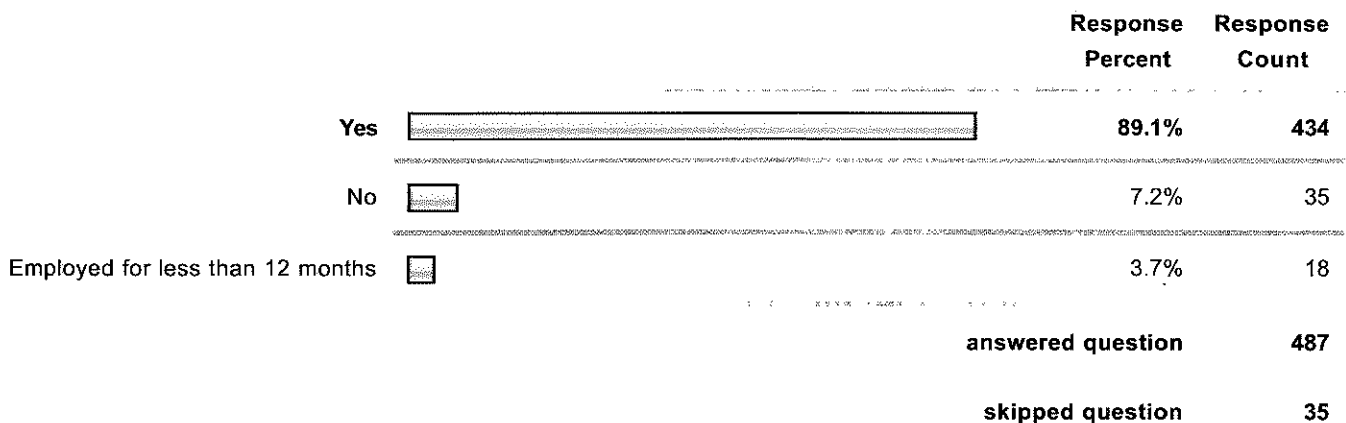
11. During the past 3 years, did you file a complaint with your agency's EEO Office?

		Response Percent	Response Count
Yes		8.8%	43
No		91.2%	447
answered question			490
skipped question			32

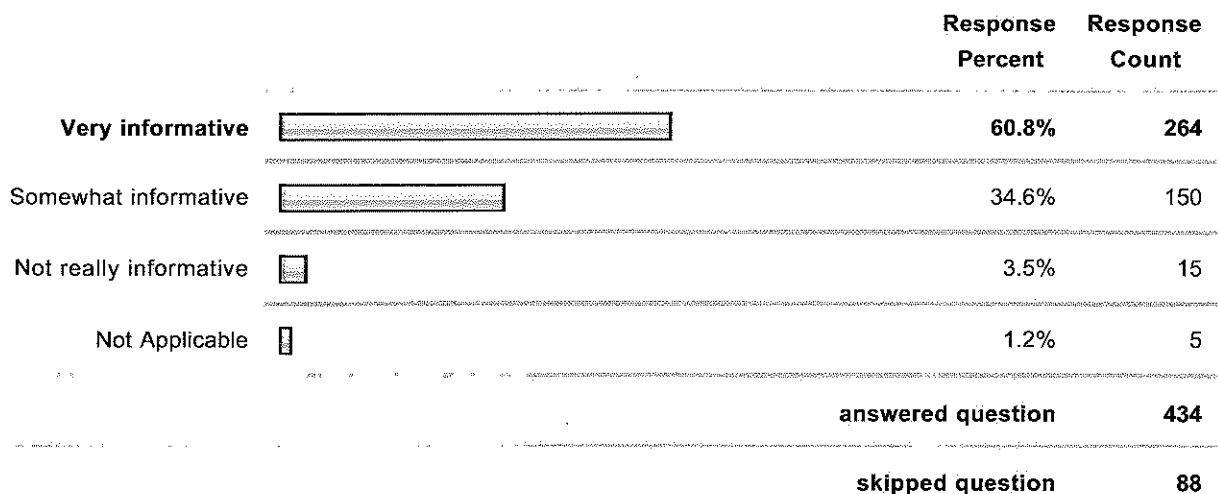
12. Was your manager or supervisor supportive of your right to file a complaint?



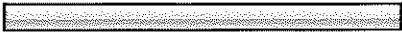


13. During the past 3 years, did you receive EEO training?



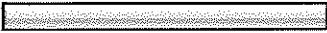


14. How informative was this training?






15. Does your agency use training and development programs in order to improve job performance and/or career opportunities?

		Response Percent	Response Count
Yes		62.4%	304
No		21.4%	104
I do not know		16.2%	79
answered question			487
skipped question			35



16. Were vacant positions advertised on bulletin boards or other areas accessible to employees in a timely manner?

		Response Percent	Response Count
Yes		50.7%	247
No		34.3%	167
Do not remember		15.0%	73
answered question			487
skipped question			35



17. The Personnel Rules and Regulations of the City of New York and the Guidelines for Evaluating Managerial Performance in NYC Agencies require that employees (managerial and non-managerial) receive annual performance evaluations. Have you received annual performance evaluations within the past 3 years?

		Response Percent	Response Count
Yes		60.2%	292
No		33.6%	163
Employed for less than 12 months		6.2%	30
answered question			485
skipped question			37




18. Did your evaluation contain recommendations for improving your job performance?

		Response Percent	Response Count
Yes		62.3%	182
No		37.7%	110
answered question			292
skipped question			230

19. Did your evaluation contain recommendations for career advancement with your agency?

		Response Percent	Response Count
Yes		31.5%	92
No		68.5%	200
answered question			292
skipped question			230



20. The Career Counselor is a trained professional (often the Human Resources Director) familiar with civil service and provisional jobs who provides career counseling to employees who request such guidance. Do you know who your agency's Career Counselor is?

		Response Percent	Response Count
Yes		25.3%	122
No		68.7%	332
Not Applicable		6.0%	29
answered question			483
skipped question			39



21. The Disability Rights Coordinator is responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies pertaining to persons with disabilities. Do you know who your agency's Disability Rights Coordinator is?

		Response Percent	Response Count
Yes		33.7%	163
No		66.3%	320
answered question			483
skipped question			39



22. Agencies are required to take appropriate action to reasonably accommodate qualified employees and applicants with disabilities, and those who are victims of domestic violence, sex offenses, or stalking, to enable to them to perform their jobs or enjoy equal benefits and privileges of employment. Agencies are also required to provide reasonable accommodations for the religious observances, beliefs and practices of an employee or applicant. During the past 3 years, did you ask for a reasonable accommodation due to any of the above?

		Response Percent	Response Count
Yes		13.0%	63
No		87.0%	420
answered question			483
skipped question			39



23. Was your accommodation granted?

		Response Percent	Response Count
Yes		66.7%	42
No		33.3%	21
answered question			63
skipped question			459







24. Equal Employment Opportunity (EEO) guarantees the right of all persons to be accorded full and equal consideration on the basis of merit, regardless of protected group status. Do you understand this principle?

		Response Percent	Response Count
Yes		92.5%	445
No		7.5%	36
answered question			481
skipped question			41



25. From your experience or observations, does your agency practice equal employment opportunity (i.e. ensures fairness in all aspects of employment including hiring, selection, promotions, etc.)?

		Response Percent	Response Count
Yes		55.6%	267
No		44.4%	213
answered question			480
skipped question			42

26. Race/Ethnicity

		Response Percent	Response Count
Asian or Pacific Islander		3.3%	14
American Indian or Alaska Native		0.7%	3
Black (not of Hispanic origin)		50.7%	213
Hispanic		15.5%	65
White (not of Hispanic origin)		20.5%	86
Other		9.3%	39
answered question			420
skipped question			102

27. Gender

		Response Percent	Response Count
Male		35.6%	154
Female		64.4%	279
answered question			433
skipped question			89


Appendix - 3

DHS Supervisor/Manager Survey



Department of Homeless Services: Supervisor/Manager Survey







1. City of New York

	Response Percent	Response Count
Agency: 	100.0%	92
answered question		92
skipped question		6



2. Which of the following are you?

	Response Percent	Response Count
Supervisor 	46.9%	45
Manager 	53.1%	51
answered question		96
skipped question		2




3. How many employees are under your supervision?

	Response Percent	Response Count
5 or less 	42.7%	41
6-10 	24.0%	23
11-20 	12.5%	12
21 or more 	20.8%	20
answered question		96
skipped question		2



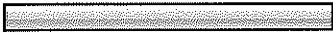


4. How long have you worked for this agency?

		Response Percent	Response Count
Over 3 years		89.6%	86
3 years or less		10.4%	10
answered question			96
skipped question			2




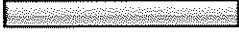
5. Each agency head may distribute a statement in support of Equal Employment Opportunity to all employees. Have you received a copy of your agency's EEO Policy Statement?

		Response Percent	Response Count
Yes		88.5%	85
No		1.0%	1
Do not remember		10.4%	10
answered question			96
skipped question			2

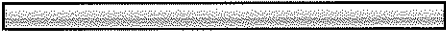


6. In your agency, where can the EEO Policy be found? (Check all that apply.)

		Response Percent	Response Count
The EEO Office		82.3%	79
The HR/Personnel Office		54.2%	52
The Intranet		51.0%	49
Your Office		43.8%	42
Do not know		5.2%	5
answered question			96
skipped question			2



7. Of the choices above, which is most easily accessible to you?

		Response Percent	Response Count
The EEO Office		22.9%	22
The HR/Personnel Office		4.2%	4
The Intranet		36.5%	35
Your Office		36.5%	35
answered question			96
skipped question			2

8. Is the Discrimination Complaint Procedure included with the EEO Policy?

		Response Percent	Response Count
Yes		69.5%	66
No		2.1%	2
Do not know		28.4%	27
answered question			95
skipped question			3



9. Do you know the name of your agency's EEO Officer?

		Response Percent	Response Count
Yes		89.5%	85
No		10.5%	10
answered question			95
skipped question			3




10. Did the EEO Officer meet with you, either individually or in a group setting, to discuss your EEO rights as an employee?

		Response Percent	Response Count
Yes		85.3%	81
No		14.7%	14
answered question			95
skipped question			3




11. Did the EEO Officer meet with you, either individually or in a group setting, to discuss your EEO responsibilities as a supervisor or manager?

		Response Percent	Response Count
Yes		83.2%	79
No		16.8%	16
answered question			95
skipped question			3




12. Did you complete the Department of Citywide Administrative Services' Citywide EEO Computer-Based Training for Managers and Supervisors?

		Response Percent	Response Count
Yes		40.2%	37
No		50.0%	46
Not applicable		9.8%	9
answered question			92
skipped question			6



13. How often have you reaffirmed the agency's commitment to the principle of Equal Employment Opportunity during staff meetings within the past year?

		Response Percent	Response Count
Two or more times		40.9%	38
One time		36.6%	34
At no time		22.6%	21
answered question			93
skipped question			5




14. How often have you discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

		Response Percent	Response Count
Two or more times		35.5%	33
One time		29.0%	27
At no time		35.5%	33
answered question			93
skipped question			5




15. Did you receive sexual harassment prevention training from your agency?

		Response Percent	Response Count
Yes		78.5%	73
No		21.5%	20
answered question			93
skipped question			5



16. Did all of the employees that you supervise receive sexual harassment prevention training?

		Response Percent	Response Count
Yes		54.8%	51
No		5.4%	5
Do not know		39.8%	37
answered question			93
skipped question			5



17. When you were hired, did you receive an orientation session that included a review of the EEO policy?

		Response Percent	Response Count
Yes		63.4%	59
No		10.8%	10
Do not remember		25.8%	24
answered question			93
skipped question			5



18. Do you participate in orientation sessions for new employees?

		Response Percent	Response Count
Yes		37.6%	35
No		62.4%	58
answered question			93
skipped question			5





19. Do new employee orientation sessions include information on the EEO policy?

		Response Percent	Response Count
Yes		91.4%	32
No		0.0%	0
Do not know		8.6%	3
answered question			35
skipped question			63



20. Do you interview candidates for positions in your agency?

		Response Percent	Response Count
Yes		61.3%	57
No		38.7%	36
answered question			93
skipped question			5




21. A structured interview is a method that standardizes the type and order of interview questions asked to ensure that a fair comparison can be made between interviewees. Did your agency provide you with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview?

		Response Percent	Response Count
Training		14.0%	8
Guide		17.5%	10
Both training and guide		40.4%	23
Neither		28.1%	16
answered question			57
skipped question			41



22. Were you informed that fulfillment of your EEO responsibilities will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?

		Response Percent	Response Count
Yes		44.1%	41
No		55.9%	52
answered question			93
skipped question			5


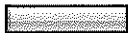
23. When was your last performance evaluation?

		Response Percent	Response Count
Within the past year		44.1%	41
Over a year ago		35.5%	33
I have not received a performance evaluation		20.4%	19
answered question			93
skipped question			5



24. Does your performance evaluation include an EEO component? (A section that rates your ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner.)

		Response Percent	Response Count
Yes		60.8%	45
No		39.2%	29
answered question			74
skipped question			24






25. Do you conduct formal performance evaluations of the employees under your supervision annually?

		Response Percent	Response Count
Yes		81.5%	75
No		18.5%	17
answered question			92
skipped question			6



26. Do you believe the agency has provided sufficient training to supervisors/managers on their responsibilities in assisting employees who may complain about discrimination or harassment?

		Response Percent	Response Count
Yes		78.3%	72
No		21.7%	20
answered question			92
skipped question			6

27. Race/Ethnicity

	Response Percent	Response Count
Asian or Pacific Islander 	1.3%	1
American Indian or Alaska Native	0.0%	0
Black (not of Hispanic origin) 	55.3%	42
Hispanic 	11.8%	9
White (not of Hispanic origin) 	23.7%	18
Other 	7.9%	6
answered question		76
skipped question		22

28. Gender

	Response Percent	Response Count
Male 	35.5%	27
Female 	64.5%	49
answered question		76
skipped question		22

Appendix - 4

DHS Summary of Complaint Activity (Each Year of Audit Period)

Agency: Department of Homeless Services

A. Complaints (number, bases and type of resolution) for fiscal year 2011

[illegible]

	* TOTAL	Age	Alienage/ Citizenship	Color	Cred	Disability	Gender/Sex	Marital Status	National Origin	Prior Record Arrest or Conviction	Race	Failure to Reasonably Accommodate	Religion	Religion	Sexual Harassment	Sexual Orientation	Retaliation
Administrative Closing	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	1
Others: (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*The TOTAL refers to the total number of complaints and does not have to necessarily equal the total number of bases of complaints.

III. SUMMARY OF EEO COMPLAINTS FISCAL YEAR 2012

Agency: Homeless Services

A. Complaints (number, bases and type of resolution) for fiscal year 2012

	TOTAL *	Age	Citizenship/ Alienage	Color	Creed	Disability	Gender/Sex	Marital Status	National Origin	Prior Record Arrest or Conviction	Race	Failure to Reasonably Accommodate		Religion	Sexual Harassment	Sexual Orientation	Retaliation
												Disability	Religion				
Number of internal complaints filed during the fiscal year	18	0	0	0	0	1	2	0	2	0	2	0	0	1	8	1	1
Number of internal complaints resolved during the fiscal year	9	0	0	0	1	1	1	0	1	0	0	0	0	1	0	1	1
No Probable Cause/ Unsubstantiated	3	0	0	0	1	0	0	0	1	0	0	0	0	1	0	1	0
Probable Cause/Substantiated	3	0	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0
Withdrawn	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Mediated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Closing	2	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0
Others: (Specify)	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Number of external complaints filed during the fiscal year	6	0	0	0	0	6	3	0	0	1	0	2	0	0	0	0	2
Number of external complaints resolved during the fiscal year	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Probable Cause	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Probable Cause	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mediated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Closing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Others: (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*The@TOTAL@ refers to the total number of complaints and does not have to necessarily equal the total number of bases of complaints.

III. SUMMARY OF EEO COMPLAINTS FISCAL YEAR 2012

Agency: Homeless Services

A. Complaints (number, bases and type of resolution) for fiscal year 2012 (continued)

	Military Status	Partnership Status	Predisposing Genetic Characteristics	Status as a victim or witness of Domestic violence, sex offense or stalking
Number of internal complaints filed during the fiscal year	0	0	0	0
Number of internal complaints resolved during the fiscal year	0	0	0	0
No Probable Cause/Unsubstantiated	0	0	0	0
Probable Cause/Substantiated	0	0	0	0
Withdrawn	0	0	0	0
Mediated	0	0	0	0
Administrative Closing	0	0	0	0
Others: (Specify)	0	0	0	0
	0	0	0	0
Number of external complaints filed during the fiscal year	6	0	0	0
Number of external complaints resolved during the fiscal year	0	0	0	0
No Probable Cause	0	0	0	0
Probable Cause	0	0	0	0
Withdrawn	0	0	0	0
Mediated	0	0	0	0
Administrative Closing	0	0	0	0
Others: (Specify)	0	0	0	0

*The "TOTAL" refers to the total number of complaints and does not have to necessarily equal the total number of bases of complaints.

III. SUMMARY OF EEO COMPLAINTS FISCAL YEAR 2013

Agency: Homeless Services

A. Complaints (number, bases and type of resolution) for fiscal year 2013

	TOTAL	Age	Alienage/ Citizenship	Color	Creed	Disability	Gender/Sex	Marital Status	National Origin	Prior Record Arrest or Conviction	Race	Failure to Reasonably Accommodate	Religion	Sexual Harassment	Sexual Orientation	Retaliation
												Disability	Religion			
Number of internal complaints filed during the fiscal year	17	1	0	1		1	4	0	3	0	1	0	0	11		1
Number of internal complaints resolved during the fiscal year	19	2	0	0	0	1	4	0	3	0	2	0	0	9	1	1
No Probable Cause/ Unsubstantiated	9	0	0	0	0	1	1	0	2	0	2	0	0	4		0
Probable Cause/Substantiated	7	1	0	0	0	0	3		1	0	0	0	0	1	1	0
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mediated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Closing	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Others: (Specify)	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Number of external complaints filed during the fiscal year	5	0	0	0	0	0	0	0	0	0	0	4	0	0	0	
Number of external complaints resolved during the fiscal year	8	0	0	0	0	0	0	0	0	0	0	4	0	0	0	1
No Probable Cause	5	0	0	0	0	0	0	0	0	0	0	3	0	0	0	1
Probable Cause	3	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mediated	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Closing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Others: (Specify)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*The TOTAL refers to the total number of complaints and does not have to necessarily equal the total number of bases of complaints.

III. SUMMARY OF EEO COMPLAINTS FISCAL YEAR 2013

Agency: Homeless Services

A. Complaints (number, bases and type of resolution) for fiscal year 2013 (continued)

	Military Status	Partnership Status	Predisposing Genetic Characteristic	Status as a Victim or Witness of Domestic Violence, sex offense or stalking
Number of internal complaints filed during the fiscal year	0	0	0	0
Number of internal complaints resolved during the fiscal year	0	0	0	0
No Probable Cause/Unsubstantiated	0	0	0	0
Probable Cause/Substantiated	0	0	0	0
Withdrawn	0	0	0	0
Mediated	0	0	0	0
Administrative Closing	0	0	0	0
Others: (Specify)	0	0	0	0
Number of external complaints filed during the fiscal year	0	0	0	0
Number of external complaints resolved during the fiscal year	0	0	0	0
No Probable Cause	0	0	0	0
Probable Cause	0	0	0	0
Withdrawn	0	0	0	0
Mediated	0	0	0	0
Administrative Closing	0	0	0	0
Others: (Specify)	0	0	0	0

*The "TOTAL" refers to the total number of complaints and does not have to necessarily equal the total number of bases of complaints.

Appendix - 5

**DHS Hires, Promotions and Separations
by Ethnicity and Gender**

Department of Homeless Services

The following table indicates personnel activity during the audit period,
January 1, 2011 to June 30, 2013

Hires by Gender and Ethnicity

Total Hires:

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
169	186	355	57	220	63	7	2	6	355

Promotions by Gender and Ethnicity

Total Promotions:

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
107	168	275	54	166	38	15	2	0	275

Separations by Gender and Ethnicity

Total Separations:

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
195	164	359	53	225	69	7	2	3	359

Appendix - 6

**DHS Workforce Compared with
Internal and External Pools
(End of Audit Period)**

RUN DATE: 07/01/13
RUN TIME: 13:41:58
FY2013 Q4

AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
001 ADMINISTRATORS

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 245
PROGRAM: EBPpp961
EXTRACT DATE: 06/29/13

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	0	2	.5899	1.18	0.82	1.18	0.119	N - N<=8
ETH	BLACK	0	2	2	.1728	0.35	-0.35	-0.65	0.259	N - N<=8
ETH	HISPANIC	0	2	2	.1514	0.30	-0.30	-0.60	0.275	N - N<=8
ETH	ASIAN / PAC ISL	0	2	2	.0710	0.14	-0.14	-0.39	0.348	N - N<=8
ETH	NATIVE AMERICAN	0	2	2	.0074	0.01	-0.01	-0.12	0.451	N - N<=8
ETH	ETH UNKNOWN	0	2	2	.0203	0.04	-0.04	-0.20	0.419	N - N<=8
GEN	MALE	0	2	2	.6345	1.27	-1.27	-1.86	0.031	N - N<=8
GEN	FEMALE	2	0	2	.3757	0.75	1.25	1.82	0.034	N - N<=8
GEN	GENDER UNKNOWN	0	2	2	.0088	0.02	-0.02	-0.13	0.447	N - N<=8

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
002 MANAGERS

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

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PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	51	112	163	.5109	83.28	-32.3	-5.06	<.01	U
ETH	BLACK	81	82	163	.2098	34.20	46.80	9.00	<.01	O
ETH	HISPANIC	24	139	163	.1340	21.84	2.16	0.50	0.310	U
ETH	ASIAN / PAC ISL	5	158	163	.0836	13.63	-8.63	-2.44	<.01	U
ETH	NATIVE AMERICAN	1	162	163	.0039	0.64	0.36	0.46	0.324	U
ETH	ETH UNKNOWN	1	162	163	.0593	9.67	-8.67	-2.87	<.01	U
GEN	MALE	65	98	163	.5511	89.83	-24.8	-3.91	<.01	U
GEN	FEMALE	98	65	163	.4158	67.78	30.22	4.80	<.01	O
GEN	GENDER UNKNOWN	0	163	163	.0328	5.35	-5.35	-2.35	<.01	N-05%RUL

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NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
WORK AT THE AGENCY/JOBGROUP LEVEL

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
003 MNGMT SPECS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	57	156	213	.4151	88.42	-31.4	-4.37	<.01	U
ETH	BLACK	111	102	213	.3094	65.90	45.10	6.68	<.01	O
ETH	HISPANIC	25	188	213	.1295	27.58	-2.58	-0.53	0.299	
ETH	ASIAN / PAC ISL	19	194	213	.1199	25.54	-6.54	-1.38	0.084	N-05%RUL
ETH	NATIVE AMERICAN	1	212	213	.0030	0.64	0.36	0.45	0.326	
ETH	ETH UNKNOWN	0	213	213	.0287	6.11	-6.11	-2.51	<.01	N-05%RUL
GEN	MALE	96	117	213	.5756	122.60	-26.6	-3.69	<.01	U
GEN	FEMALE	117	96	213	.4120	87.76	29.24	4.07	<.01	O
GEN	GENDER UNKNOWN	0	213	213	.0161	3.43	-3.43	-1.87	0.031	N-05%RUL

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FY2013 Q4

AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
004 SCIENCE PROFNS

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	18	14	32	.4585	14.67	3.33	1.18	0.119	U-80%RUL
ETH	BLACK	4	28	32	.1853	5.93	-1.93	-0.88	0.190	O
ETH	HISPANIC	7	25	32	.1042	3.33	3.67	2.12	0.017	U-80%RUL
ETH	ASIAN / PAC ISL	3	29	32	.2105	6.74	-3.74	-1.62	0.053	N-05%RUL
ETH	NATIVE AMERICAN	0	32	32	.0055	0.18	-0.18	-0.42	0.337	N-05%RUL
ETH	ETH UNKNOWN	0	32	32	.0405	1.30	-1.30	-1.16	0.123	N-05%RUL
GEN	MALE	26	6	32	.6622	21.19	4.81	1.80	0.036	U-80%RUL
GEN	FEMALE	6	26	32	.3142	10.05	-4.05	-1.54	0.061	N-05%RUL
GEN	GENDER UNKNOWN	0	32	32	.0261	0.84	-0.84	-0.93	0.177	N-05%RUL

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
007 SOCIAL WORKERS

NEW YORK CITY DEPARTMENT OF PERSONNEL
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PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL	%	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	12	146	158	.1875		29.63	-17.6	-3.59	<.01	U
ETH	BLACK	118	40	158	.5955		94.09	23.91	3.88	<.01	O
ETH	HISPANIC	19	139	158	.1569		24.79	-5.79	-1.27	0.103	N-05%RUL
ETH	ASIAN / PAC ISL	8	150	158	.0489		7.73	0.27	0.10	0.460	
ETH	NATIVE AMERICAN	1	157	158	.0028		0.44	0.56	0.84	0.201	
ETH	ETH UNKNOWN	0	158	158	.0101		1.60	-1.60	-1.27	0.102	N-05%RUL
GEN	MALE	64	94	158	.3366		53.18	10.82	1.82	0.034	
GEN	FEMALE	94	64	158	.6604		104.34	-10.3	-1.74	0.041	
GEN	GENDER UNKNOWN	0	158	158	.0040		0.63	-0.63	-0.80	0.213	N-05%RUL

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AGENCY: 071 DEPARTMENT OF HOMELESS SERVICES
JOB GROUP: 008 LAWYERS
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	14	24	.6577	15.78	-5.78	-2.49	<.01	U
ETH	BLACK	10	14	24	.1713	4.11	5.89	3.19	<.01	O
ETH	HISPANIC	2	22	24	.0999	2.40	-0.40	-0.27	0.393	
ETH	ASIAN / PAC ISL	2	22	24	.0652	1.56	0.44	0.36	0.359	
ETH	NATIVE AMERICAN	0	24	24	.0024	0.06	-0.06	-0.24	0.405	N-05%RUL
ETH	ETH UNKNOWN	0	24	24	.0177	0.42	-0.42	-0.66	0.255	N-05%RUL
GEN	MALE	10	14	24	.4899	11.76	-1.76	-0.72	0.236	
GEN	FEMALE	14	10	24	.5088	12.21	1.79	0.73	0.233	
GEN	GENDER UNKNOWN	0	24	24	.0017	0.04	-0.04	-0.20	0.420	N-05%RUL

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
009 PUBLIC REL

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S Y S T E M
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USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	1	0	1	.5779	0.58	0.42	0.85	0.196	N - N<=8
ETH	BLACK	0	1	1	.1669	0.17	-0.17	-0.45	0.327	N - N<=8
ETH	HISPANIC	0	1	1	.1358	0.14	-0.14	-0.40	0.346	N - N<=8
ETH	ASIAN / PAC ISL	0	1	1	.0718	0.07	-0.07	-0.28	0.390	N - N<=8
ETH	NATIVE AMERICAN	0	1	1	.0027	0.00	-0.00	-0.05	0.479	N - N<=8
ETH	ETH UNKNOWN	0	1	1	.0593	0.06	-0.06	-0.25	0.401	N - N<=8
GEN	MALE	0	1	1	.5115	0.51	-0.51	-1.02	0.153	N - N<=8
GEN	FEMALE	1	0	1	.4629	0.46	0.54	1.08	0.141	N - N<=8
GEN	GENDER UNKNOWN	0	1	1	.0309	0.03	-0.03	-0.18	0.429	N - N<=8

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AGENCY: 071 DEPARTMENT OF HOMELESS SERVICES
JOB GROUP: 010 TECHNICIANS
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	170	180	.3540	63.72	-53.7	-8.37	<.01	U
ETH	BLACK	131	49	180	.3397	61.15	69.85	10.99	<.01	O
ETH	HISPANIC	30	150	180	.1922	34.60	-4.60	-0.87	0.192	
ETH	ASIAN / PAC ISL	9	171	180	.0876	15.77	-6.77	-1.78	0.037	N-05%RUL
ETH	NATIVE AMERICAN	0	180	180	.0036	0.65	-0.65	-0.81	0.210	N-05%RUL
ETH	ETH UNKNOWN	0	180	180	.0235	4.23	-4.23	-2.08	0.019	N-05%RUL
GEN	MALE	95	85	180	.5946	107.03	-12.0	-1.83	0.034	
GEN	FEMALE	85	95	180	.3951	71.12	13.88	2.12	0.017	O
GEN	GENDER UNKNOWN	0	180	180	.0110	1.98	-1.98	-1.41	0.079	N-05%RUL

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NEW YORK CITY DEPARTMENT OF PERSONNEL
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AGENCY: 071 DEPARTMENT OF HOMELESS SERVICES
JOB GROUP: 012 CLERICAL SUPS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	92	102	.2504	25.54	-15.5	-3.55	<.01	U
ETH	BLACK	73	29	102	.5069	51.70	21.30	4.22	<.01	O
ETH	HISPANIC	17	85	102	.1522	15.52	1.48	0.41	0.342	
ETH	ASIAN / PAC ISL	1	101	102	.0543	5.54	-4.54	-1.98	0.024	N-05%RUL
ETH	NATIVE AMERICAN	1	101	102	.0049	0.50	0.50	0.71	0.239	
ETH	ETH UNKNOWN	0	102	102	.0313	3.19	-3.19	-1.82	0.035	N-05%RUL
GEN	MALE	21	81	102	.2241	22.86	-1.86	-0.44	0.330	
GEN	FEMALE	81	21	102	.7642	77.95	3.05	0.71	0.238	
GEN	GENDER UNKNOWN	0	102	102	.0117	1.19	-1.19	-1.10	0.136	N-05%RUL

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WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS

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071 DEPARTMENT OF HOMELESS SERVICES
013 CLERICAL
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
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USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	3	59	62	.2266	14.05	-11.0	-3.35	<.01	U
ETH	BLACK	43	19	62	.4917	30.49	12.51	3.18	<.01	O
ETH	HISPANIC	12	50	62	.1577	9.78	2.22	0.77	0.219	
ETH	ASIAN / PAC ISL	3	59	62	.0696	4.32	-1.32	-0.66	0.256	N-05%RUL
ETH	NATIVE AMERICAN	1	61	62	.0044	0.27	0.73	1.40	0.081	
ETH	ETH UNKNOWN	0	62	62	.0493	3.06	-3.06	-1.79	0.036	N-05%RUL
GEN	MALE	15	47	62	.2967	18.40	-3.40	-0.94	0.173	
GEN	FEMALE	47	15	62	.6698	41.53	5.47	1.48	0.070	
GEN	GENDER UNKNOWN	0	62	62	.0324	2.01	-2.01	-1.44	0.075	N-05%RUL

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
018 POLICE

NEW YORK CITY DEPARTMENT OF PERSONNEL
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PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	15	314	329	.4213	138.61	-124	-13.8	<.01	U
ETH	BLACK	232	97	329	.3055	100.51	131.5	15.74	<.01	O
ETH	HISPANIC	75	254	329	.2172	71.46	3.54	0.47	0.318	
ETH	ASIAN / PAC ISL	3	326	329	.0426	14.02	-11.0	-3.01	<.01	N-05%RUL
ETH	NATIVE AMERICAN	4	325	329	.0041	1.35	2.65	2.29	0.011	N-05%RUL
ETH	ETH UNKNOWN	0	329	329	.0091	2.99	-2.99	-1.74	0.041	N-05%RUL
GEN	MALE	208	121	329	.7346	241.68	-33.7	-4.21	<.01	U
GEN	FEMALE	121	208	329	.2592	85.28	35.72	4.49	<.01	O
GEN	GENDER UNKNOWN	0	329	329	.0060	1.97	-1.97	-1.41	0.079	N-05%RUL

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
022 BUILD SERV

NEW YORK CITY DEPARTMENT OF PERSONNEL
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PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	1	71	72	.2398	17.27	-16.3	-4.49	<.01	U
ETH	BLACK	61	11	72	.3239	23.32	37.68	9.49	<.01	O
ETH	HISPANIC	6	66	72	.3169	22.82	-16.8	-4.26	<.01	U
ETH	ASIAN / PAC ISL	4	68	72	.0542	3.90	0.10	0.05	0.480	
ETH	NATIVE AMERICAN	0	72	72	.0037	0.27	-0.27	-0.52	0.303	N-05%RUL
ETH	ETH UNKNOWN	0	72	72	.0455	3.28	-3.28	-1.85	0.032	N-05%RUL
GEN	MALE	45	27	72	.6521	46.95	-1.95	-0.48	0.315	
GEN	FEMALE	27	45	72	.3135	22.57	4.43	1.12	0.130	
GEN	GENDER UNKNOWN	0	72	72	.0178	1.28	-1.28	-1.14	0.127	N-05%RUL

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NEW YORK CITY DEPARTMENT OF PERSONNEL
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AGENCY: 071 DEPARTMENT OF HOMELESS SERVICES
JOB GROUP: 025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	55	31	86	.3797	32.65	22.35	4.97	<.01	O
ETH	BLACK	14	72	86	.3179	27.34	-13.3	-3.09	<.01	U
ETH	HISPANIC	8	78	86	.1252	10.77	-2.77	-0.90	0.184	N-05%RUL
ETH	ASIAN / PAC ISL	9	77	86	.0636	5.47	3.53	1.56	0.059	N-05%RUL
ETH	NATIVE AMERICAN	0	86	86	.0033	0.28	-0.28	-0.53	0.297	U
ETH	ETH UNKNOWN	0	86	86	.1094	9.41	-9.41	-3.25	<.01	U
GEN	MALE	86	0	86	.8099	69.65	16.35	4.49	<.01	O
GEN	FEMALE	0	86	86	.0973	8.37	-8.37	-3.04	<.01	U
GEN	GENDER UNKNOWN	0	86	86	.0915	7.87	-7.87	-2.94	<.01	U

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AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
026 OPERATORS

NEW YORK CITY DEPARTMENT OF PERSONNEL
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PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	1	0	1	.4477	0.45	0.55	1.11	0.133	N - N<=8
ETH	BLACK	0	1	1	.2458	0.25	-0.25	-0.57	0.284	N - N<=8
ETH	HISPANIC	0	1	1	.1874	0.19	-0.19	-0.48	0.316	N - N<=8
ETH	ASIAN / PAC ISL	0	1	1	.0634	0.06	-0.06	-0.26	0.397	N - N<=8
ETH	NATIVE AMERICAN	0	1	1	.0027	0.00	-0.00	-0.05	0.479	N - N<=8
ETH	ETH UNKNOWN	0	1	1	.0597	0.06	-0.06	-0.25	0.401	N - N<=8
GEN	MALE	1	0	1	.7822	0.78	0.22	0.53	0.299	N - N<=8
GEN	FEMALE	0	1	1	.1889	0.19	-0.19	-0.48	0.315	N - N<=8
GEN	GENDER UNKNOWN	0	1	1	.0314	0.03	-0.03	-0.18	0.429	N - N<=8

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AGENCY: 071 DEPARTMENT OF HOMELESS SERVICES
JOB GROUP: 027 TRANSPORTATION
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	12	26	38	.1917	7.28	4.72	1.94	0.026	
ETH	BLACK	20	18	38	.4803	18.25	1.75	0.57	0.285	
ETH	HISPANIC	5	33	38	.1684	6.40	-1.40	-0.61	0.272	N-05%RUL
ETH	ASIAN / PAC ISL	1	37	38	.0359	1.36	-0.36	-0.32	0.375	N-05%RUL
ETH	NATIVE AMERICAN	0	38	38	.0040	0.15	-0.15	-0.39	0.348	N-05%RUL
ETH	ETH UNKNOWN	0	38	38	.1194	4.54	-4.54	-2.27	0.012	U
GEN	MALE	35	3	38	.7441	28.28	6.72	2.50	<.01	Q
GEN	FEMALE	3	35	38	.1431	5.44	-2.44	-1.13	0.129	U
GEN	GENDER UNKNOWN	0	38	38	.1125	4.28	-4.28	-2.19	0.014	U

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FY2013 Q4

AGENCY:
JOB GROUP:

071 DEPARTMENT OF HOMELESS SERVICES
028 LABORERS

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
WORK AT THE AGENCY/JOBGROUP LEVEL

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PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	4	5	9	.3096	2.79	1.21	0.87	0.191	
ETH	BLACK	4	5	9	.3155	2.84	1.16	0.83	0.203	U-80%RUL
ETH	HISPANIC	1	8	9	.2243	2.02	-1.02	-0.81	0.208	U-80%RUL
ETH	ASIAN / PAC ISL	0	9	9	.0768	0.69	-0.69	-0.87	0.193	U-80%RUL
ETH	NATIVE AMERICAN	0	9	9	.0040	0.04	-0.04	-0.19	0.425	N-05%RUL
ETH	ETH UNKNOWN	0	9	9	.0633	0.57	-0.57	-0.78	0.218	U-80%RUL
GEN	MALE	9	0	9	.6889	6.20	2.80	2.02	0.022	O
GEN	FEMALE	0	9	9	.2654	2.39	-2.39	-1.80	0.036	U-80%RUL
GEN	GENDER UNKNOWN	0	9	9	.0397	0.36	-0.36	-0.61	0.271	N-05%RUL

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AGENCY:
JOB GROUP:

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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071 DEPARTMENT OF HOMELESS SERVICES
031 PARA PROFESSION
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	334	344	.3602	123.91	-114	-12.8	<.01	U
ETH	BLACK	256	88	344	.2843	97.80	158.2	18.91	<.01	O
ETH	HISPANIC	69	275	344	.2259	77.71	-8.71	-1.12	0.131	
ETH	ASIAN / PAC ISL	6	338	344	.0831	28.59	-22.6	-4.41	<.01	U
ETH	NATIVE AMERICAN	1	343	344	.0042	1.44	-0.44	-0.37	0.355	N-05%RUL
ETH	ETH UNKNOWN	2	342	344	.0372	12.80	-10.8	-3.08	<.01	N-05%RUL
GEN	MALE	151	193	344	.3924	134.99	16.01	1.77	0.039	
GEN	FEMALE	193	151	344	.5986	205.92	-12.9	-1.42	0.078	
GEN	GENDER UNKNOWN	0	344	344	.0038	1.31	-1.31	-1.15	0.126	N-05%RUL