

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: <u>NYC Department of Citywide Administrative Services (DCAS)</u>		
<input checked="" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September) and 2 <sup>nd</sup> Quarter (October - December), due January 30th		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30th		
<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30th		
Prepared by: Belinda French, Diversity & EEO Officer, 212-386-0297		
Name	Title	Telephone No.
Date Submitted: <u>3/11/19</u>		
<b><u>FOR DCAS USE ONLY</u></b>		
Date Received: _____	Name of Reviewer: _____	

### INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2019 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): \_\_\_\_\_  No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): \_\_\_\_\_  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes, On (Date): \_\_\_\_\_  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other \_\_\_\_\_

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	<b>Status Update</b>
<p><b><u>Creating Apprentice Titles</u></b></p> <p>In FY18, we began researching the utility and civil service implications of employing apprentices in underutilized job groups at DCAS, such as Craft, Operators, Science Professionals,</p>	<p>We are currently researching how labor unions would be involved in potential apprenticeship programs in City government and how to obtain their buy-in.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

<p>Paraprofessionals, and Transportation. In FY19, we plan to continue our research and use our civil service functions to lay the groundwork for potential apprenticeship titles and/or programs at DCAS.</p>		
<p><b><u>Executive Development, Internship and Fellowship Programs</u></b> Within the past three years, DCAS, as an agency, typically submits fewer than four applications each year for the Leadership Institute, Management Academy, Urban Fellows, and Social Justice Fellows programs. In FY 19, DCAS will improve its participation in these programs by increasing the number of applications submitted for consideration to 5 or more. To achieve this goal, each line of service will consider its “ready now” and high-potential talent as well as special projects that can be considered for fellowships.</p>	<p>In support of this goal, DCAS and the City University of New York (CUNY) launched the Civil Service Pathways Fellowship for recent CUNY graduates. This new initiative helps connect graduates with rewarding careers in City government. DCAS currently applied for and hired five (5) fellows from this program.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed         </p> <p>Other - please describe</p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>		
<p></p>		

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	<b>Status Update</b>
<p><b><u>Employee Engagement Plan</u></b> DCAS has created a two-year Employee Engagement Plan for years 2018 - 2020. The Engagement Plan consists of such initiatives as an Employee Engagement Survey, new onboarding procedures, Pop-Up Awards for employee recognition, Career Development workshops, Job Rotation Programs, Managerial reviews and training, and events that foster inclusivity, such as Cultural and Heritage month events, a Pumpkin Carving Contest, an ePerformance Challenge, End of Year Staff Appreciation, Customer Service Week, Workspace Decorating Contest, and Wellness Week.</p>	<p><u>Updates/Progress:</u></p> <ul style="list-style-type: none"> <li>• New Employee Onboarding Checklist was deployed to all supervisors and hiring managers in November 2018.</li> <li>• Employee Engagement Survey was deployed in January 2019.</li> <li>• First Career Development Workshop scheduled for February 2019.</li> </ul>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/>  Completed </p> <p>Other - please describe</p>
<p><b><u>Succession Planning</u></b> In FY19, the focus of this program will be on “at-risk” positions and knowledge transfer management. An “at-risk” position is a linchpin</p>	<p><u>Updates/Progress:</u></p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

<p>position in which there is an imminent risk of the incumbent departing due to retirement within 1-5 years, attrition and voluntary/involuntary separation. Thirty-nine (39) “at-risk” positions have been identified and a knowledge transfer management toolkit/guide was developed. Each line of service will receive knowledge transfer management training during the fiscal year.</p>	<ul style="list-style-type: none"> <li>• Training on the Knowledge Transfer Management was delivered to LOS HR Business Partners in July 2018.</li> <li>• Automation of the Knowledge Transfer Management process was completed in September 2018. The process was integrated into the Employee Relations Management System (ERMS).</li> </ul>	
<p><b><u>Diversity and Inclusion Council</u></b> In FY19, the D&amp;I Council will launch <i>DCAS Connect Live!</i>, a month-long series of events for DCAS employees to obtain essential information about agency operations, career pathways, and how to access employment resources. The program will begin with an informational DCAS Expo. Each DCAS Line of Service will plan its own career day, which will encompass trainings and site tours, on an assigned day during the month. Employees will also have access to career counseling, Civil Service 101 sessions, and networking opportunities.</p>	<p>This event is currently scheduled for April 2019 and will be planned in coordination with Administrative Professional Day.</p>	<p> <input checked="" type="checkbox"/> <b>Planned</b>      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>      <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Ongoing</b>      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>
<p><b><u>Employee Resources Groups</u></b> In FY18, DCAS launched its first LGBTQ+ Employee Resource Group. In FY19, we will hold an ERG drive to educate employees on the value</p>	<p>This event is tentatively scheduled for March 2019. We are currently meeting with various agencies that have established ERGs (Parks,</p>	<p> <input checked="" type="checkbox"/> <b>Planned</b>      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>      <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Ongoing</b>      <input type="checkbox"/> <b>Completed</b> </p>

<p>and importance of ERGs to our agency and to encourage the creation of more ERGs.</p>	<p>NYPD, DoITT, DOE) to learn more about their process for starting up ERGs, Diversity &amp; EEO Office involvement, and how the ERGs assist the agency in the implementation of their mission and goals.</p>	<p><b>Other - please describe</b></p>
<p><b>DCAS EEO Counselors</b> In FY19, it is our goal to enhance the visibility of our EEO Counselors in both our main location and within our field sites through site visits and “EEO in your Borough” events. It is also our goal to offer interested DCAS employees the opportunity to become EEO counselors.</p>	<p>The “EEO In Your Borough” events are tentatively scheduled to begin in March 2019. EEO Personnel will conduct meet and greets for DCAS staff in each borough, followed by a calendar of scheduled onsite days where employees can schedule a time to speak to the EEO Officer or Counselor confidentially.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>      <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Ongoing</b>      <input type="checkbox"/> <b>Completed</b></p> <p><b>Other - please describe</b></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>		
<p><b>LGBT ERG Meetings</b> <b>Hispanic Heritage month</b></p>		

**C. COMMUNITY:**

<p>Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement,</p>	<p>Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.</p> <p>○ <b>Include steps that were taken or considered to</b></p>	<p><b>Status Update</b></p>
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<p>MWBE participation and customer satisfaction surveys):</p>	<p><b>establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b></p>	
<p><b><u>M/WBE Engagement</u></b> In FY 19, to further expand the M/WBE program, DCAS will award contracts to M/WBEs that can provide goods and services under the new micro-purchase innovative method whenever possible, schedule bi-monthly M/WBE contract opportunity meetings, schedule one-on-one meetings with M/WBE vendors, and participate in upcoming M/WBE events hosted by other agencies.</p>	<p>In September 2018, DCAS M/WBE Team hosted a Networking event for M/WBE vendors. There were (31) participating agencies and over (500) M/WBE vendors that attended.</p> <p>DCAS also participated in promoting MWBE Business in the Bronx by attending the South Bronx Overall Economic Development Corp Business Opportunities Expo and the 2018 New York State MWBE Forum in Albany.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p><b>Other - please describe</b></p>
<p><b><u>Accessibility</u></b> In FY19, the Disability Services Facilitator will create an internal team with representatives from our Office of General Counsel, Facilities Management, and Construction and Technical Services lines of service to address accessibility concerns in an efficient and comprehensive manner. This internal team will develop and post an ADA Notice and grievance procedure for the public that will be accessible on our agency website and create a tracking procedure for incoming inquiries and complaints.</p>	<p>The ADA Notice and Grievance procedure draft is complete and under review.</p> <p>In the area of accessibility, DCAS is coordinating with MOPD on Disability Etiquette training for our employees. We are also planning to offer our agency event coordinators an Adobe Pro / Accessible PDF training at our Citywide Training Center.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p><b>Other - please describe</b></p>



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**V. RECRUITMENT**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Status Update
Targeted Outreach	To promote the 55-a Program, the City’s equity and inclusion program for individuals with disabilities, the Office of Citywide Recruitment (OCR) conducted trainings on the 55-a application process for Counselors and other staff members at the Bronx, Manhattan, Brooklyn and Queens Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) offices, which is responsible for certifying candidates as 55-a eligible. OCR hosted a meeting for 55-a Coordinators across various City agencies to review the 55-a program,	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>

	provide them with updates on the program, and provide guidance on processing their 55-a requests from current and new employees	
Diversity Recruitment	During the reporting period, OCR participated in 162 recruitment events (67 career fairs and 95 information sessions), engaging with approximately 5,312 job seekers. Of those event, 55 events were geared towards diverse communities including Asian, Hispanic, LGBT, Veteran and people with Disabilities.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019:			
Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows			Male: ___ Female: ___
2. Public Service Corps	18	Unknown	Male: ___ Female: ___
3. Summer College Interns			Male: ___ Female: ___
4. Summer Graduate Interns			Male: ___ Female: ___
5. Other (specify):			Male: ___ Female: ___
<i>Additional Comments:</i> DCAS also employs College Aides. DCAS current has 33 College Aides with the following demographics: 63%			

female; 36% male; 24% Asian; 36% Black; 15% Hispanic; 3% Native American; 6% White; 15% unknown

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

Currently, there are 6 55-a participants. During this Quarter, no new applications for the program were received and no participants left the program.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter.  Yes  No
2. Placed DCAS job postings on the NYC: ATWORK job board.

**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

<p>Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)</p>	<p>Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.</p>	<p><b>Status Update</b></p>
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<p>Advising employees of opportunities for promotion and career development</p>	<p>Employees are encouraged to view the Internal DCAS job page on the agency's intranet site.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>The EEO Officer reviews candidate selections and is involved in reviewing promotion protocols</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>
<p>Increasing the positions filled through civil service lists</p>	<p>DCAS is responsible for decreasing the City's provisional numbers and pursues several methods (creating of exams, Civil Service 101 sessions, etc.) to encourage City agencies to utilize competitive titles.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>		<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>
<p>Other:</p>		<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>

**VII. TRAINING**

*Please provide your training information in the "DIVERSITY AND EEO TRAINING SUMMARY" attached.*

## VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

## IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

### A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION

*Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

### B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

### C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

*Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:*

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*Risk 2: Cultural and Language Differences in the Workplace:*

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*Risk 3: Workplaces with Significant Power Disparities:*

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*Risk 4: Isolated Workplaces:*

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*Risk 5: Decentralized Workplaces:*

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**E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

**F. LOCAL LAW 101: CLIMATE SURVEY**

**Please provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey:*

*Results from the Climate survey are still pending and have not been provided to the agency.*

**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2019

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For Current EEO Professionals:</b>			
Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No



<b>Unconscious Bias Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

<b>DIVERSITY AND EEO STAFFING IN [DCAS] AS OF QUARTER (X) FY 2019 *</b>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b><u>Belinda French</u></b>	<b><u>Administrative Staff Analyst</u></b>	<b><u>EEO Officer/Director/DSF</u></b>	<b><u>100%</u></b>	<b><u><a href="mailto:bfrench@dcas.nyc.gov">bfrench@dcas.nyc.gov</a></u></b>	<b><u>212-386-0297</u></b>
<u>Monique Knoll</u>		<u>55-a Coordinator / Career Counselor</u>		<u><a href="mailto:mknoll@dcas.nyc.gov">mknoll@dcas.nyc.gov</a></u>	<u>212-386-0388</u>
<u>Ashley Miller</u>		<u>Administrative Assistant</u>	<u>100%</u>	<u><a href="mailto:axmiller@dcas.nyc.gov">axmiller@dcas.nyc.gov</a></u>	<u>212-386-6399</u>
<u>Helen Pickett</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:hpickett@dcas.nyc.gov">hpickett@dcas.nyc.gov</a></u>	<u>212-386-0615</u>
<u>Althea Edwards</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:aedwards@dcas.nyc.gov">aedwards@dcas.nyc.gov</a></u>	<u>212-386-0563</u>
<u>Raymond Vinueza</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:rvinueza@dcas.nyc.gov">rvinueza@dcas.nyc.gov</a></u>	<u>212-386-6287</u>
<u>Latesha Parks</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:lparks@dcas.nyc.gov">lparks@dcas.nyc.gov</a></u>	<u>212-386-6313</u>
<u>Tanya Hall</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:thall@dcas.nyc.gov">thall@dcas.nyc.gov</a></u>	<u>212-386-1702</u>
<u>Kelly Flynn</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:kelflynn@dcas.nyc.gov">kelflynn@dcas.nyc.gov</a></u>	<u>212-386-0688</u>
<u>Carmen Bello</u>		<u>EEO Counselor</u>	<u>5%</u>	<u><a href="mailto:cbello@dcas.nyc.gov">cbello@dcas.nyc.gov</a></u>	<u>212-386-0364</u>

\* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO Diversity role that your staff performs that is not on the list above Just indicate it on the chart.

**FY 2019**  
**QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY**

**INSTRUCTIONS**

**REMINDERS AND REQUESTS:**

- \* Please fill out identifying information on lines 8, 13 and 14.
- \* Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- \* Do not change the formatting and layout of the worksheet.
- \* To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- \* If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

**GUIDELINES:**

- \* Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- \* Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**
- \* Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**



## DIVERSITY AND EEO TRAINING SUMMARY

 AGENCY NAME: **Department of Citywide Administrative Services** **1 & 2 Qtr** **FY 2019**
**NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!**
**INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.**
**DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS**
**SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**

 SUBMITTED BY [TITLE]: **Belinda French, Diversity & EEO Officer**

 DATE SUBMITTED: **3/11/2019** E-MAIL: **bfrench@dca** TEL #: **212-386-0297**
**1st & 2nd Quarter DUE January 30th;  
3rd Quarter (January-March) DUE April 30th. 4th Quarter (April-June) DUE July 30th.**

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	9400	1130	5329	0	0	6459

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	9200	1017	5202	0	0	6219
<b>1. EEO Awareness</b>	2300	264	531	0	0	795
Administered by DCAS <b>DCAS will provide this information</b>	2300	264	531			795
Administered by Agency						0
<b>2. D&amp;I "Everybody Matters"</b>	2300	340	1174	0	0	1514
Administered by DCAS <b>DCAS will provide this information</b>	2300	340	1174			1514
Administered by Agency						0
<b>3. IgbTq: The Power of Inclusion</b>	2300	409	1099	0	0	1508
Administered by DCAS <b>DCAS will provide this information</b>	2300	409	1099			1508
Administered by Agency						0
<b>4. Sexual Harassment Prevention</b>	2300	0	2371	0	0	2371
Administered by DCAS <b>DCAS will provide this information</b>	2300		2371			2371
Administered by Agency						0
<b>5. Disability Etiquette</b>	0	4	27	0	0	31
Administered by DCAS <b>DCAS will provide this information</b>		4	27			31
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
<b>OTHER DIVERSITY AND EEO TRAINING (All Modalities)</b>						
<b>ALL OTHER DIVERSITY &amp; EEO TRAINING</b>	200	113	127	0	0	240
<b>6. New Employee Orientation (Only with EEO Component)</b>	<b>NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding</b>					
TOTAL PARTICIPANTS TRAINED		103	104			207
<b>7. Structured Interviewing</b>						
TOTAL PARTICIPANTS TRAINED	200	7	20			27
<b>8. Unconscious Bias</b>	<b>NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above</b>					
TOTAL PARTICIPANTS TRAINED		0	3			3
<b>9. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED		3				3
<b>10. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>11. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>12. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>13. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>14. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>15. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0