

2021 Racial and Ethnic Classification Report

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NYC[®]
**Equal Employment
Practices Commission**

New York City Equal Employment Practices Commission (EEPC)

EEPC Commissioners

Aldrin Rafael Bonilla, Chair
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Mayoral Appointee (Appointed June 2021)

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Mayoral Appointee

Angela Cabrera
Mayoral Appointee (Until June 2021)

Arva R. Rice
City Council Appointee (Until June 2021)

EEPC Executive Director

Jeanne M. Victor, Esq. (Appointed April 2021)

EEPC Executive Staff

Jennifer Shaw, Esq. – Executive Agency Counsel, Director of Compliance

Letizia Gambrell-Boone, Ed.D. – Director of Research Initiatives &
Public Hearings

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Executive Summary

The Equal Employment Practices Commission (EEOC) is pleased to submit this report, prepared in accordance with Local Law 13 (2019). This is the first report in a series of ten (10) reports that will be prepared on an annual basis, to identify areas of underutilization¹ of minorities by job group in New York City government and at seven (7) City University of New York Community Colleges (hereafter CUNY Community Colleges). The EEOC was likely selected to perform this analysis as a result of its mandate to audit and monitor City entities to ensure they maintain an effective, affirmative employment program of equal employment opportunity for protected groups who are employed by, or seek employment with, New York City government.

As part of its analysis, the EEOC requested and received availability, utilization, and underutilization data from the Department of Citywide Administrative Services (DCAS) for seventy-four (74) City entities. Data for the CUNY Community Colleges was largely obtained from the EEOC's audit files and supplemented thereafter by the City University of New York's Central Office (hereafter CUNY Central Office). In addition, the EEOC maintains data on City entities that were issued EEOC corrective action plans to improve underutilization and provides recommendations for correcting any identified underutilization. This information provides the substance of this report, although it is important to note, that if an agency is identified as having a job group with underutilization of workers based on race and/or ethnicity, this does not mean that the agency is discriminating against workers in those categories. Rather, an indication of underutilization means that additional monitoring and review is warranted. Such additional monitoring and review will be conducted over the course of ten (10) years, with recommendations for the collection of data, the strengthening of agency affirmative employment plan oversight and enforcement, and any recommendations for legislative, regulatory and budgetary changes to form the substance of subsequent, annual reports as the data continues to be compiled, reviewed, and monitored.

In this first report, the EEOC analyzed the employment data of seventy-four (74) governmental entities for the 4th quarter of fiscal year 2020 (which will be denoted as FY 2020 Q4) to determine if there was underutilization of Asian, Black, and Hispanic employees in the hiring and promotion processes. It is important to note that women, as a separate category, were not included in Local Law 13's reporting requirements and were therefore, not analyzed as part of this report. Furthermore, teaching staff at the Department of Education and at the CUNY Community Colleges were not included in this report. Rather, the analysis includes only the non-pedagogical staff at these entities.

In general, the data show that Black workers experienced significantly higher instances of underutilization than Asian and Hispanic workers across a broader range of job categories and governmental entities. The governmental entities with the largest disparities between utilization and availability² are:

- New York City Police Department
- New York City Department of Education

¹ There may be times throughout the report where underutilization is abbreviated as "UU" on charts and tables, in the interest of saving space.

² In the Appendix B, Table 4c: Underutilization by Entity, Job Group & Racial/Ethnic Category: FY 2020 Q4 provides a breakdown of the job groups with underutilization in each of the entities and shows the difference between individual employed and expected to be employed.

- Fire Department of the City of New York

Interestingly, the entities with the most corrective actions issued against them to address underutilization are considered “Tiny” or “Extra-Small” and not any of the entities listed, above. Those entities include but are not limited to:

- New York City Landmarks Preservation Commission – Tiny
- New York City Department of City Planning – X-Small
- New York City Department of Investigation – X-Small
- New York City Department of Records and Information Services - Tiny
- New York City Office of Management and Budget– Tiny

Regarding the seven (7) CUNY Community Colleges, the same three racial/ethnic categories were analyzed: Asian, Black and Hispanic workers. Of the three categories, Asian workers were found to have higher instances of underutilization than Black and Hispanic workers when looking at the 7 CUNY Community Colleges as a group. Individual community colleges, such as Kingsborough, Hostos and Bronx show significantly higher amounts of underutilization among Asians than at the other community colleges. Hispanics had greater underutilization at Kingsborough, Queensborough, and at Manhattan while Black workers had greater underutilization at Queensborough and LaGuardia colleges. See *Figure 9: Underutilization by CUNY Community Colleges Across Racial/Ethnic Groups*.

Preliminary Plans and Recommendations

In preparing this first report, the EEPC ordered the City entities by size so that entities can be appropriately compared to one another. Underutilization was then looked at by size of entity and by job group. A listing of corrective actions and recommendations made to the entities, including the CUNY Community Colleges, serves as a baseline for assessing the success of the corrective actions and to determine the extent by which the corrective actions have helped to address underutilization in a particular job group. Such issues will be reviewed in subsequent reports as the data and any patterns that may develop become clearer. The EEPC will also look more closely at the data to document what the entities are doing well and what actions could serve as an example to other entities, or alternatively, what entities would benefit from closer guidance and monitoring.

Going forward, the EEPC will build upon the data used to prepare this baseline report and will take a deeper look into specific job titles that comprise the job groups where underutilization is found. In addition, the EEPC will engage in a more in-depth review of the corrective actions issued to entities, as well as the equal employment opportunity plans and other reports prepared by the entities, to determine their impact, if any, on reducing underutilization. Additionally, the EEPC will also strengthen its analysis by focusing on entities that have demonstrated success in reducing or eliminating underutilization in their hiring and promotional practices, provide best practices and individualized guidance to those entities that have had less success in reducing or eliminating underutilization. Lastly, the EEPC will address any and all mandates in Local Law 13, so as to provide a solid basis for recommendations for legislative, regulatory and budgetary change. This strategy will ensure that all City governmental entities are abiding by best practices and have successfully reduced or eliminated underutilization across all job groups within their agency.

The EEPC would like to thank the NYC Mayor’s Office, NYC City Council, for their support, as well as the Department of Citywide Administrative Services (DCAS) and CUNY Central Office, for providing comments on an early draft of the report as well as for providing the underlying employment data for the City entities and seven (7) CUNY Community Colleges.

Introduction

The Equal Employment Practices Commission (EEPC) is an independent Commission currently comprised of three (3)³ Commissioners, empowered by the New York City Charter (City Charter)⁴ to monitor and evaluate the employment programs, practices, policies, and procedures of all New York City entities to ensure that they maintain an effective, affirmative employment program of equal employment opportunity for protected groups who are employed by, or seek employment with, New York City government.

More than 140 municipal entities fall within the EEPC's jurisdiction. The City Charter requires the EEPC to audit the employment programs of those entities at least once every four years to ensure that they are following City, State, and federal laws as well as industry best practices. The City Charter authorizes the EEPC to provide recommendations to the agency and then monitor the agency for a period of up to six months to ensure compliance. The EEPC conducts both general and issue-specific audits, using uniform standards and guidelines. In alignment with its duties under the City Charter, Local Law 13⁵, enacted on January 11, 2019, mandates the EEPC to report on racial and ethnic underutilization⁶ in the City's workforce and provide recommendations to redress any significant underutilization found.

In summary, Local Law 13 requires the EEPC to analyze and report annually, for a period of ten (10) years on citywide racial and ethnic classification underutilization, as follows:

1. Information identifying the racial and ethnic groups underutilized, disaggregated by agency, and aggregate, citywide results;
2. Information regarding previously issued corrective action plans or determinations of non-compliance related to underutilization;
3. Recommendations for correcting underutilization, disaggregated by agency and by underutilized group;
4. Recommendations regarding how the collection of racial and ethnic classification data of city employees, based on a review of the city's racial and ethnic classification categories and an assessment of whether such categories accurately capture the racial and ethnic composition of the city's government workforce, including a review of employee response rates to racial and ethnic classification questions;
5. Recommendations for strengthening agency affirmative employment plan oversight and enforcement, including funding recommendations;
6. Recommendations for citywide corrective actions, including legislative, regulatory and budgetary changes, to address:
 - a. Chronic or systemic underutilization;
 - b. Reach citywide affirmative employment objectives; and
 - c. Increase diversity in the recruitment, selection, retention and promotion of city employees.

This report is the first report for the ten-year reporting period.

³ The Commission is authorized to have five (5) Commissioners.

⁴ See New York City Charter, Chapter 36, Sec. 830.

⁵ See Appendix A of this report for the full text of the law.

⁶ Underutilized refers to the extent women and minorities are inadequately represented in the workforce by job category. In this report, it is the representation of the incumbent workforce compared against the available workforce in the labor market by job group for each agency that comprises this study.

It must be noted that in early 2020 and until the time of this report, the City and State of New York, as was the rest of the country, was in a state of near total “shut-down” due to the COVID-19 pandemic that spread across the world. Essential employees were required by the City to report to work and those who could work from home were permitted to do so. Insofar as employment actions were concerned, this pandemic impacted nearly all employment decisions including the ability to hire, promote, train and develop employees. Separations, including but not limited to decisions related to voluntary separation such as retirement and involuntary termination, leaves of absence and even death of employees and/or their family members were also influenced by the COVID-19 pandemic. As a result, while 2020 and the first half of 2021 are atypical years, they will likely have long lasting impacts on the City’s workforce. For purposes of this first report, however, the data analyzed is from July 1, 2019, through June 30, 2020, which includes pre-COVID-19 data as well as data compiled during the early stages of the pandemic⁷. Subsequent reports will capture workforce data and the impacts of this pandemic on the workforce beginning in FY 2021, which commences July 1, 2020.

Assumptions

For purposes of this report, some assumptions had to be made:

1. Agencies, offices, boards, colleges, mayoral and non-mayoral agencies and the like will be referred to generally as “entities,” unless otherwise noted.
2. Women, as a separate category, were not included in Local Law 13’s reporting requirements. Therefore, the underutilization of women, as a separate group, in job categories across City government was not analyzed as part of this report.
3. This report analyzes full-time and part-time employees in City government.
4. If a racial or ethnic category to be reported with respect to a job category in an entity contains between zero (0) and five (5) individuals, or contains an amount that would allow another category that contains between zero (0) and five (5) individuals to be deduced, the number in the report shall be replaced with a symbol.
5. The primary source of data for those entities that are not community colleges was provided by DCAS through its *Citywide Equal Employment Database System (CEEDS) Report: EBPPP961-Workforce Compared with Internal & External Pools at the Entity/Job Group Level* as of the end of (4th quarter) FY 2020 (hereafter referred to as the *CEEDS-961: Underutilization Report*). Only those entities for which data was provided will be included in this report. Entities for which there is no available data at this time, may be included in subsequent reports. The EEP, in the normal course of its duties, does not make its own determination of availability, utilization, and underutilization and did not do so for this report.
6. Much of the data used to analyze underutilization of non-pedagogical personnel at the CUNY Community Colleges was submitted by the community colleges to the EEP, in accordance with its regular auditing functions set forth in City Charter Chapter 36. For those community colleges that had not submitted underutilization data to the EEP, the data was subsequently received from CUNY Central Office.
7. DCAS compiles workforce data across twenty-nine (29) job groups. This report focuses on seventeen (17) job categories⁸ where underutilization was found. Likewise, although seventy-four (74) entities and seven (7) CUNY Community Colleges are the subject of this analysis, only

⁷ In response to the pandemic, the City, State, and Northeast region went into a “shut down” on or about mid-March 2020.

⁸ There are nineteen (19) job categories where underutilization was found if we look at all 4 quarters of the fiscal year, but underutilization is found in only 17 job categories at the end of FY 2020.

those entities that have job categories where underutilization has been found will be specifically highlighted in this report.

8. CUNY Central Office compiles workforce data across twenty (20) job groups. However, as the focus of the analysis will be for those job groups where underutilization is found with 30 workers or more, only six (6) job groups will be analyzed.
9. The *CEEDS-961: Underutilization Report* does not include Native American workers because the numbers are so small that underutilization cannot be definitively established.
10. The EEPC reserves the right to modify, update, delete, or otherwise change its planned analysis in subsequent years, depending on available data, resources and/or changes in law.

Statistical Analysis and Methodology

Statistical Analysis and Underutilization

The determination of underutilization involves comparing the availability of minorities with their utilization in the workforce for each of the job groups. Availability is an estimate of the percentage of minorities in the relevant labor market who are qualified and interested in the positions. Both availability external to the workplace (new hires) as well as internal to the workplace (promotions) are included in the compilation of availability data. New hires “internal” to the workplace include appointments from certified lists resulting from civil service examinations (where appointees may come from the outside, or from among candidates already working for the city. This applies to both open-competitive (entry level) and promotional examinations), as well as other discrete (non-civil service list) appointments, such as non-competitive and labor titles, and provisional appointments to positions in the competitive class.

The data shared in this report is collected centrally through the NYCAPS personnel system. Availability is calculated in the CEEDS system from several data sources, including the DCAS PRISE system and US Census data. DCAS determines underutilization by using a two-standard deviation (2 SD which is + or - 1.96 standard deviations) analysis, the purpose of which is to determine the statistical significance of any differences that are found. However, the concept of statistical significance does not necessarily imply a large difference between variables. A statistically significant difference is one that seems relatively unlikely to have occurred by chance. In other words, if the standard deviation exceeds 2, it is unlikely that underutilization occurred by chance. Therefore, when the probability of an event occurring by chance is less than 5% (2 SD) there is something in the process that warrants additional review. Alternatively, the CUNY Community Colleges use the 80% or four-fifths rule to calculate underutilization. This calculation indicates underutilization of protected groups when employed at a rate that is less than 80% of the non-protected group.

Even if it is determined that there are statistically significant differences, the size of the difference should also have some practical significance. For example, if the analysis shows a difference that is statistically significant, but the difference is only one-half of a person, there is little practical significance and remedial action would likely not be recommended. Similarly, groups with less than 30 individuals may be unreliable and unstable because the findings can change drastically with the addition or subtraction of a few employees. Therefore, this report will not focus its analysis on EEO job groups that are comprised of less than 30 individuals. This may be particularly relevant to those entities classified as Tiny or Extra Small as well as the CUNY Community Colleges, which have relatively small numbers of employees. This does not mean that the data for these entities will be ignored, rather, it will be placed in context with other data for the entity and if warranted, other methods of analysis may be employed.

Lastly, it must also be noted that a determination of underutilization in this report does NOT mean that it is the result of discrimination. Rather, finding underutilization indicates that additional monitoring and review is warranted. This report is looking at only one set of data, a mere snapshot of the workplace on a particular date in time during FY 2020. While patterns of the data have not yet been established or analyzed for purposes of this report, it is anticipated that if patterns do, in fact, develop they can be analyzed and addressed over the course of this ten (10) year analysis.

General Methodology

As previously noted, the EEPCC received utilization, availability, and underutilization data from DCAS for the 4th quarter of FY 2020. Local Law 13 also required the Mayor's Office of Data Analytics (MODA) to submit its pay equity report to the EEPCC, which it did. However, since the purpose of this first report is to establish an initial baseline of underutilization, by entity and by job group, it was determined that the pay data from the Mayor's Office would be more appropriately used in subsequent analyses so the data was not used in this report. In addition, underutilization data was received from CUNY Central Office, which supplemented the employment data that the EEPCC had in its files, along with its audit findings and recommendations for non-pedagogical personnel at the seven (7) CUNY Community Colleges.

Then, the EEPCC determined which entities would be included in the analysis. The EEPCC determined that only those entities for which data was provided by DCAS, totaling 74 entities would be included. In addition, there were a small number of entities that were not included because they do not fall under the jurisdiction of the EEPCC. While DCAS does not track employment data for the seven (7) CUNY Community Colleges, data was available from CUNY Central Office.

City entities were then grouped by size so that proper comparisons may be made. Thereafter, the following tables of underutilization were prepared:

Table 1: Total Number of Employees by Entity, Racial/Ethnic Category and Size for FY 2020 Q4

Table 2: Underutilization Overview by Job Group and Racial/Ethnic Category for FY 2020 Q4

Table 3: Underutilization: Availability Percentages of Workers versus Employed Workers by Job Group and Racial/Ethnic Category for FY 2020 Q4

Table 4: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category for FY2020 Q4

Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category for FY 2020 Q1 & Q4

Table 4b: Underutilization by Entity, Job Group & Racial/Ethnic Category for FY 2020 Q4

Table 4c: Underutilization by Job Group, Entity & Racial/Ethnic Category: FY 2020 Q4

Table 5: Administrator/Staff Utilization by Job Group for the CUNY Community Colleges (CC) FY 2020

Table 6: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Year

Table 6a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Entity

Table 7: Historical Summary of Corrective Actions (CA) for the CUNY Community Colleges (CC)

Table 7a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by CUNY Community College

Table 8: New York City Labor Availability Weight by Job Group

The focus of this and subsequent reports will be on those entities and/or job groups that are the largest and with the most underutilization. Those entities and job groups will be tracked in future reports to identify potential patterns or areas of concern that should be addressed. Job titles within the identified job groups will also be reviewed in future reports to determine if potential problems noted in a particular job group can be attributed to a particular title. All jobs within City government are assigned a specific civil service title. All titles are grouped into one of four categories: *Competitive Class*⁹, *Non-competitive Class*¹⁰, *Labor Class*¹¹ and *Exempt Class*¹². Most positions within City government are in the competitive class. These are positions where testing is required to determine an applicant's merit and fitness for the job. It is likely that titles within both the competitive and non-competitive class will be more closely examined in future reports as the Labor and Exempt classes make up a small percentage of the City's workforce. As previously noted, the disruptions in employment caused by the COVID-19 pandemic will surely impact future analyses. The extent of the COVID-19 pandemic's impact on the City's workforce is unknown. Additional analysis may be necessary, which will be included in subsequent reports.

Entities Included in this Analysis

The EEPC determined that mayoral and non-mayoral entities, departments, offices, boards, and the seven (7) CUNY Community Colleges will be included in its analysis. However, only those entities for which the EEPC has auditing data will be analyzed.

The City of New York's workforce is approximately 390,000 employees, which includes full- and part-workers. See *Appendix C for the Total Number of Employees by Entity, Racial/Ethnic Category and Size for FY 2020 Q4*. As previously mentioned, this report focuses on seventy-four (74) entities but does not include the pedagogical staff of the Department of Education (over 155,000 employees), all staff from the Health and Hospital Corporation (approximately 38,000 employees), and the Board of Elections (approximately 900 employees) as they do not fall under the EEPC's jurisdiction. Although the EEPC audits New York City's fifty-nine (59) Community Boards, as mandated by the City Charter, the Community Boards have not been included in this analysis as they are largely comprised of unsalaried members and there is no DCAS data available for them. In addition, the EEPC did not include its own data in this report, largely because the EEPC doesn't audit itself. Having said that, however, the list of agencies will again be reviewed and possibly revised in the next report. For a list of those agencies for which data is available, see Appendix C. At the end of the 4th quarter of FY 2020, there were approximately 194,000 City employees in the abovementioned 74 entities (see Figure 2 for Racial/Ethnic Breakdown of the Entities Included in this Report). Reported and analyzed separately are the 3,604 non-pedagogical personnel employed at the CUNY Community Colleges in FY 2020.

In order to compare entities of similar size, the entities will be categorized by their headcounts: Extra-Large (10,000+ employees, Large (5,000-9,999 employees), Medium (1,000-4,999 employees),

⁹ Examinations are required to become permanent in a title, such as Accountant.

¹⁰ Titles where it is impractical to test competitively, such as Attorney.

¹¹ Titles that have no minimum qualifications, such as City Park Worker.

¹² Those titles where the hiring agency determines fitness, such as Deputy Commissioner.

Small (500-999), Extra-Small (100-499 employees), and Tiny (0-99 employees). The entities are broken down, into categories, as follows:

Extra-Large Entities

1. NYC Police Department
2. NYC Fire Department
3. NYC Human Resources Administration/Department of Social Services
4. NYC Department of Correction
5. NYC Department of Education
6. NYC Housing Authority

Large Entities

1. NYC Administration for Children's Services
2. NYC Department of Health and Mental Hygiene
3. NYC Department of Environmental Protection
4. NYC Department of Transportation
5. NYC Department of Parks and Recreation
6. NYC Department of Sanitation

Medium Entities

1. NYC Law Department
2. NYC Homeless Services/Department of Social Services
3. NYC Department of Probation
4. NYC Department of Housing, Preservation and Development
5. NYC Department of Buildings
6. NYC Department of Finance
7. NYC Department of Design and Construction
8. NYC Department of Information Technology and Telecommunications
9. NYC Department of Citywide Administrative Services
10. Office of the New York County District Attorney
11. Office of the Bronx County District Attorney
12. Office of the Kings County District Attorney

Small Entities

1. Office of the Mayor
2. Office of the NYC Comptroller
3. NY City Council
4. NYC Department for the Aging
5. NYC Taxi and Limousine Commission
6. NYC Department of Youth and Community Development
7. Office of the Queens County District Attorney

Extra-Small Entities

1. NYC Campaign Finance Board
2. NYC Employees' Retirement System
3. Department of Emergency Management
4. NYC Mayor's Office of Management and Budget
5. NYC Department of City Planning

6. NYC Department of Investigation
7. Teachers' Retirement System of the City of New York
8. NYC Civilian Complaint Review Board
9. Financial Information Services Agency
10. NYC Office of Payroll Administration
11. NYC Office of Labor Relations
12. NYC Commission on Human Rights
13. NYC Police Pension Fund
14. NYC Small Business Services
15. NYC Consumer and Worker Protection
16. Office of the Richmond County District Attorney
17. Office of the Special Narcotics Prosecutor for the City of New York
18. NYC Office of Administrative Trials and Hearings

Tiny Entities

1. NYC Office of the Actuary
2. Office of the Manhattan Borough President
3. Office of the Bronx Borough President
4. Office of the Brooklyn Borough President
5. Office of the Queens Borough President
6. Office of the Staten Island Borough President
7. NYC Board of Standards and Appeals
8. NYC Department of Veterans' Services
9. NYC Board of Correction
10. Office of the Public Advocate for the City of New York
11. Office of the City Clerk, City of New York
12. NYC Department of Cultural Affairs
13. Independent Budget Office of the City of New York
14. NYC Civil Service Commission
15. NYC Landmarks Preservation Commission
16. NYC Conflicts of Interest Board
17. NYC Office of Collective Bargaining
18. NYC Business Integrity Commission
19. NYC Department of Records and Information Services
20. Public Administrator of New York County
21. Public Administrator of Bronx County
22. Public Administrator of Kings County
23. Public Administrator of Queens County
24. Public Administrator of Richmond County
25. NYC Office of Administrative Tax Appeals

Community Colleges

1. Stella and Charles Guttman Community College
2. Bronx Community College
3. Queensborough Community College
4. Kingsborough Community College
5. Borough of Manhattan Community College
6. Eugenio Maria De Hostos Community College

7. Fiorello H. LaGuardia Community College

As can be seen in Figure 1, below, the Tiny and Extra-Small agencies make up the majority of agencies in this report, but which may ultimately be too small to analyze. Thus, the focus of subsequent reports will likely be on Extra-Large, Large and Medium agencies.

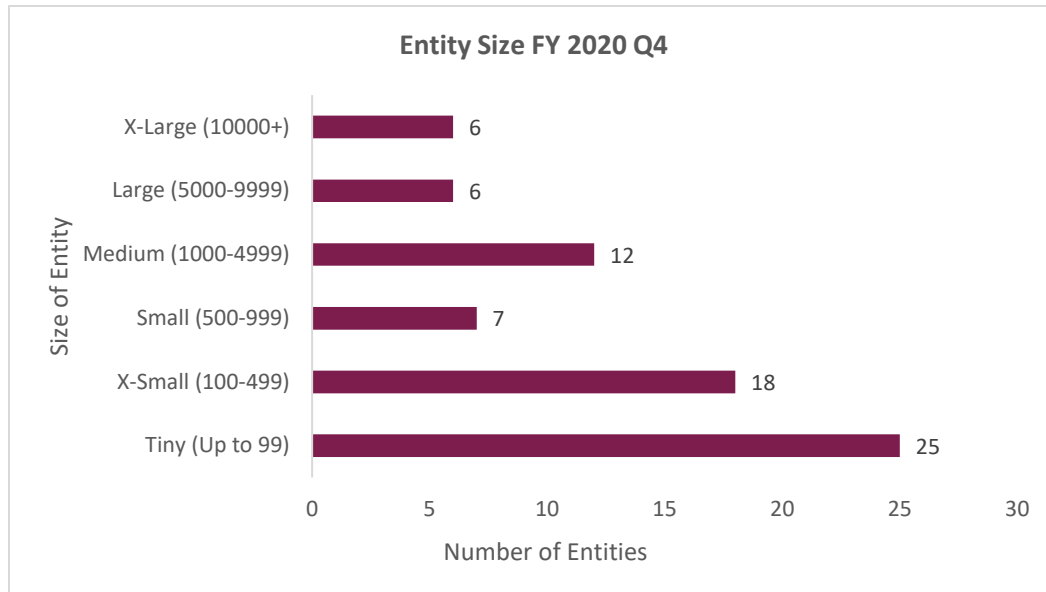


Figure 1: Number of NYC entities per Size Category

Race/Ethnicity and Job Groups

Each of the employees for each of the entities included in this analysis can be categorized into one of the following racial/ethnic categories, as defined by the US Equal Employment Opportunity Commission (EEOC):

- **White** (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Black** (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- **Asian/Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Native Hawaiian and Other Pacific Islander includes all persons having their origins in any of the original peoples of Hawaii, Guam, Samoa, or any other Pacific Islands.
- **Hispanic** – All persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native American** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community.
- **Race/Ethnicity Unknown** – Race and/or ethnicity may not have been disclosed by the employee.

Aggregated Race/Ethnicity of the Agencies in this Report

Table 1 sets forth the list of agencies included in this report and the number of employees in each agency, categorized by race and ethnicity. The table shows a total of 193,651 employees, with 10% of these employees categorized as Asian, 33% Black, 33% White, 22% Hispanic, 2% Unknown, and 0.49%, which was rounded down to 0% Native American.

See Figure 2, below. Since the number of Black and White employees are more or less equal, any underutilization found for Black employees may require a deeper look into those occupations and job groups that comprise the greatest number of Black workers in order to determine not just the causes of underutilization but whether areas of occupational segregation exist. Such issues will be addressed in subsequent reports.

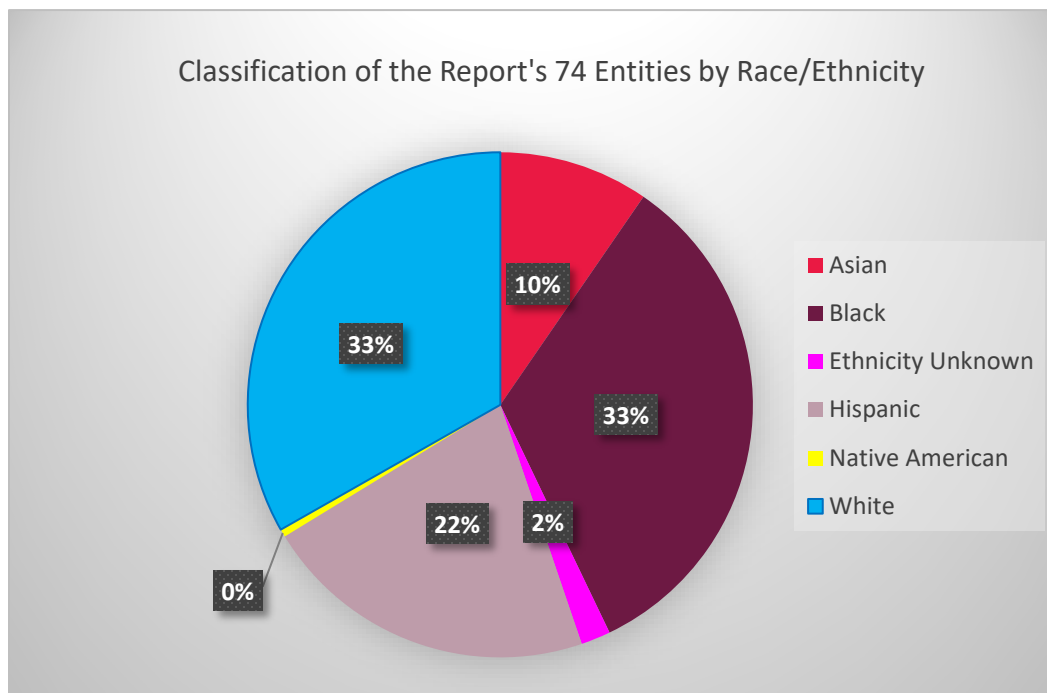


Figure 2: Racial/Ethnic Breakdown of the 74 NYC entities included in this report

For purposes of this report, however, as noted in the Assumptions Section of this report, underutilization of Native American workers will not be included in this report's analysis as the number of workers in this category are too few to definitively establish underutilization. Additionally, employees who did not disclose their race and/or ethnicity were not included in this analysis. Finally, as underutilization based on gender was not included in the Local Law 13 reporting requirements, women were not analyzed as a separate category. The result is that this analysis focuses solely on the categories of Black, Asian/Pacific Islander, and Hispanic workers. The EEPC will explore including the underutilization of women in its analysis in subsequent reports.

DCAS, in the *CEEDS-961: Underutilization Report*, splits the City's governmental workforce into the following 29 job groups:¹³

Administrators · Building Services · Clerical · Clerical Supervisors · Craft · Farming · Fire Supervisors · Firefighters · Food Preparation · Guards · Health Professionals · Health Services · Laborers · Lawyers · Management Specialists · Managers · Operators · Paraprofessionals · Personal Services · Police and Detectives · Police Supervisors · Public Relations · Sanitation Workers · Science Professionals · Social Scientists · Social Workers · Teachers · Technicians · Transportation.

Areas of Underutilization

The *CEEDS-961: Underutilization Report* identifies those job groups with underutilization of Asian, Black and Hispanic workers, for FY 2020, as follows:

Underutilization by Agency Size

Of the entities categorized as **Extra-Large**, the following entities were identified as having areas of underutilization in the following job groups:

- NYC Human Resources Administration/ Department of Social Services – *Building Services* – Asian
- NYC Housing Authority – *Building Services* – Asian, Hispanic
- NYC Fire Department – *Clerical* – Black
- NYC Fire Department – *Clerical Supervisor* – Black
- NYC Human Resources Administration/ Department of Social Services – *Craft* – Black
- NYC Department of Correction – *Craft* – Black
- NYC Department of Education – *Craft* – Black
- NYC Fire Department – *Craft* – Black
- NYC Police Department – *Craft* – Black
- NYC Department of Correction – *Food Preparation* – Asian
- NYC Department of Education – *Food Preparation* – Asian
- NYC Department of Correction – *Food Preparation* – Hispanic
- NYC Department of Education – *Food Preparation* – Hispanic
- NYC Housing Authority – *Guards* – Hispanic
- NYC Police Department – *Health Professionals* – Asian, Black
- NYC Department of Education – *Health Professionals* – Black
- NYC Fire Department – *Health Professionals* – Black, Hispanic
- NYC Housing Authority – *Laborers* – Asian
- NYC Police Department – *Police and Detectives* – Black
- NYC Department of Education – *Social Workers* – Black
- NYC Housing Authority – *Social Workers* – Black
- NYC Police Department – *Social Workers* – Black
- NYC Housing Authority – *Technicians* – Asian
- NYC Police Department – *Technicians* – Asian
- NYC Fire Department – *Technicians* – Black

¹³ Appendix D includes the list of titles that comprise the EEO-4 job categories reported on the *CEEDS-961 Underutilization Report*.

Of the entities categorized as **Large**, the following entities were identified as having areas of underutilization in the following job groups:

- NYC Department of Environmental Protection – *Clerical* – Black
- NYC Department of Environmental Protection – *Clerical Supervisor* – Black
- NYC Department of Parks and Recreation – *Clerical Supervisor* – Black
- NYC Department of Environmental Protection – *Craft* – Black
- NYC Department of Health and Mental Hygiene – *Craft* – Black
- NYC Department of Parks and Recreation – *Craft* – Black
- NYC Department of Sanitation – *Craft* – Black
- NYC Department of Transportation – *Craft* – Black
- NYC Department of Parks and Recreation – *Food Preparation* – Black
- NYC Department of Environmental Protection – *Management Specialists* – Black
- NYC Department of Parks and Recreation – *Management Specialists* – Black
- NYC Department of Environmental Protection – *Managers* – Black
- NYC Department of Sanitation – *Managers* – Black
- NYC Department of Transportation – *Managers* – Hispanic
- NYC Administration for Children’s Services – *Paraprofessionals* – Asian
- NYC Department of Sanitation – *Personal Services* – Asian
- NYC Department of Environmental Protection – *Police and Detectives* – Black
- NYC Department of Parks and Recreation – *Science Professionals* – Asian, Black
- NYC Department of Environmental Protection – *Science Professionals* – Black
- NYC Department of Transportation – *Science Professionals* – Black
- NYC Department of Parks and Recreation – *Social Scientists* – Black
- NYC Department of Transportation – *Social Scientists* – Black
- NYC Department of Parks and Recreation – *Social Workers* – Black
- NYC Department of Environmental Protection – *Technicians* – Hispanic
- NYC Department of Health and Mental Hygiene – *Technicians* – Hispanic

Of the entities categorized as **Medium**, the following entities were identified as having areas of underutilization in the following job groups:

- NYC Department of Homeless Services – *Building Services* - Hispanic
- Office of the Bronx County District Attorney – *Clerical* – Asian, Black
- Office of the Kings County District Attorney – *Clerical* – Black
- Office of the New York County District Attorney – *Clerical* – Black
- NYC Department of Citywide Administrative Services – *Craft* – Black
- Office of the NY County District Attorney – *Craft* – Black
- NYC Department of Design and Construction – *Management Specialists* – Black
- NYC Law Department – *Management Specialists* – Hispanic
- NYC Department of Homeless Services – *Managers* – Asian
- NYC Department of Probation – *Managers* – Asian
- Office of the Bronx County District Attorney – *Managers* – Black
- Office of the NY County District Attorney – *Managers* – Black
- NYC Department of Information Technology & Telecommunications – *Managers* – Black
- NYC Department of Finance – *Managers* – Hispanic

- NYC Department of Homeless Services – *Paraprofessionals* – Asian
- NYC Department of Probation – *Paraprofessionals* – Asian
- Office of the Bronx County District Attorney – *Paraprofessionals* – Asian
- Office of the Kings County District Attorney – *Paraprofessionals* – Asian
- Office of the NY County District Attorney – *Paraprofessionals* – Black
- NYC Department of Finance – *Paraprofessionals* – Hispanic
- Office of the NY County District Attorney – *Police and Detectives* – Black
- NYC Department of Buildings – *Science Professionals* – Black
- NYC Department of Citywide Administrative Services – *Science Professionals* – Black
- Office of the Kings County District Attorney – *Social Workers* – Black
- Office of the Bronx County District Attorney – *Technicians* – Black

Of the entities categorized as **Small**, the following entities were identified as having areas of underutilization in the following job groups:

- Office of the Queens County District Attorney – *Clerical* – Black
- Office of the Mayor – *Clerical* – Black
- Office of the NYC Comptroller – *Clerical* – Black
- Office of the Queens County District Attorney – *Clerical Supervisor* – Black
- Office of the Queens County District Attorney – *Managers* – Black
- NY City Council – *Paraprofessionals* – Black
- Office of the Queens County District Attorney – *Paraprofessionals* – Black
- Office of the Queens County District Attorney – *Police and Detectives* – Black

Of the entities categorized as **Extra-Small**, the following entities were identified as having areas of underutilization in the following job groups:

- NYC Mayor’s Office of Management and Budget – *Clerical* – Black
- NYC Police Pension Fund – *Clerical* – Black
- Office of the Richmond County District Attorney – *Clerical* – Black
- NYC Campaign Finance Board – *Management Specialists* – Black
- Department of Emergency Management – *Management Specialists* – Black
- NYC Department of Consumer and Worker Protection – *Management. Specialists* – Black
- NYC Mayor’s Office of Management and Budget – *Management Specialists* – Black
- Office of the Richmond County District Attorney – *Managers* – Asian
- NYC Campaign Finance Board – *Managers* – Black
- NYC Department of City Planning – *Managers* – Black
- Office of the Richmond County District Attorney – *Managers* – Black
- Financial Information Services Agency – *Managers* – Black, Hispanic
- NYC Mayor’s Office of Management and Budget – *Managers* – Black
- Office of the Special Narcotics Prosecutor for the City of New York – *Managers* – Black
- Office of the Richmond County District Attorney – *Paraprofessionals* – Asian, Black
- NYC Office of Labor Relations – *Paraprofessionals* – Hispanic
- Office of Richmond County District Attorney – *Police and Detectives* – Black
- NYC Department of City Planning – *Social Scientists* – Black
- NYC Commission on Human Rights – *Social Workers* – Black
- NYC Employees’ Retirement System – *Technicians* – Black, Hispanic

- NYC Civilian Complaint Review Board – *Technicians* – Black
- NYC Department of Investigation – *Technicians* – Black
- Teachers’ Retirement System of the City of New York – *Technicians* – Hispanic

Of the entities categorized as **Tiny**, the following entities were identified as having areas of underutilization in the following job groups:

- Office of the City Clerk, City of New York– *Clerical* - Black
- NYC Department of Records and Information Services– *Management Specialists* - Black
- Office of the Brooklyn Borough President – *Paraprofessionals* – Hispanic
- NYC Office of the Actuary – *Science Professionals* – Black
- NYC Landmark and Preservation Commission – *Social Scientists* – Black

The largest difference between the number of workers employed and the number of workers available to be employed occurs in the largest (Extra-Large and Large) entities: NYC Police Department, Department of Education, Department of Parks and Recreation and NYC Fire Department.¹⁴ It is important to note that in considering the entities that experienced the largest difference in number of employees versus number of available workers to also consider the difference as a percentage of the entity workforce in the job market for each racial and ethnic group. This percentage difference is illustrated by the chart in Figure 3, which follows.

The bar chart in Figure 3 shows the difference between the number of workers employed versus the number of workers expected to be employed. By highlighting the difference between the number of workers employed and expected in the entity, it becomes easier to see the impact that this gap has on the entity’s workforce. As shown by the chart, the largest gap is in the NYC Police Department. Other agencies with significant gaps include the Department of Education, the NYC Housing Authority, the Department of Parks and Recreation, the NYC Fire Department, and the NYC Department of Environmental Protection. The line that crosses the page corresponds to that difference as a percentage of the entity’s workforce.

For example, in the Extra-Large entities, *NYC Police Department* and *Department of Education*, the largest gap between the number employed and expected, across all racial/ethnic groups, both represent 8% of the workforce. This number, 8%, is where the line crosses each of the entities on the chart.

In order to understand the impact of this data on a particular entity, the NYC Police Department employed a total of 54,001 employees as of FY 2020 Q4. It was expected that (based on availability) 9,808 Black workers would be employed in the Police and Detectives job group. However, there were only 5,727 Black workers employed in the Police and Detectives job group during this period, which represents 11% of the Police Department’s total headcount. Therefore, the gap between the number Black workers expected and employed in the Police and Detective job group is 4,081. If there was no underutilization of Black workers in the Police and Detectives job group, Black worker representation would increase to 18% of the Police Department’s workforce.

¹⁴ In the Appendix B, Table 4c: Underutilization by Entity, Job Group & Racial/Ethnic Category: FY 2020 Q4 provides a breakdown of the job groups with underutilization in each of the entities and shows the difference between the number of individuals employed and expected to be employed.

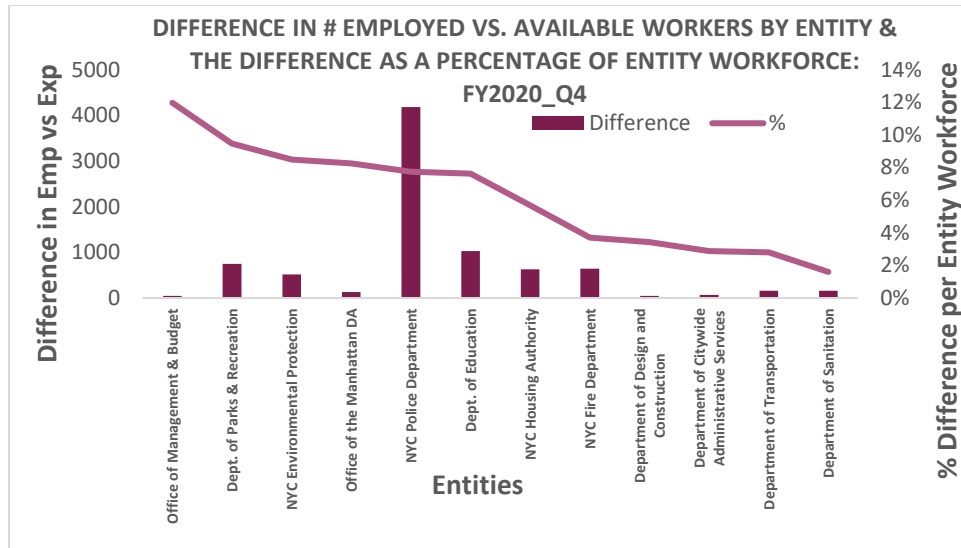


Figure 3: Difference in the number of workers employed versus the number of workers available in the workforce as a comparison of the entity’s entire workforce.

Underutilization by EEO Job Group

Using the same data, underutilization by job group and entity is, as follows:

Administrators	None
Building Services	NYC Department of Homeless Services (Medium) ¹⁵ Hispanic NYC Housing Authority (Ex-Large) Hispanic and Asian NYC Human Resources Administration/ Department of Social Services (Ex-Large) Asian
Clerical	Office of the City Clerk (Tiny) Black NYC Mayor’s Office of Management and Budget (Ex-Small) Black NYC Police Pension Fund (Ex-Small) Black Office of the Richmond County District Attorney (Ex-Small) Black Office of the Queens County District Attorney (Small) Black Office of the Mayor (Small) Black Office of the NYC Comptroller (Small) Black Office of the Bronx County District Attorney (Medium) Black, Asian Office of the Kings County District Attorney (Medium) Black Office of the NY County District Attorney (Medium) Black NYC Department of Environmental Protection (Large) Black NYC Fire Department (Ex-Large) Black
Clerical Supervisors	Office of the Queens County District Attorney (Small) Black NYC Department of Environmental Protection (Large) Black NYC Department of Parks and Recreation (Large) Black NYC Fire Department (Ex-Large) Black

¹⁵ Denotes headcount of agency: Tiny, Extra-Small, Small, Medium, Large, and Extra-Large.

Craft	NYC Department of Citywide Administrative Services (Medium) Black Office of the NY County District Attorney (Medium) Black NYC Department of Environmental Protection (Large) Black NYC Department of Health and Mental Hygiene (Large) Black NYC Department of Parks and Recreation (Large) Black NYC Department of Sanitation (Large) Black NYC Department of Transportation (Large) Black NYC Human Resources Administration (Ex-Large) Black NYC Department of Correction (Ex-Large) Black NYC Department of Education (Ex-Large) Black NYC Fire Department (Ex-Large) Black NYC Police Department (Ex-Large) Black
Farming	None
Fire Supervisors	None
Firefighters	None
Food Preparation	NYC Department of Parks and Recreation (Large) Black NYC Department of Correction (Ex-Large) Asian NYC Department of Education (Ex-Large) Asian Hispanic NYC Department of Correction (Ex-Large) Hispanic
Guards	NYC Housing Authority (Ex-Large) Hispanic
Health Professionals	NYC Police Department (Ex-Large) Asian Black NYC Department of Education (Ex-Large) Black NYC Fire Department (Ex-Large) Black Hispanic
Health Services	None
Laborers	NYC Environmental Protection (Large) Asian NYC Department of Parks and Recreation (Large) Asian NYC Department of Transportation (Large) Asian NYC Housing Authority (Ex-Large) Asian
Lawyers	None
Management Specialists	NYC Department of Records and Information Services (Tiny) Black NYC Campaign Finance Board (Ex-Small) Black Department of Emergency Management (Ex-Small) Black NYC Department of Consumer and Worker Protection (Ex-Small) Black NYC Mayor's Office of Management and Budget (Ex-Small) Black NYC Department of Design and Construction (Medium) Black NYC Law Department (Medium) Hispanic NYC Department of Environmental Protection (Large) Black NYC Department of Parks and Recreation (Large) Black

Managers	<p>Office of the Richmond County District Attorney (Ex-Small) Asian Black NYC Campaign Finance Board (Ex-Small) Black NYC Department of City Planning (Ex-Small) Black Financial Information Services Agency (Ex-Small) Black Hispanic NYC Mayor’s Office of Management and Budget (Ex-Small) Black Office of the Special Narcotics Prosecutor for the City of New York (Ex-Small) Black Office of the Queens County District Attorney (Small) Black NYC Department of Homeless Services (Medium) Asian NYC Department of Probation (Medium) Asian Office of the Bronx County District Attorney (Medium) Black Office of the NY County District Attorney (Medium) Black Department of Information Technology and Telecommunication (Medium) Black NYC Department of Environmental Protection (Large) Black NYC Department of Sanitation (Large) Black NYC Department of Transportation (Large) Black</p>
Operators	None
Paraprofessionals	<p>Office of the Brooklyn Borough President (Tiny) Hispanic NYC Office of Labor Relations (Ex-Small) Hispanic Office of the Richmond County District Attorney (Ex-Small) Asian, Black NY City Council (Small) Black Office of the Queens County District Attorney (Small) Black NYC Department of Homeless Services (Medium) Asian Department of Probation (Medium) Asian Office of the Bronx County District Attorney (Medium) Asian Office of the Kings County District Attorney (Medium) Asian Office of the NY County District Attorney (Medium) Black Department of Finance (Medium) Hispanic Administration for Children’s Services Asian</p>
Personal Services	Department of Sanitation (Large) Asian
Police and Detectives	<p>Office of the Richmond County District Attorney (Ex-Small) Black Office of the Queens County District Attorney (Small) Black Office of the NY County District Attorney (Medium) Black NYC Department Environmental Protection (Large) Black NYC Police Department (Ex-Large) Black</p>
Police Supervisors	None
Public Relations	None
Sanitation Workers	None
Science Professionals	<p>NYC Office of the Actuary (Tiny) Black NYC Department of Buildings (Medium) Black</p>

	NYC Department of Citywide Administrative Services (Medium) Black NYC Environmental Protection (Large) Black NYC Department of Parks and Recreation (Large) Black, Asian NYC Department of Transportation (Large) Black
Social Scientists	NYC Landmarks Preservation Commission (Tiny) Black NYC Department of City Planning (Ex-Small) Black NYC Department of Parks and Recreation (Large) Black NYC Department of Transportation (Large) Black
Social Workers	NYC Commission on Human Rights (Ex-Small) Black Office of the Kings County District Attorney (Medium) Black NYC Department of Parks and Recreation (Large) Black NYC Department of Education (Ex-Large) Black NYC Housing Authority (Ex-Large) Black NYC Police Department (Ex-Large) Black
Teachers	None
Technicians	NYC Employees' Retirement System (Ex-Small) Black, Hispanic NYC Civilian Complaint Review Board (Ex-Small) Black NYC Department of Investigation (Ex-Small) Black Teachers' Retirement System of the City of New York (Ex-Small) Hispanic Office of the Bronx County District Attorney (Medium) Black NYC Department of Environmental Protection (Large) Hispanic NYC Department of Health and Mental Hygiene (Large) Hispanic NYC Housing Authority (Ex-Large) Asian NYC Police Department (Ex-Large) Asian NYC Fire Department (Ex-Large) Black
Transportation	None

Figure 4, below, demonstrates the largest difference between the number of workers employed versus the number of workers in all race/ethnic groups, expected to be in the combined availability pool by job group. In other words, as in Figure 3 we are looking at the difference between the number of workers employed and expected, which is represented by the bar chart. The difference between this chart and that in Figure 3 is that the horizontal axis is job group instead of entity. Again, the line going across the page is the percentage difference, this time by job group. The data show that the following job groups¹⁶ had the most significant difference in number of employees versus number of available workers when examined as a percentage of the job group total: *Police and Detectives, Craft, Technicians, Health Professionals, Building Services, and Food Preparation.*

¹⁶In the Appendix B, Table 4c: Underutilization by Job Group, Entity & Racial/Ethnic Category: FY 2020 Q4 provides a breakdown of the job groups with underutilization in each of the entities and shows the difference between individuals employed and expected to be employed.

Using the *Food Preparation* job group as an example, there are a total of 1,704 persons employed in this job group as of FY 2020 Q4. The chart in Figure 4 shows that the gap between available and expected workers represents 20% of the job group total. If there were no underutilization present, the workforce for this job group would grow by 342 Asian, Black and Hispanic workers.

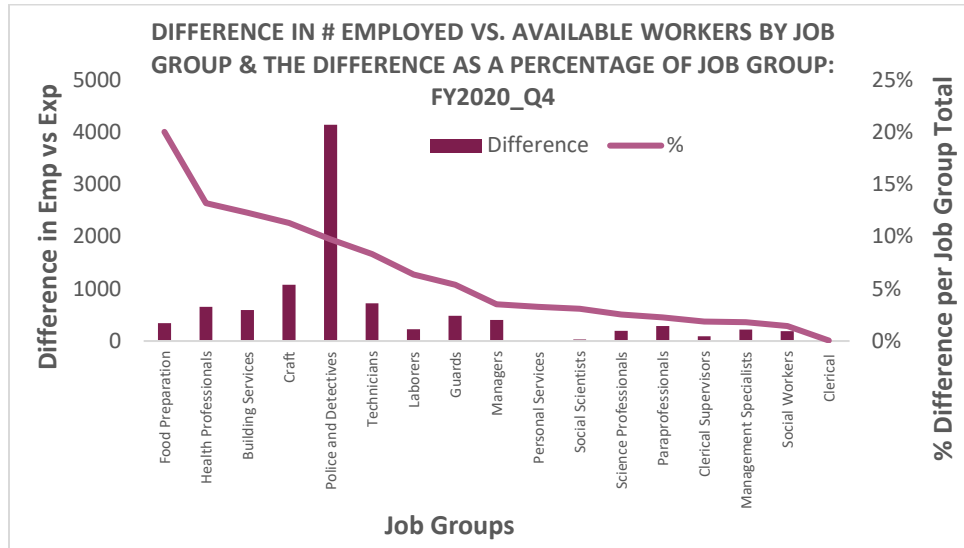


Figure 4: Difference in the number of workers employed versus the number of workers available by Job Group as a percentage of the Job Group total.

The Figures that follow, Figures 5, 6, and 7 depict graphically underutilization of Black, Asian and Hispanic workers in the Top 3 job groups by entity size. In Figure 5, Black workers are underutilized in the Managers, Craft and Clerical job groups. Further, the number of entities in which this underutilization exists is found on the left side of the chart, while the entities are broken down by size. For example, the first bar chart would read that Black clerical workers are underutilized in 3 Extra-Small entities while Black managers are underutilized in 6 Extra-Small entities. The charts in Figures 6 and 7 may be read in the same way.

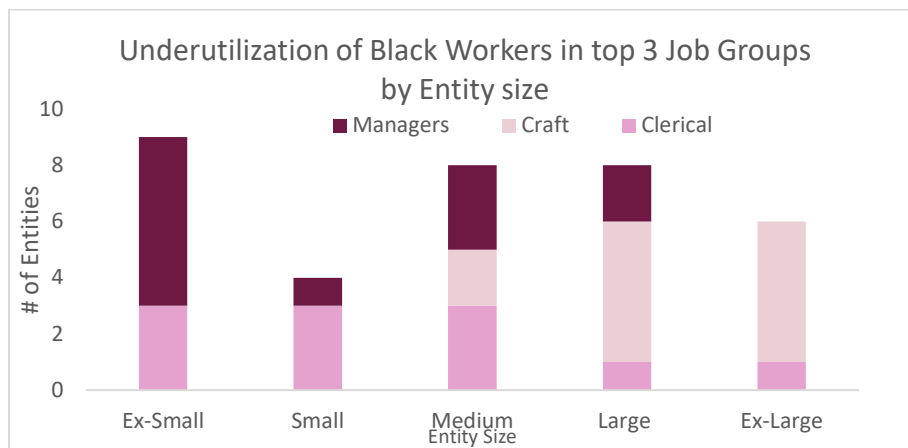


Figure 5: Top 3 Job Groups with the most underutilization of Black Workers across entity size categories

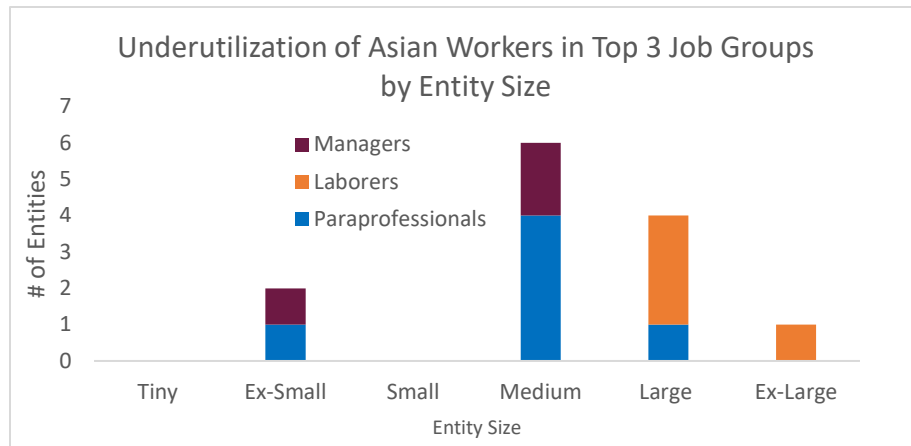


Figure 6: Top 3 Job Groups with the most underutilization of Asian Workers across entity size categories

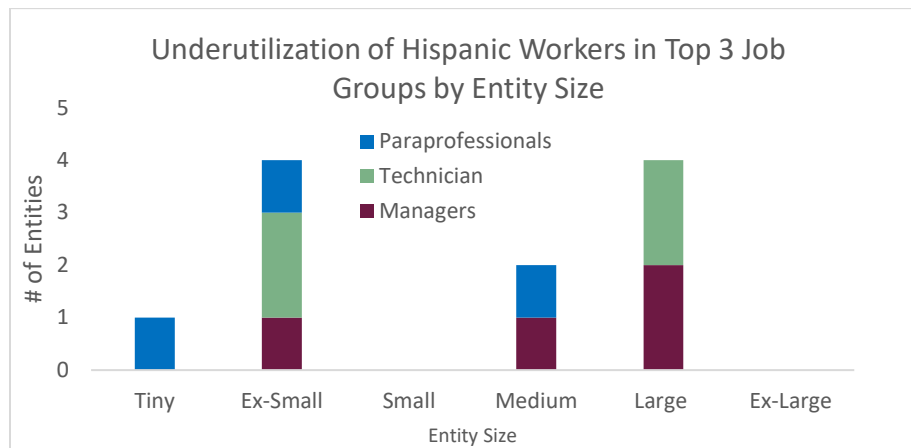


Figure 7: Top 3 Job Groups with the most underutilization of Hispanic Workers across entity size categories

For more detailed information, see Appendix B, Table 2: Underutilization Overview by Job Group and Racial/Ethnic Category (FY 2020 Q4) for a concise list of areas of underutilization by race/ethnicity and job group. See also Table 3: Underutilization: Availability Percentages of Workers versus Employed Workers by Job Group and Racial/Ethnic Category (FY 2020 Q4). Table 4: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category for FY 2020 Q1 & Q4, Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category for FY 2020 Q1 & Q4 further delineates underutilization by job category. Table 4b: Underutilization by Entity, Job Group, Racial/Ethnic Groups & Entity Size Categories for FY 2020 provides an overview of underutilization by NYC entity and Table 4c: Underutilization by Entity, Job Group, Racial/Ethnic Groups & Job Group for FY 2020 provides an overview by job group.

Underutilization at the Community Colleges

Underutilization data for the CUNY Community Colleges was compiled from data provided to the EEPC as a result of audits performed in the normal course of the EEPC's work. Table 5: Administrator/Staff Utilization by Job Group for CUNY Community Colleges FY 2020 sets forth the job groups for each of the seven (7) CUNY Community Colleges that are included in this analysis. The numbers associated with Job Group Total on the chart are the total number of employees in each job group.

The Community Colleges break the workforce down into twenty (20) job groups, which are as follows:

Administration 1 (Executive) · Administration 2 (Manager) · Administration 3 (Professional) · IT Computer Manager · Accountant (Professionals) · IT Computer Professional · Accountant Assistant · Administrative Assistant · Office Assistant · Mail Service Worker · IT Support Technician · Basic Craft Buildings and Grounds · Laborers and Helpers · Skilled Trades · Security Manager. Campus Public Safety Sergeant · Campus Peace Officer · Campus Security Assistant · Custodial Supervisor · Custodial

A summary of underutilization from Appendix B, Table 5: Administrator/Staff Utilization by Job Group for the CUNY Community College (CC) FY 2020 follows:

Stella and Charles Guttman Community College¹⁷

- Administration 3 (Professionals) (40 employees) Asian
- IT Computer Professional (Less than or equal to 5 employees) Black, Hispanic

Queensborough Community College

- Administration 1 (Executive) (21 employees) Asian, Hispanic
- Administration 2 (Manager) (100 employees) Black, Hispanic
- Administrative Assistant (22 employees) Black, Hispanic
- Basic Craft Buildings and Grounds (9 employees) Black, Hispanic
- Laborers and Helpers (9 employees) Asian
- Skilled Trades (27 employees) Black, Hispanic
- Campus Public Safety Sergeant(10 employees) Black, Hispanic
- Campus Peace Officer (29 employees) Hispanic
- Campus Security Assistant (15 employees) Hispanic
- Custodial Supervisor (8 employees) Hispanic

Kingsborough Community College

- Administration 2 (Manager) (102 employees) Asian
- Administration 3 (Professionals) (138 employees) Asian
- IT Computer Manager (Less than or equal to 5 employees) Asian, Hispanic
- Accountant (Professionals) (Less than or equal to 5 employees) Asian, Black
- IT Computer Professional (25 employees) Asian
- Administrative Assistant (16 employees) Asian, Black and Hispanic
- Office Assistant (49 employees) Asian, Hispanic
- IT Support Technician (9 employees) Black
- Basic Craft Buildings and Grounds (9 employees) Hispanic
- Laborers and Helpers (16 employees) Asian, Hispanic
- Campus Public Safety Sergeant(11 employees) Black
- Campus Peace Officer (20 employees) Asian
- Campus Security Assistant (15 employees) Asian, Hispanic
- Custodial (57 employees) Hispanic

Borough of Manhattan Community College

¹⁷ This College was only audited one time by the EEPC.

- Administrative Assistant (11 employees) Hispanic
- Laborers and Helpers (10 employees) Hispanic
- Skilled Trades (49 employees) Black, Hispanic
- Campus Security Assistant (37 employees) Hispanic
- Custodial Supervisor (14 employees) Asian, Hispanic
- Custodial (61 employees) Asian

Eugenio Maria De Hostos Community College

- Administration 1 (Executive) (16 employees) Black
- Administration 2 (Manager) (68 employees) Asian, Black
- Administration 3 (Professionals) (129 employees) Asian
- IT Computer Professional (16 employees) Asian, Black
- Administrative Assistant (8 employees) Asian
- IT Support Technician (Less than or equal to 5 employees) Asian
- Basic Craft Buildings and Grounds (8 employees) Asian, Hispanic
- Skilled Trades (13 employees) Asian, Black
- Campus Public Safety Sergeant(8 employees) Black
- Campus Peace Officer (20 employees) Asian
- Custodial (34 employees) Asian

Bronx Community College

- Administration 1 (Executive) (16 employees) Asian
- Administration 2 (Manager) (69 employees) Asian
- Administration 3 (Professionals) (134 employees) Asian
- IT Computer Professional (28 employees) Asian
- Accountant Assistant (8 employees) Black
- IT Support Technician (12 employees) Asian
- Basic Craft Buildings and Grounds (9 employees) Asian
- Skilled Trades (23 employees) Asian, Hispanic
- Campus Public Safety Sergeant(17 employees) Asian
- Campus Peace Officer (17 employees) Asian
- Campus Security Assistant (20 employees) Asian
- Custodial Supervisor (11 employees) Asian, Hispanic
- Custodial (33 employees) Asian

Fiorello H. LaGuardia Community College

- Administration 1 (Executive) (Less than or equal to 5 employees) Asian
- IT Computer Professional (10 employees) Asian (Less than or equal to 5 employees) Black
- Administrative Assistant (Less than or equal to 5 employees) Black
- Mail Service Worker (Less than or equal to 5 employees) Asian, Black
- IT Support Technician (Less than or equal to 5 employees) Asian
- Campus Public Safety Sergeant(Less than or equal to 5 employees) Asian
- Custodial (Less than or equal to 5 employees) Black
- Campus Security Assistant (35 employees) Hispanic

Summary of Key Findings and Conclusions

Underutilization by Entity Size

Among those entities categorized as **Extra-Large**, there was underutilization of Black workers in the *Clerical, Clerical Supervisor, Craft, Health Professional, Police and Detectives, Social Worker, Health Professional, and Technician* job groups. Asian workers were underutilized in the *Building Services, Food Preparation, Health Professional, Laborer, and Technician* job groups while Hispanic workers saw underutilization in the *Building Services, Food Preparation, and Health Professional* job categories.

Among those entities categorized as **Large**, the vast majority of underutilization was for Black workers in the *Clerical, Clerical Supervisor, Craft, Food Preparation, Management Specialist, Manager, Police and Detectives, Science Professional, Social Scientist, and Social Worker* job groups. There was underutilization of Asian workers in the *Paraprofessional, Personal Services, and Science Professionals* job groups. There was underutilization of Hispanic workers in the *Manager, and Technician* job groups.

Among those entities categorized as **Medium**, the majority of underutilization was again for Black workers in the *Clerical, Craft, Management Specialist, Manager, Paraprofessional, Police and Detectives, Science Professionals, Social Workers, and Technician* job groups. Asian workers also experienced underutilization in the *Clerical, Manager, and Paraprofessional* job groups. Hispanic workers experienced underutilization in the *Building Services, Management Specialist, Manager, and Paraprofessional* job groups.

Among those entities categorized as **Small**, all underutilization was for Black workers in the *Clerical, Clerical Supervisor, Manager, Paraprofessional, and Police and Detectives* job categories.

Among those entities categorized as **Extra-Small**, the vast majority of underutilization was also for Black workers in the *Clerical, Management Specialist, Manager, Police and Detectives, Social Scientist, Social Worker, and Technician* job groups. There was underutilization of Asian workers in the *Manager and Paraprofessional* job groups and for Hispanic workers in *Manager and Technician* job groups.

Among those entities categorized as **Tiny**, with areas of underutilization, nearly all the underutilization identified is for Black workers in the *Clerical, Management Specialist, Science Professional, and Social Scientist* job groups. There was also underutilization for Hispanic workers in the *Paraprofessional* job category.

In determining the focus of the analysis in subsequent reports, this first look at underutilization suggests that underutilization of Black workers in the *Clerical, Clerical Supervisor, Craft, Management Specialist, Manager, Police and Detectives, Science Professional, Social Scientist, Social Worker, and Technician* job groups warrants a closer examination. Underutilization of Asian workers in the *Building Services, Food Preparation, Laborer, Manager, Paraprofessional, Personal Services, Science Professional, and Technician* job groups should also be further examined. Additionally, underutilization of Hispanic workers in the *Building Services, Food Preparation, Health Professional, Management Specialist, Manager, Paraprofessional, and Technician* job groups should also be reviewed.

The following Table summarizes those job groups with underutilization by the size of entity.

Entity Size Category	Black	Asian	Hispanic
X-Large	<ol style="list-style-type: none"> 1. Clerical 2. Clerical Supervisor 3. Craft 4. Health Professional 5. Police and Detectives 6. Social Worker 7. Health Professional 8. Technician 	<ol style="list-style-type: none"> 1. Building Services 2. Food Preparation 3. Health Professional 4. Laborer 5. Technician 	<ol style="list-style-type: none"> 1. Building Services 2. Food Preparation 3. Health Professional
Large	<ol style="list-style-type: none"> 1. Clerical 2. Clerical Supervisor 3. Craft 4. Food Preparation 5. Management Specialist 6. Manager 7. Police and Detectives 8. Science Professional 9. Social Scientist 9. Social Worker 	<ol style="list-style-type: none"> 1. Paraprofessional 2. Personal Services Professionals 3. Science Professionals 	<ol style="list-style-type: none"> 1. Manager 2. Technician
Medium	<ol style="list-style-type: none"> 1. Clerical 2. Craft 3. Management Specialist 4. Manager 5. Paraprofessional 5. Police and Detectives 6. Science Professionals 7. Social Workers 8. Technician 	<ol style="list-style-type: none"> 1. Clerical 2. Manager 3. Paraprofessional 	<ol style="list-style-type: none"> 1. Building Services 2. Management Specialist 3. Manager 4. Paraprofessional
Small	<ol style="list-style-type: none"> 1. Clerical 2. Clerical Supervisor 3. Manager 4. Paraprofessional 5. Police and Detectives 		
X-Small	<ol style="list-style-type: none"> 1. Clerical 2. Management Specialist 3. Manager 4. Police and Detectives 4. Social Scientist 5. Social Worker 6. Technician 	<ol style="list-style-type: none"> 1. Manager 2. Paraprofessional 	<ol style="list-style-type: none"> 1. Manager 2. Technician
Tiny	<ol style="list-style-type: none"> 1. Clerical 2. Management Specialist 3. Science Professional 4. Social Scientist 	<ol style="list-style-type: none"> 1. Paraprofessional 	

Table 1: Summary of Job Groups with Underutilization by Size of Entity

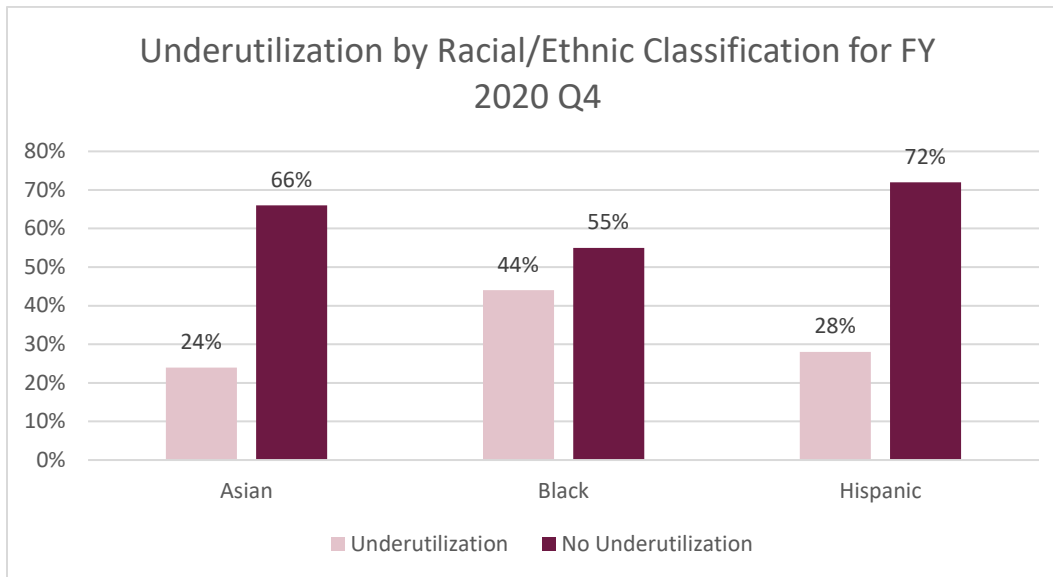


Figure 8: Percentage of all Job Groups with and without underutilization by Racial/Ethnic group

Figure 8 presents the number of job groups with underutilization in FY 2020 Q4 for each racial/ethnic group. The results are, as follows: Black workers saw more underutilization across job groups at a rate of forty-four percent (44%), Asian workers saw twenty-four percent (24%) underutilization, and Hispanic workers experienced underutilization in fewer job groups at twenty-eight percent (28%). The dark-colored bars on the chart represent the job groups where racial and ethnic groups are not underutilized.

Underutilization at the Community Colleges

Many of the job groups used by the Community Colleges have less than 30 workers so they will not be reviewed at this point in the analysis because they are too small to yield reliable results. Therefore, of those job groups that contain more than 30 employees, the following job groups will require additional examination in subsequent reports:

Stella and Charles Guttman Community College – Asian workers were underutilized in the *Administration 3 (Professional)* job group.

Queensborough Community College – Black and Hispanic workers were both underutilized in the *Administration 2 (Manager)* job group.

Kingsborough Community College – Asian workers were underutilized in the *Administration 2 (Manager)*, *Administration 3 (Professional)*, *Office Assistant*, and *Custodial* job groups. Hispanic workers were underutilized in the *Custodial* job group.

Borough of Manhattan Community College – Hispanic workers were underutilized in the *Skilled Trades and CPO Officer* job groups. Black workers were also underutilized in the *Skilled Trades* job group and Asian workers were underutilized in the *Custodial* job group.

Eugenio Maria De Hostos Community College – Asian workers were underutilized in the *Administration 2 (Manager)*, *Administration 3 (Professional)*, and *Custodial* job groups. Black workers were underutilized in the *Administration 2 (Manager)* job group.

Bronx Community College – Asian workers were underutilized in the *Administration 2 (Managers)*, *Administration 3 (Professional)*, and *Custodial* job groups.

LaGuardia Community College – Asian Workers were underutilized in *Administration 1 (Executive)*, *Accountant (Professional)*, *IT Professional*, *Mail Service Workers*, *IT Support Technician*, *Campus Public Safety Sergeant*, and *Custodial* job groups. Black workers were underutilized in *IT Computer Professional*, *Administrative Assistant*, *Mail Service Workers*, and *Custodial* job groups. Hispanic Workers were underutilized in *Campus Security Assistant* job group.

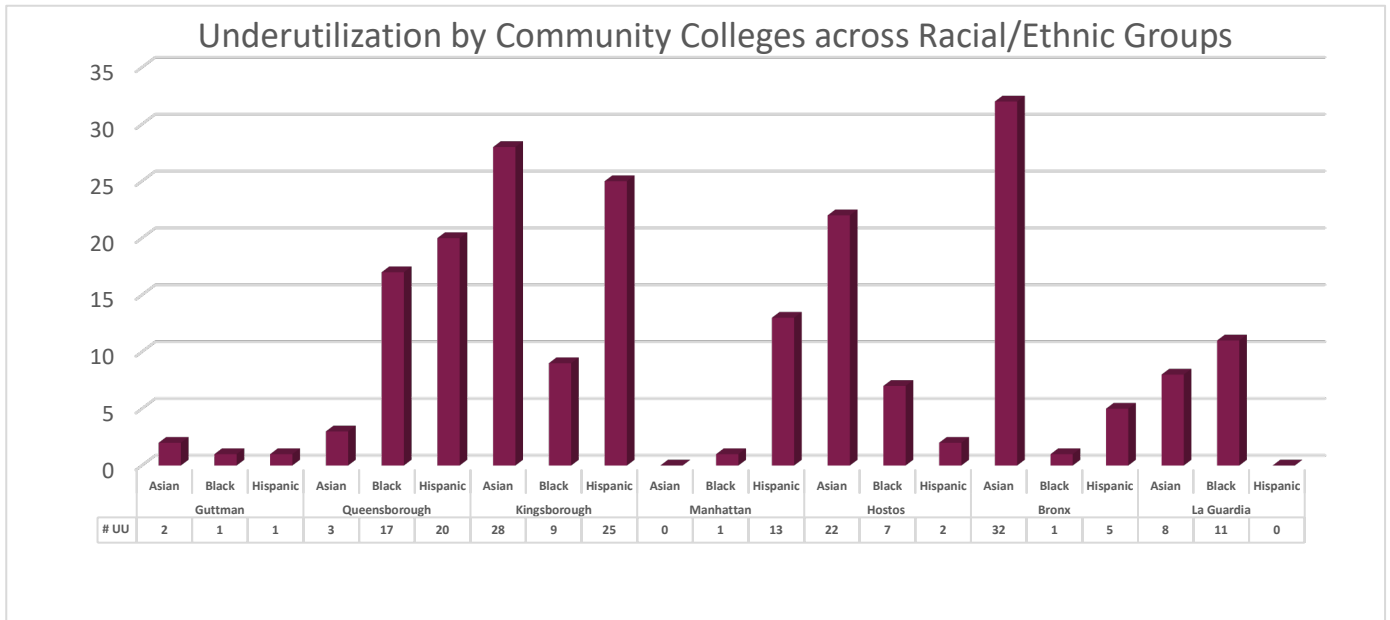


Figure 9: Underutilization by CUNY Community Colleges across Racial/Ethnic Groups

Figure 9 examines underutilization numbers for the CUNY Community Colleges by racial/ethnic group for FY 2020. During this period, Asian workers have more notations of underutilization with a total of 95, Hispanic workers follow with a total of 66 and Black workers have a total of 47.

Corrective Actions

Appendix F of this report sets forth the range of corrective actions issued by the EEPC and highlights the corrective actions that have been issued to mayoral and non-mayoral entities over the past decade (2010-2020). There is a significant difference in which corrective actions have been most frequently assigned. Mayoral entities were most often cited for failing to properly assess selection methods. This occurred thirty-four (34) times during the period and accounted for thirteen percent (13%) of all the mayoral entities' corrective actions. Whereas, in nonmayoral entities, the most frequently cited corrective action involved failing to conduct an annual review of the entities' equal employment opportunity (EEO) program. This occurred forty-one (41) times and accounted for seventeen percent (17%) of the corrective actions issued to non-mayoral entities.

Most Frequently Assigned Corrective Actions (2010-2020)

- 1) Mayoral: Failing to Properly Assess Selection Methods
- 2) Non-Mayoral: Not Conducting an Annual Review of their EEO program

Figure 10: Most frequently assigned corrective action for Mayoral and Non-Mayoral entities

Appendix B, Table 6: Historical Summary of Corrective Actions Issued on Underutilization by Year, indicates the number of City entities that have been assigned each of the twelve (12) underutilization corrective actions every year during the timeframe. A complete review of corrective actions indicated that the top issues identified involve determining if the City entity did the following: assess recruitment, train hiring managers in EEO methods, assess their selection methods, train their EEO professionals, and appoint a career counselor. Each of these steps can play an important role in helping to prevent

Top Issues Identified in Entities Based Upon Comprehensive Analysis of EEPC's Historical Corrective Actions (1997-2020)

- Assess recruitment
- Train hiring managers in EEO methods
- Assess their selection methods
- Train their EEO professionals
- Appoint a career counselor

Figure 11: Top issues identified from the EEPC's audit of entities from 1997 to 2020

underutilization in those job categories that may have availability of workers but may have been filled without regard to ensuring a diverse candidate pool, or an awareness of barriers or obstacles to employment such as unconscious bias, or simply failing to “sell” the job in a way that attracts diverse talent. Such corrective actions will require a more thorough review in order to determine whether any problems may exist and what actions and monitoring could be performed in order to ensure that the entity adopts best practices, as a first step in addressing any underutilization.

Figure 12, below, shows the City entities assigned the most corrective actions pertaining to underutilization during this review period. Those entities are: *Landmarks Preservation Commission, Department of City Planning, Department of Investigation, Department of Records & Information Services, Office of Management and Budget, Office of the Queens County District Attorney, NYC Employees' Retirement System and Office of Labor Relations*. Further review of the data revealed that in the entities with the most issued underutilization corrective actions, more than fifty percent (50%) of their corrective actions were related to three (3) or more of the top issues identified.

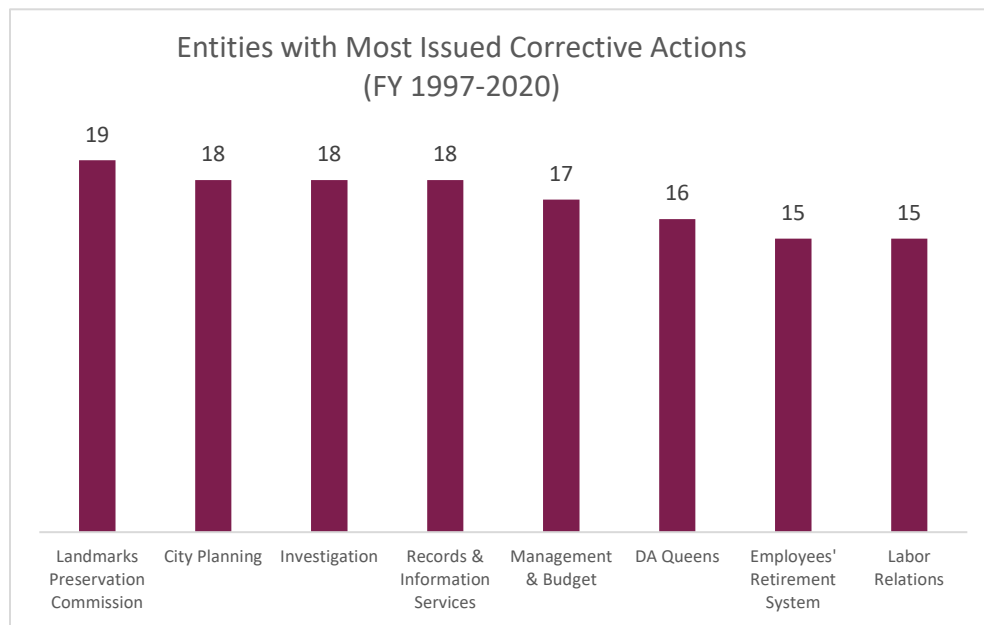


Figure 12: Entities with the most Corrective Actions issued from 1997 to 2020

It is interesting to note, that the entities with the most corrective actions are not the entities with the greatest underutilization, which may suggest that those entities that adopt best practices are those agencies that do not have underutilization. The entities with the greatest number of job groups with underutilization are:

Extra-Large – NYC Housing Authority; Fire Department; Department of Education and NYC Police Department.

Large – Department of Parks and Recreation; Environmental Protection; Department of Sanitation; and Department of Transportation.

Medium – Homeless Services/Department of Social Services; Bronx County District Attorney; Kings County District Attorney; and NY County District Attorney.

Small – Queens County District Attorney

Extra-Small – Mayor’s Office of Management and Budget; Richmond County District Attorney.

Tiny – No one agency stands out.

A summary of the number of corrective actions assigned to CUNY Community Colleges over the same period may be found in Table 7: Historical Summary of Corrective Actions Issued on Underutilization for CUNY Community Colleges over the same period.¹⁸ Table 7a: Historical Summary of Corrective

¹⁸ The EEPC’s authority to issue corrective actions from 1997 to 2020 is in Appendix F.

Actions Issued on Underutilization for CUNY Community Colleges captures the most frequently identified underutilization issues identified for CUNY Community Colleges, which involve determining if the Community College did the following: respond to underutilization in civil service titles, respond to underutilization in discretionary titles¹⁹, applicant tracking log use and maintenance, assess selection methods, and reviewed annual EEO plan.

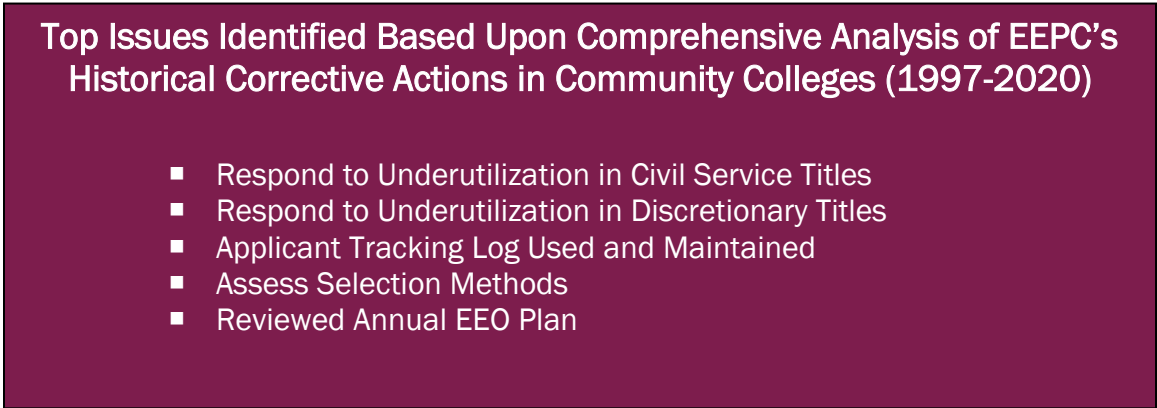


Figure 13: Top issues identified from the EEPC's audit of CUNY Community Colleges from 1997 to 2020

The CUNY Community Colleges with the number of corrective actions ranked highest to lowest are *Kingsborough Community College*, *LaGuardia Community College*, *Hostos Community College*, *Bronx Community College*, *Manhattan Community College*, and *Queensborough Community College*. *Guttman Community College* did not have any corrective actions during the period.

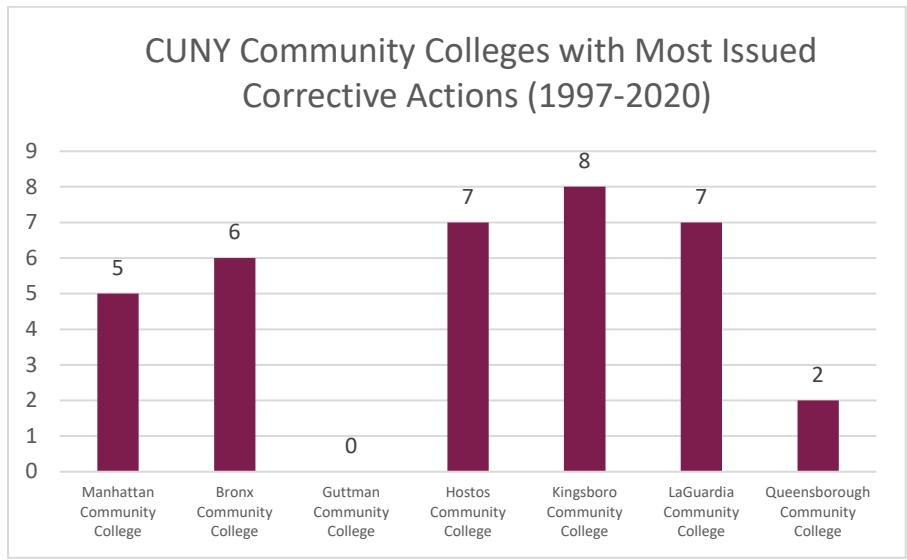


Figure 14: Corrective Actions issued to the CUNY Community Colleges from 1997 to 2020

¹⁹ Discretionary titles enable organizations to hire candidates outside of the civil service lists.

Conclusions

As this is the first report in a series of ten (10) reports, its purpose was to establish the baseline data from which to launch the next review. These data show several job categories for which there is underutilization. However, due to the COVID-19 pandemic's impact in calendar years 2020 and 2021, a more expansive look may be warranted to help to understand the extent of the impact of the pandemic on underutilization statistics in fiscal year 2021.

Additionally, to fully understand the significance of the underutilization found in the various job groups, there may be a need to look at the job titles that comprise the job group to analyze trends on a more micro-level. For example, the data show the following:

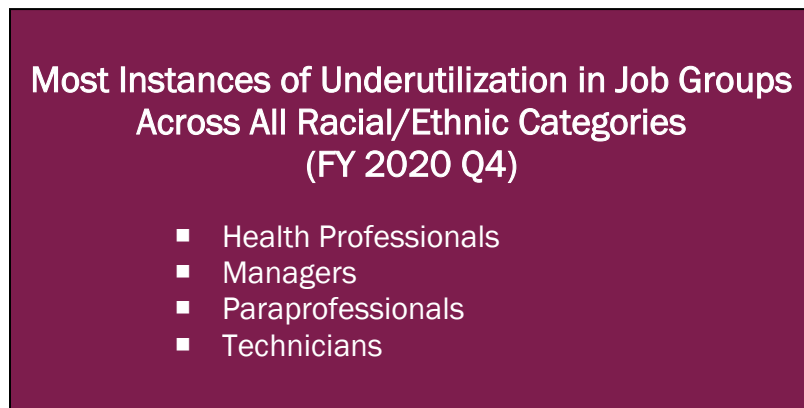


Figure 15: Job Groups with the most underutilization across all entities and racial/ethnic groups

Using the *Health Professionals* job group as an example, we find that 86% of the titles in this job group are *Occupational Therapist*, *Physical Therapist*, *Staff Nurse*, *Public Health Nurse*, and *Junior Public Health Nurse*. Except for the *Staff Nurse* title, each of the titles are competitive and filled using the civil service examination list process. Accordingly, the competitive process may have to be examined more fully as it relates to each of these titles in the job group in order to determine where the under-

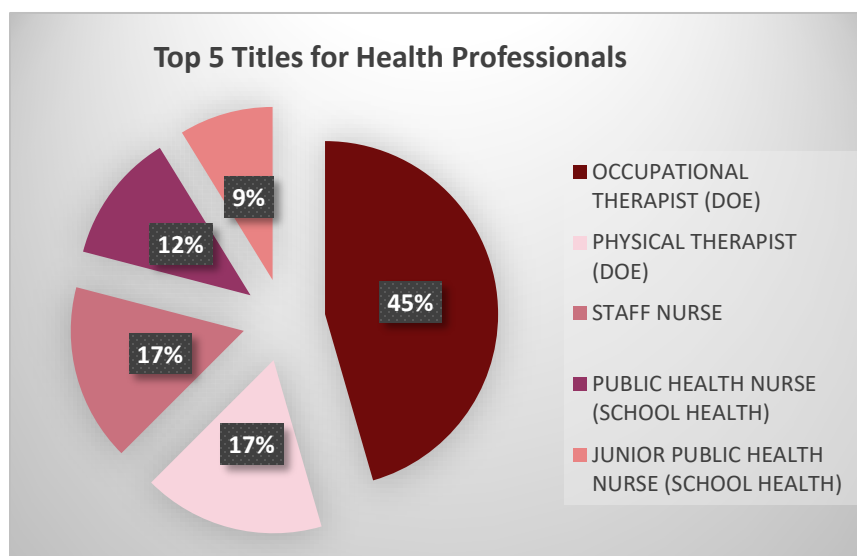


Figure 16: The percentage composition of the main titles in the Health Professional Job Group

utilization occurs and what the proper remedy should be.

Also, in future reports, corrective actions will be assessed to determine what role they have in reducing underutilization after their implementation and, what best practices emerge. In addition, the EEPC will also evaluate affirmative action employment plans and other reports prepared by the entities and Community Colleges to determine their impact, if any, on reducing underutilization. Competitive and non-competitive titles will be reviewed in conjunction with the underutilization analysis.

The EEPC looks forward to providing a complete and thorough analysis, in each of its subsequent reports, from which to make recommendations for any legislative, regulatory and budgetary change, if needed. By ensuring that the findings are supported by the data and a rigorous analysis, the EEPC can then ensure that all City governmental entities are abiding by best practices and have successfully reduced or eliminated underutilization across all job groups within their respective entities.

Contact

Questions regarding the data reported herein may be directed to the EEPC via the "Contact Us" page on the *New York City Open Data Portal* or the EEPC's website.

The *2021 Racial and Ethnic Classification Underutilization Report* is available on the EEPC's website and the *New York City Open Data Portal*.

Appendix

Appendix A: Local Law 13 of 2019

Appendix B: 2021 Racial and Ethnic Baseline Data Tables

Appendix C: Description of New York City Entities

Appendix D: Job Titles that Fall Under the EEO Job Categories in CEEDS

Appendix E: Key Terms and Definitions

Appendix F: Corrective Actions: Authority, History and Underutilization

Appendix A: Local Law 13 of 2019

The following pages include the text of Local Law 13 of 2019.

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2019**

No. 13

Introduced by Council Members Eugene, Kallos, Rosenthal, Chin, Cumbo and Levin.

A LOCAL LAW

In relation to requiring the equal employment practices commission to analyze and report annually on citywide racial and ethnic classification underutilization

Be it enacted by the Council as follows:

Section 1. City agency racial and ethnic underutilization assessment and reporting. a. In furtherance of local, state and federal equal employment requirements and objectives, the equal employment practices commission shall conduct a citywide analysis of racial and ethnic classification underutilization and submit to the mayor and the speaker of the council, and to make available to the public, a report containing its findings and recommendations.

b. Data collection. The commission shall obtain from the office of data analytics the report it shall publish pursuant to subchapter 7 of chapter 1 of title 3 of the administrative code of the city of New York, as well as directly from city agencies, including the department of citywide administrative services, any information necessary to comply with the assessment and reporting requirements of this section, other than information that is required by law to be kept confidential, or is privileged as attorney-client communications, attorney work product or material prepared for litigation.

c. Reporting. The commission shall issue a report to the mayor and the speaker of the council no later than February 15, 2021, and no later than February 15 annually thereafter, and shall make such report available to the public. Such report shall include, but not be limited to the following:

(1) information identifying the racial and ethnic groups underutilized, disaggregated by agency, and aggregate, citywide results. If a racial or ethnic category to be reported with respect to a job category in an agency contains between 0 and 5 individuals, or contains an amount that would allow another category that contains between 0 and 5 individuals to be deduced, the number shall be replaced with a symbol, or shall be subject to some other form of data suppression;

(2) information regarding previously issued correction action plans or determinations of non-compliance related to underutilization;

(3) recommendations for correcting underutilization, disaggregated by agency and by underutilized group;

(4) recommendations regarding how the collection of racial and ethnic classification data of city employees, based on a review of the city's racial and ethnic classification categories and an assessment of whether such categories accurately capture the racial and ethnic composition of the city's government workforce, including a review of employee response rates to racial and ethnic classification questions;

(5) recommendations for strengthening agency affirmative employment plan oversight and enforcement, including funding recommendations; and

(6) recommendations for citywide corrective actions, including legislative, regulatory and budgetary changes, to address:

(a) chronic or systemic underutilization;

(b) reach citywide affirmative employment objectives; and

(c) increase diversity in the recruitment, selection, retention and promotion of city employees.

d. All city agencies shall cooperate with the commission and provide information and assistance as requested; provided, however, no information that is otherwise required to be provided pursuant to this section shall be disclosed in a manner that would violate any applicable provision of federal, state, or local law relating to the privacy of employee information.

§ 2. This local law takes effect on the same date as a local law amending the administrative code of the city of New York in relation to reporting of pay and employment equity data, as proposed in introduction number 633-A for the year 2018, takes effect, and is deemed repealed ten years after it becomes law.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on December 11, 2018 and returned unsigned by the Mayor on January 11, 2019.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 13 of 2019, Council Int. No. 755-A of 2018) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council, presented to the Mayor and neither approved nor disapproved within thirty days thereafter.

STEVEN LOUIS, Acting Corporation Counsel.

Appendix B: 2021 Racial and Ethnic Baseline Data Tables

The following pages include tables that contain the baseline data utilized to produce the *2021 Racial and Ethnic Classification Report*.

**Table 1: Composition of Employees by Entity, Racial/Ethnic Category and Size:
FY 2020 Q4**

ENTITY	ASIAN/ PACISL	BLACK	ETH UNKNOWN	HISPANIC	NATIVE AMERICAN	WHITE	Grand Total	Entity Size Category
Administration for Children's Services	341	4387	157	1251	40	864	7040	Large
Board of Correction	3	9	1	4	0	10	27	Tiny
Board of Standards & Appeals	1	9	1	3	0	11	25	Tiny
Business Integrity Commission	13	14	4	16	0	34	81	Tiny
Campaign Finance Board	27	17	8	16	0	47	115	X-Small
Civil Service Commission	1	5	0	1	0	5	12	Tiny
Civilian Complaint Review Board	21	42	19	39	0	93	214	X-Small
Conflicts of Interest Board	6	1	3	4	0	11	25	Tiny
Department for the Aging	172	317	41	195	2	109	836	Small
Department of Buildings	285	542	57	259	9	229	1381	Medium
Department of City Planning	58	45	9	40	0	164	316	X-Small
Department of Citywide Administrative Services	270	844	75	602	17	575	2383	Medium
Department of Consumer & Worker Protection	75	91	12	103	2	98	381	X-Small
Department of Correction	578	6354	112	2352	68	1373	10837	X-Large
Department of Cultural Affairs	8	15	6	12	0	26	67	Tiny
Department of Design & Construction	369	286	23	187	5	384	1254	Medium
Department of Education	1709	4069	217	3018	74	4354	13441	X-Large
Department of Finance	402	794	47	262	8	602	2115	Medium
Department of Health & Mental Hygiene	1119	2797	201	1198	25	1688	7028	Large
Department of Information Technology & Telecommunications	328	454	71	244	0	357	1454	Medium
Department of Investigation	39	95	15	59	1	151	360	X-Small
Department of Parks & Recreation	445	3103	253	1887	30	2140	7858	Large
Department of Probation	39	697	23	215	6	134	1114	Medium
Department of Records & Information Services	14	17	2	10	1	32	76	Tiny
Department of Sanitation	449	2053	80	2165	38	5077	9862	Large
Department of Small Business Services	53	100	11	53	1	90	308	X-Small
Department of Transportation	664	1737	109	917	23	2333	5783	Large
Department of Veterans' Services	5	16	1	10	0	6	38	Tiny
Department of Youth & Community Development	68	222	21	134	2	131	578	Small
Financial Information Services Agency	180	60	9	32	1	149	431	X-Small
Landmarks Preservation Commission	5	8	6	6	1	51	77	Tiny
New York City Commission on Human Rights	20	32	14	28	0	38	132	X-Small
New York City Council	81	177	33	179	3	344	817	Small
New York City Department of Homeless Services	89	1351	45	409	6	196	2096	Medium
New York City Employees' Retirement System	99	163	12	45	3	143	465	X-Small
Department of Environmental Protection	938	1274	113	814	18	2947	6104	Large
New York City Fire Department	724	2349	143	3112	51	11011	17390	X-Large
New York City Housing Authority	556	5496	486	2639	61	1795	11033	X-Large
New York City Housing Preservation & Development	301	945	75	488	3	606	2418	Medium
New York City Human Resources Administration/Department of Social Services	1199	7032	188	2244	52	1730	12445	X-Large
New York City Independent Budget Office	5	4	3	3	0	23	38	Tiny
New York City Law Department	168	533	82	243	2	840	1868	Medium
New York City Office of the Actuary	14	3	1	3	0	21	42	Tiny
New York City Police Department	5547	13738	480	14320	384	19532	54001	X-Large
New York City Police Pension Fund	31	33	4	24	1	46	139	X-Small
New York City Taxi & Limousine Commission	96	218	15	163	4	140	636	Small
Office of Administrative Tax Appeals	12	13	2	9	0	25	61	Tiny
Office of Administrative Trials & Hearings	53	204	23	89	0	59	428	X-Small
Office of Collective Bargaining	0	2	1	3	0	8	14	Tiny
Department of Emergency Management	19	33	16	24	2	104	198	X-Small

**Table 1: Composition of Employees by Entity, Racial/Ethnic Category and Size:
FY 2020 Q4**

ENTITY	ASIAN/ PACISL	BLACK	ETH UNKNOWN	HISPANIC	NATIVE AMERICAN	WHITE	Grand Total	Entity Size Category
Office of Labor Relations	20	51	8	17	1	62	159	X-Small
Office of Management & Budget	96	50	15	62	0	184	407	X-Small
Office of Payroll Administration	28	49	2	31	1	37	148	X-Small
Office of Special Narcotics Prosecutor	21	44	15	37	1	106	224	X-Small
Office of the Bronx Borough President	0	11	2	26	0	14	53	Tiny
Office of the Bronx County District Attorney	61	266	30	318	5	399	1079	Medium
Office of the Bronx County Public Administrator	0	0	0	7	0	1	8	Tiny
Office of the Brooklyn Borough President	2	28	4	9	0	23	66	Tiny
Office of the City Clerk	15	9	0	30	1	13	68	Tiny
Office of the Kings County District Attorney	77	333	54	214	2	463	1143	Medium
Office of the Kings County Public Administrator	1	4	2	2	0	3	12	Tiny
Office of the Manhattan Borough President	5	18	2	13	1	16	55	Tiny
Office of the Mayor	63	94	23	87	1	234	502	Small
Office of the New York City Comptroller	169	197	44	112	1	272	795	Small
Office of the New York County District Attorney	132	231	46	300	2	860	1571	Medium
Office of the New York County Public Administrator	2	4	1	1	0	2	10	Tiny
Office of the Public Advocate	3	29	9	12	1	14	68	Tiny
Office of the Queens Borough President	10	7	2	8	0	28	55	Tiny
Office of the Queens County District Attorney	76	117	59	145	2	382	781	Small
Office of the Queens County Public Administrator	0	1	0	1	0	6	8	Tiny
Office of the Richmond Borough President	0	5	2	3	0	34	44	Tiny
Office of the Richmond County District Attorney	6	20	11	32	0	142	211	X-Small
Office of the Richmond County Public Administrator	0	1	0	1	0	3	5	Tiny
Teacher's Retirement System	76	103	8	42	1	107	337	X-Small
TOTAL	18562	64472	3669	41643	964	64341	193651	
TOTAL PERCENTAGE	10%	33%	2%	22%	0%	33%	100%	

**Table 2: Underutilization Overview by Job Group and Racial/Ethnic Category:
FY 2020 Q4***

JOB GROUPS	ASIAN	BLACK	HISPANIC	TOTAL 'YES'
	2 Std Dev Underutilized (FY 2020 Q4)	2 Std Dev Underutilized (FY 2020 Q4)	2 Std Dev Underutilized (FY 2020 Q4)	
Administrators	NO	NO	NO	0
Building Services	YES	NO	YES	2
Clerical	YES	YES	NO	2
Clerical Supervisors	NO	YES	NO	1
Craft	NO	YES	NO	1
Farming	NO	NO	NO	0
Fire Supervisors	NO	NO	NO	0
Firefighters	NO	NO	NO	0
Food Preparation	YES	NO	YES	2
Guards	NO	YES	YES	2
Health Professionals	YES	YES	YES	3
Health Services	NO	NO	NO	0
Laborers	YES	NO	NO	1
Lawyers	NO	NO	NO	0
Management Specialists	NO	YES	YES	2
Managers	YES	YES	YES	3
Operators	NO	NO	NO	0
Paraprofessionals	YES	YES	YES	3
Personal Services	YES	NO	NO	1
Police and Detectives	NO	YES	NO	1
Police Supervisors	NO	NO	NO	0
Public Relations	NO	NO	NO	0
Sanitation Workers	NO	NO	NO	0
Science Professionals	YES	YES	NO	2
Social Scientists	NO	YES	NO	1
Social Workers	NO	YES	NO	1
Teachers	NO	NO	NO	0
Technicians	YES	YES	YES	3
Transportation	NO	NO	NO	0
TOTAL 'YES'	10	13	8	0

* Information was derived from *CEEDS-961: Underutilization Report* for the 74 entities included in this report.

Table 3: Underutilization: Availability Percentages of Workers versus Employed Workers by Job Group and Racial/Ethnic Category: FY 2020 Q4*										TOTAL 'YES'
JOB GROUPS	ASIAN			BLACK			HISPANIC			
	AVAIL %	ACTUAL FY2020_Q4	2 Std Dev Underutilized	AVAIL %	ACTUAL FY2020_Q4	2 Std Dev Underutilized	AVAIL %	ACTUAL FY2020_Q4	2 Std Dev Underutilized	
Administrators	11%	8%	NO	17%	20%	NO	15%	14%	NO	0
Building Services	7%	2%	YES	32%	62%	NO	34%	27%	YES	2
Clerical	7%	8%	YES	53%	54%	YES	15%	21%	NO	2
Clerical Supervisors	5%	6%	NO	56%	60%	YES	13%	18%	NO	1
Craft	7%	7%	NO	32%	20%	YES	13%	18%	NO	1
Farming	5%	2%	NO	32%	48%	NO	27%	27%	NO	0
Fire Supervisors	0%	1%	NO	1%	2%	NO	2%	5%	NO	0
Firefighters	2%	3%	NO	5%	11%	NO	8%	16%	NO	0
Food Preparation	14%	6%	YES	25%	45%	NO	35%	24%	YES	2
Guards	5%	8%	NO	48%	45%	YES	22%	28%	YES	2
Health Professionals	14%	18%	YES	36%	25%	YES	10%	9%	YES	3
Health Services	6%	4%	NO	45%	57%	NO	21%	29%	NO	0
Laborers	8%	2%	YES	30%	51%	NO	23%	20%	NO	1
Lawyers	7%	10%	NO	13%	17%	NO	10%	10%	NO	0
Management Specialists	13%	17%	NO	30%	37%	YES	13%	16%	YES	2
Managers	10%	14%	YES	19%	22%	YES	13%	13%	YES	3
Operators	5%	7%	NO	17%	23%	NO	14%	20%	NO	0
Paraprofessionals	10%	8%	YES	27%	37%	YES	24%	30%	YES	3
Personal Services	9%	3%	YES	26%	56%	NO	29%	30%	NO	1
Police and Detectives	5%	10%	NO	30%	27%	YES	22%	28%	NO	1
Police Supervisors	3%	8%	NO	15%	21%	NO	13%	22%	NO	0
Public Relations	9%	17%	NO	15%	14%	NO	12%	21%	NO	0
Sanitation Workers	1%	2%	NO	23%	19%	NO	17%	24%	NO	0
Science Professionals	23%	32%	YES	18%	17%	YES	10%	12%	NO	2
Social Scientists	10%	12%	NO	17%	23%	YES	9%	15%	NO	1
Social Workers	5%	6%	NO	63%	63%	YES	15%	19%	NO	1
Teachers	9%	13%	NO	34%	31%	NO	11%	21%	NO	0
Technicians	10%	9%	YES	33%	34%	YES	19%	24%	YES	3
Transportation	4%	4%	NO	49%	52%	NO	17%	23%	NO	0
TOTAL 'YES'		10			13			8		

* Information was derived from CEEDS-961: Underutilization Report for the 74 entities included in this report.

Table 4: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q4

JOB GROUPS	ASIAN/PACISL		BLACK		HISPANIC	
	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU
Building Services	X-Large	New York City Human Resources Administration/Department of Social Services			Medium	New York City Department of Homeless Services
		New York City Housing Authority			X-Large	New York City Housing Authority
Clerical	Medium	Office of the Bronx District Attorney	Tiny	Office of the City Clerk		
			X-Small	Office of Management and Budget		
				New York City Police Pension Fund		
				Office of the Richmond County District Attorney		
			Small	Office of the Queens County District Attorney		
				Office of the Mayor		
				Office of the New York City Comptroller		
			Medium	Office of the Bronx County District Attorney		
				Office of the Kings County District Attorney		
				Office of the New York County District Attorney		
Large	New York City Environmental Protection					
X-Large	New York City Fire Department					
Clerical Supervisors			Small	Office of the Queens County District Attorney		
			Large	New York City Environmental Protection		
				Department of Parks and Recreation		
			X-Large	New York City Fire Department		
Craft			Medium	Department of Citywide Administrative Services		
				Office of the New York County District Attorney		
			Large	New York City Environmental Protection		
				Department of Health and Mental Hygiene		
				Department of Parks and Recreation		
			X-Large	Department of Sanitation		
				Department of Transportation		
				New York City Human Resources Administration/Department of Social Services		
				Department of Correction		
				Department of Education		
Food Preparation	X-Large	Department of Correction	Large	Department of Parks and Recreation	X-Large	Department of Correction
		Department of Education		Department of Education		
Guards					X-Large	New York City Housing Authority

Table 4: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q4

JOB GROUPS	ASIAN/PACISL		BLACK		HISPANIC	
	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU
Health Professionals	X-Large	New York City Police Department	X-Large	Department of Education	X-Large	New York City Fire Department
				New York City Fire Department		
				New York City Police Department		
Laborers	Large	New York City Environmental Protection				
		Department of Parks and Recreation				
		Department of Transportation				
	X-Large	New York City Housing Authority				
Management Specialists			Tiny	Department of Records and Information Services	Medium	New York City Law Department
			X-Small	Campaign Finance Board		
				Office of Emergency Management		
				Department of Consumer and Worker Protection		
				Office of Management and Budget		
			Medium	Department of Design and Construction		
			Large	New York City Environmental Protection		
Department of Parks and Recreation						
Managers	X-Small	Office of the Richmond County District Attorney	X-Small	Campaign Finance Board	X-Small	Financial Information Services Agency
	Medium	New York City Department of Homeless Services		Department of City Planning	Large	New York City Environmental Protection
	Medium	Department of Probation		Office of the Richmond County District Attorney	Medium	Department of Finance
				Financial Information Services Agency	Large	Department of Transportation
				Office of Management and Budget		
				Office of Special Narcotics Prosecutor		
				Small	Office of the Queens County District Attorney	
				Medium	Office of the Bronx County District Attorney	
					Office of the New York County District Attorney	
					Department of Information Technology and Telecommunication	
Large	New York City Environmental Protection					
	Department of Sanitation					
Para professionals	X-Small	Office of the Richmond County District Attorney	X-Small	Office of the Richmond County District Attorney	Tiny	Office of the Brooklyn Borough President
	Medium	New York City Department of Homeless Services	Small	New York City Council	X-Small	Office of Labor Relations
	Medium	Department of Probation		Office of the Queens County District Attorney	Medium	Department of Finance
	Medium	Office of the Bronx County District Attorney	Medium	Office of the New York County District Attorney		
	Medium	Office of the Kings County District Attorney				
	Large	Administration for Children's Services				

Table 4: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q4

JOB GROUPS	ASIAN/PACISL		BLACK		HISPANIC	
	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU	Entity Size Category	Entities with UU
Personal Services	Large	Department of Sanitation				
Police and Detectives			X-Small	Office of the Richmond County District Attorney		
			Small	Office of the Queens County District Attorney		
			Medium	Office of the New York County District Attorney		
			Large	New York City Environmental Protection		
			X-Large	New York City Police Department		
Science Professionals	Large	Department of Parks and Recreation	Tiny	New York City Office of the Actuary		
			Medium	Department of Buildings		
				Department of Citywide Administrative Services		
			Large	New York City Environmental Protection		
				Department of Transportation		
Social Scientists			Tiny	Landmarks Preservation Commission		
			X-Small	Department of City Planning		
	Large			Department of Parks and Recreation		
				Department of Transportation		
Social Workers			X-Small	New York City Commission on Human Rights		
			Medium	Office of the Kings County District Attorney		
	Large			Department of Parks and Recreation		
				Department of Education		
	X-Large			New York City Housing Authority		
			New York City Police Department			
Technicians	X-Large	New York City Housing Authority	X-Small	New York City Employees' Retirement System	X-Small	New York City Employees' Retirement System
		New York City Police Department		Civilian Complaint Review Board		Teachers Retirement System
				Department of Investigation	Large	New York City Environmental Protection
			Medium	Office of the Bronx County District Attorney		Department of Health and Mental Hygiene
			X-Large	New York City Fire Department		

Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q1 & Q4*

JOB GROUPS	ASIAN/PACISL					BLACK					HISPANIC					
	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	
Administrators	11%	X-Small	Civilian Complaint Review Board			15%					17%					
Building Services	7%	X-Large	New York City Human Resources Administration/Department of Social Services	X-Large	New York City Human Resources Administration/Department of Social Services	32%		None		None	34%	Medium	New York City Department of Homeless Services	Medium	New York City Department of Homeless Services	
			New York City Housing Authority		New York City Housing Authority							X-Large	New York City Housing Authority	X-Large	New York City Housing Authority	
Clerical	7%	Medium	Office of the Bronx District Attorney	Medium	Office of the Bronx District Attorney	53%	Tiny	Office of the City Clerk	Tiny	Office of the City Clerk	15%				None	None
							X-Small	Office of Management and Budget	X-Small	Office of Management and Budget						
								New York City Police Pension Fund		New York City Police Pension Fund						
							Small	Office of the Richmond County District Attorney	Small	Office of the Richmond County District Attorney						
								Office of the Queens County District Attorney		Office of the Queens County District Attorney						
							Medium	Office of the Mayor	Medium	Office of the Mayor						
								Office of the New York City Comptroller		Office of the New York City Comptroller						
							Large	Office of the Bronx County District Attorney	Large	Office of the Bronx County District Attorney						
Office of the Kings County District Attorney	Office of the Kings County District Attorney															
X-Large	New York City Environmental Protection	X-Large	Department of Records and Information Services													
Clerical Supervisors	5%	None	None	None	56%	Small	Office of the Queens County District Attorney	Small	Office of the Queens County District Attorney	13%			None		None	
						Large	New York City Environmental Protection	Large	New York City Environmental Protection							
							Department of Parks and Recreation		Department of Parks and Recreation							
X-Large	New York City Fire Department	X-Large	New York City Fire Department													
Craft	7%	None	None	None	32%	Medium	Department of Citywide Administrative Services	Medium	Department of Citywide Administrative Services	13%					None	
							Office of the New York County District Attorney		Office of the New York County District Attorney							
						Large	New York City Environmental Protection	Large	New York City Environmental Protection							
							Department of Health and Mental Hygiene		Department of Health and Mental Hygiene							
							Department of Parks and Recreation		Department of Parks and Recreation							
						X-Large	Department of Sanitation	X-Large	Department of Sanitation							
							Department of Transportation		Department of Transportation							
							New York City Human Resources Administration/Department of Social Services		New York City Human Resources Administration/Department of Social Services							
New York City Fire Department	New York City Police Department	New York City Fire Department	New York City Police Department													

Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q1 & Q4*

JOB GROUPS	ASIAN/PACISL					BLACK					HISPANIC				
	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4
Farming	5%		None		None	32%		None		None	27%		None		None
Fire Supervisors	0%		None		None	1%		None		None	2%		None		None
Firefighters	2%		None		None	5%		None		None	8%		None		None
Food Preparation	14%	X-Large	Department of Correction Department of Education	X-Large	Department of Correction Department of Education	25%					35%	X-Large	Department of Correction Department of Education	X-Large	Department of Correction Department of Education
Guards	5%		None		None	48%	Large	Department of Parks and Recreation	Large	Department of Parks and Recreation	22%		None	X-Large	New York City Housing Authority
Health Professionals	14%	X-Large	New York City Police Department	X-Large	New York City Police Department	36%	X-Large	Department of Education New York City Fire Department New York City Police Department	X-Large	Department of Education New York City Fire Department New York City Police Department	10%		None	X-Large	New York City Fire Department
Health Services	6%		None		None	45%		None		None	21%	X-Large	New York City Fire Department		None
Laborers	8%	Large X-Large	New York City Environmental Protection Department of Parks and Recreation Department of Transportation New York City Housing Authority	X-Small Medium X-Large	Office of the Richmond County District Attorney Department of Probation; New York City Human Resources Administration	30%		None		None	23%	X-Large	Department of Education New York City Housing Authority		None
Lawyers	7%					13%					10%				
Management Specialists	13%		None		None	30%	Tiny X-Small Medium Large	Services Office of Emergency Management Department of Consumer and Worker Protection Office of Management and Budget Office of Labor Relations Department of Design and Construction Office of the Bronx County District Attorney New York City Environmental Protection Department of Parks and Recreation	Tiny X-Small Medium Large	Services Campaign Finance Board Office of Emergency Management Department of Consumer and Worker Protection Office of Management and Budget Department of Design and Construction New York City Environmental Protection Department of Parks and Recreation	13%	Medium	New York City Law Department	Medium	New York City Law Department

Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q1 & Q4*

JOB GROUPS	ASIAN/PACISL					BLACK					HISPANIC						
	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4		
Managers	10%	X-Small	Office of the Richmond County District Attorney	X-Small	Office of the Richmond County District Attorney	19%	X-Small	Department of City Planning	Tiny	Business Integrity Commission	13%	X-Small	Financial Information Services Agency	X-Small	Financial Information Services Agency		
				Medium	New York City Department of Homeless Services					Campaign Finance Board			Campaign Finance Board	Large	New York City Environmental Protection	Large	New York City Environmental Protection
		Medium	Department of Probation	Medium	Department of Probation					Office of the Richmond County District Attorney		X-Small	Office of the Richmond County District Attorney	Medium	Department of Finance	Medium	Department of Finance
										Financial Information Services Agency			Financial Information Services Agency	Large	Department of Transportation	Large	Department of Transportation
										Office of Management and Budget			Office of Management and Budget				
										Office of Special Narcotics Prosecutor			Office of Special Narcotics Prosecutor				
									Small	Office of the Queens County District Attorney		Small	Office of the Queens County District Attorney				
									Medium	Office of the Bronx County District Attorney		Medium	Office of the Bronx County District Attorney				
								Office of the New York County District Attorney		Office of the New York County District Attorney							
									Large	Department of Information Technology and Telecommunications		Large	Department of Information Technology and Telecommunications				
						New York City Environmental Protection Department of Sanitation		New York City Environmental Protection Department of Sanitation									
Operators	5%		None		None	17%		None		None	14%		None		None		
Paraprofessionals	10%			X-Small	Office of the Richmond County District Attorney	27%	Tiny	Business Integrity Commission			24%	Medium	Department of Finance	Tiny	Office of the Brooklyn Borough President		
		Medium	New York City Department of Homeless Services	Medium	New York City Department of Homeless Services		X-Small	Office of the Richmond County District Attorney	X-Small	Office of the Richmond County District Attorney		X-Small	Office of Labor Relations				
			Department of Probation		Department of Probation		Small	New York City Council	Small	New York City Council		Medium	Department of Finance				
			Office of the Bronx County District Attorney		Office of the Bronx County District Attorney			Office of the New York County District Attorney		Office of the Queens County District Attorney							
		Large	Administration for Children's Services	Medium	Office of the Kings County District Attorney				Medium	Office of the New York County District Attorney							
		X-Large	New York City Housing Authority	Large	Administration for Children's Services												
Personal Services	9%	Large	Department of Sanitation	Large	Department of Sanitation	26%		None		None	29%	X-Large	Department of Correction		None		
Police and Detectives	5%		None		None	30%	X-Small	Office of the Richmond County District Attorney	X-Small	Office of the Richmond County District Attorney	22%						
							Small	Office of the Queens County District Attorney	Small	Office of the Queens County District Attorney							
							Medium	Office of the New York County District Attorney	Medium	Office of the New York County District Attorney							
							Large	New York City Environmental Protection	Large	New York City Environmental Protection							
							X-Large	New York City Police Department	X-Large	New York City Police Department				None		None	
Police Supervisors	3%		None		None	15%		None		None	13%		None		None		
Public Relations	9%		None		None	15%		None		None	12%		None		None		
Sanitation Workers	1%		None		None	23%		None		None	17%		None		None		

Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category: FY 2020 Q1 & Q4*

JOB GROUPS	ASIAN/PACISL					BLACK					HISPANIC				
	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4	AVAIL %	Entity Size Category	Agency With UU_ Q1	Entity Size Category	Agency With UU_ Q4
Science Professionals	23%	Large	Department of Parks and Recreation	Large	Department of Parks and Recreation	18%	Tiny	New York City Office of the Actuary	Tiny	New York City Office of the Actuary	10%				
							Medium	Department of Buildings	Medium	Department of Buildings Department of Citywide Administrative Services					
							Large	New York City Environmental Protection	Large	New York City Environmental Protection					
								Department of Parks and Recreation Department of Transportation		Department of Parks and Recreation Department of Transportation					
Social Scientists	10%		None		None	17%	Tiny	Landmarks Preservation Commission	Tiny	Landmarks Preservation Commission	9%				
							X-Small	Department of City Planning	X-Small	Department of City Planning					
							Large	Department of Parks and Recreation	Large	Department of Parks and Recreation					
								Department of Transportation		Department of Transportation					
Social Workers	5%		None		None	63%	X-Small	New York City Commission on Human Rights	X-Small	New York City Commission on Human Rights	15%				
							Medium	Office of the Kings County District Attorney	Medium	Office of the Kings County District Attorney					
							Large	Department of Parks and Recreation	Large	Department of Parks and Recreation					
								Department of Health and Mental Hygiene							
							X-Large	Department of Education New York City Housing Authority New York City Police Department	X-Large	Department of Education New York City Housing Authority New York City Police Department					
Teachers	9%		None		None	34%				11%		None			
Technicians	10%	X-Large	New York City Housing Authority	X-Large	New York City Housing Authority	33%	X-Small	New York City Employees' Retirement System	X-Small	New York City Employees' Retirement System	19%	X-Small	New York City Employees' Retirement System	X-Small	New York City Employees' Retirement System
			New York City Police Department		New York City Police Department			Civilian Complaint Review Board		Civilian Complaint Review Board			Teachers Retirement System		Teachers Retirement System
					Department of Investigation		Medium	Department of Investigation							
					Department of Citywide Administrative Services			Medium	Office of the Bronx County District Attorney	Large		New York City Environmental Protection	Large	New York City Environmental Protection	
X-Large	New York City Fire Department	X-Large	New York City Fire Department												
Transportation	4%		None		None	49%				17%		None			

*Hiring and recruitment during FY 2020 was heavily impacted by COVID-19.

**Table 4b: Underutilization by Entity, Job Group & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	Entity Size Category	ASIAN/PACISL		BLACK		HISPANIC	
		# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
New York City Police Department	X-Large	2	-20	4	-4201		
Craft				1	-102		
Health Professionals		1	-6	1	-11		
Police and Detectives				1	-4081		
Social Workers				1	-7		
Technicians		1	-14				
Department of Education	X-Large	1	-129	3	-738	1	-161
Craft				1	-84		
Food Preparation		1	-129			1	-161
Health Professionals				1	-605		
Social Workers				1	-49		
Department of Parks & Recreation	Large	2	-162	7	-689		
Clerical Supervisors				1	-18		
Craft				1	-74		
Guards				1	-475		
Laborers		1	-135				
Management Specialists				1	-25		
Science Professionals		1	-27	1	-31		
Social Scientists				1	-5		
Social Workers				1	-61		
New York City Fire Department	X-Large			5	-698	1	-6
Clerical				1	-71		
Clerical Supervisors				1	-26		
Craft				1	-73		
Health Professionals				1	-30	1	-6
Technicians				1	-499		
New York City Housing Authority	X-Large	3	-270	1	-53	2	-366
Building Services		1	-215			1	-359
Guards						1	-7
Laborers		1	-32				
Social Workers				1	-53		
Technicians		1	-24				
New York City Environmental Protection	Large	1	-23	7	-569	2	-51
Clerical				1	-25		
Clerical Supervisors				1	-42		
Craft				1	-308		
Laborers		1	-23				
Management Specialists				1	-58		
Managers				1	-26	1	-29
Police and Detectives				1	-43		
Science Professionals				1	-69		
Technicians						1	-23

**Table 4b: Underutilization by Entity, Job Group & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	Entity Size Category	ASIAN/PACISL		BLACK		HISPANIC	
		# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Department of Transportation	Large	1	-39	3	-212	1	-16
Craft				1	-162		
Laborers		1	-39				
Managers						1	-16
Science Professionals				1	-39		
Social Scientists				1	-11		
Department of Sanitation	Large	1	-5	2	-190		
Craft				1	-158		
Managers				1	-32		
Personal Services		1	-5				
Office of the New York County District Attorney	Medium			5	-155		
Clerical				1	-13		
Craft				1	-3		
Managers				1	-67		
Paraprofessionals				1	-63		
Police and Detectives				1	-9		
Office of the Bronx County District Attorney	Medium	2	-37	3	-60		
Clerical		1	-5	1	-13		
Managers				1	-41		
Paraprofessionals		1	-32				
Technicians				1	-6		
Department of Correction	X-Large	1	-16	1	-31	1	-37
Craft				1	-31		
Food Preparation		1	-16			1	-37
Department of Citywide Administrative Services	Medium			2	-79		
Craft				1	-69		
Science Professionals				1	-10		
Office of the Queens County District Attorney	Small			5	-77		
Clerical				1	-11		
Clerical Supervisors				1	-4		
Managers				1	-34		
Paraprofessionals				1	-18		
Police and Detectives				1	-11		
Office of Management & Budget	X-Small			3	-64		
Clerical				1	-4		
Management Specialists				1	-49		
Managers				1	-11		
New York City Department of Homeless Services	Medium	2	-51			1	-13
Building Services						1	-13
Managers		1	-10				
Paraprofessionals		1	-41				
Department of Health & Mental Hygiene	Large			1	-10	1	-38
Craft				1	-10		
Technicians						1	-38
New York City Employees' Retirement System	X-Small			1	-22	1	-24
Technicians				1	-22	1	-24

**Table 4b: Underutilization by Entity, Job Group & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	Entity Size Category	ASIAN/PACISL		BLACK		HISPANIC	
		# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Office of the Richmond County District Attorney	X-Small	2	-13	4	-32		
Clerical				1	-5		
Managers		1	-6	1	-9		
Paraprofessionals		1	-7	1	-14		
Police and Detectives				1	-4		
Financial Information Services Agency	X-Small			1	-24	1	-20
Managers				1	-24	1	-20
Department of Design & Construction	Medium			1	-43		
Management Specialists				1	-43		
Office of the Kings County District Attorney	Medium	1	-22	2	-16		
Clerical				1	-10		
Paraprofessionals		1	-22				
Social Workers				1	-6		
Department of Information Technology & Telecommunications	Medium			1	-35		
Managers				1	-35		
Administration for Children's Services	Large	1	-33				
Paraprofessionals		1	-33				
Department of Investigation	X-Small			1	-28		
Technicians				1	-28		
Civilian Complaint Review Board	X-Small			1	-24		
Technicians				1	-24		
New York City Council	Small			1	-21		
Paraprofessionals				1	-21		
Department of Finance	Medium					2	-18
Managers						1	-12
Paraprofessionals						1	-6
Office of the City Clerk	Tiny			1	-18		
Clerical				1	-18		
Office of Emergency Management	X-Small			1	-16		
Management Specialists				1	-16		
Department of City Planning	X-Small			2	-16		
Managers				1	-7		
Social Scientists				1	-10		
New York City Commission on Human Rights	X-Small			1	-14		
Social Workers				1	-14		
Department of Buildings	Medium			1	-13		
Science Professionals				1	-13		
Campaign Finance Board	X-Small			2	-13		
Management Specialists				1	-8		
Managers				1	-4		
Office of the New York City Comptroller	Small			1	-13		
Clerical				1	-13		
New York City Human Resources Administration/Department of Social Services	X-Large	1	-5	1	-7		
Building Services		1	-5				
Craft				1	-7		
Department of Probation	Medium	2	-12				

**Table 4b: Underutilization by Entity, Job Group & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	Entity Size Category	ASIAN/PACISL		BLACK		HISPANIC	
		# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Managers		1	-6				
Paraprofessionals		1	-6				
Office of the Mayor	Small			1	-12		
Clerical				1	-12		
Office of Special Narcotics Prosecutor	X-Small			1	-10		
Managers				1	-10		
Teacher's Retirement System	X-Small					1	-10
Technicians						1	-10
Department of Consumer & Worker Protection	X-Small			1	-10		
Management Specialists				1	-10		
Office of Labor Relations	X-Small					1	-7
Paraprofessionals						1	-7
New York City Law Department	Medium					1	-7
Management Specialists						1	-7
Department of Records & Information Services	Tiny			1	-7		
Management Specialists				1	-7		
Office of the Brooklyn Borough President	Tiny					1	-6
Paraprofessionals						1	-6
Landmarks Preservation Commission	Tiny			1	-5		
Social Scientists				1	-5		
New York City Police Pension Fund	X-Small			1	-5		
Clerical				1	-5		
New York City Office of the Actuary	Tiny			1	-4		
Science Professionals				1	-4		

* Count of Underutilization by entity and job group by FY 2020 Q4

**Difference in the number of employees employed versus the number of employees expected per Job Group

**Table 4c: Underutilization by Job Group, Entity & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	ASIAN/PACISL		BLACK		HISPANIC	
	# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Managers	3	-22	12	-299	4	-77
Department of Environmental Protection			1	-26	1	-29
Financial Information Services Agency			1	-24	1	-20
District Attorney - Staten Island	1	-6	1	-9		
District Attorney - Manhattan			1	-67		
Department of Transportation					1	-16
Office of Prosecution and Special Narcotics			1	-10		
Department of Homeless Services	1	-10				
District Attorney - Bronx			1	-41		
District Attorney - Queens			1	-34		
Department of Finance					1	-12
Department of City Planning			1	-7		
Department of Information Technology and Telecommunication			1	-35		
Office of Management and Budget			1	-11		
Department of Probation	1	-6				
Campaign Finance Board			1	-4		
Department of Sanitation			1	-32		
Paraprofessionals	6	-141	4	-115	3	-19
District Attorney - Staten Island	1	-7	1	-14		
District Attorney - Manhattan			1	-63		
District Attorney - Bronx	1	-32				
Office of Labor Relations					1	-7
City Council			1	-21		
District Attorney - Brooklyn	1	-22				
Department of Finance					1	-6
Borough President - Brooklyn					1	-6
District Attorney - Queens			1	-18		
Department of Homeless Services	1	-41				
Administration for Children's Services	1	-33				
Department of Probation	1	-6				
Clerical	1	-5	12	-201		
District Attorney - Bronx	1	-5	1	-13		
Office of Management and Budget			1	-4		
Department of Environmental Protection			1	-25		
Police Pension Fund			1	-5		
District Attorney - Staten Island			1	-5		
Fire Department			1	-71		
Mayor			1	-12		
District Attorney - Brooklyn			1	-10		
Office of the Comptroller			1	-13		
District Attorney - Manhattan			1	-13		
City Clerk			1	-18		
District Attorney - Queens			1	-11		

**Table 4c: Underutilization by Job Group, Entity & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	ASIAN/PACISL		BLACK		HISPANIC	
	# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Craft			12	-1081		
Department of Social Services			1	-7		
Police Department			1	-102		
District Attorney - Manhattan			1	-3		
Department of Correction			1	-31		
Department of Sanitation			1	-158		
Department of Education			1	-84		
Department of Transportation			1	-162		
Department of Environmental Protection			1	-308		
Fire Department			1	-73		
Department of Health and Mental Hygiene			1	-10		
Department of Citywide Administrative Services			1	-69		
Department of Parks and Recreation			1	-74		
Technicians	2	-38	5	-579	4	-95
NYC Employee's Retirement System			1	-22	1	-24
Fire Department			1	-499		
Teachers Retirement System					1	-10
Department of Environmental Protection					1	-23
New York City Housing Authority	1	-24				
Department of Health and Mental Hygiene					1	-38
Police Department	1	-14				
Department of Investigation			1	-28		
Civilian Complaint Review Board			1	-24		
District Attorney - Bronx			1	-6		
Management Specialists			8	-216	1	-7
Law Department					1	-7
Department of Parks and Recreation			1	-25		
Campaign Finance Board			1	-8		
Department of Consumer Affairs			1	-10		
Department of Records and Information Services			1	-7		
Department of Design and Construction			1	-43		
Office of Management and Budget			1	-49		
Department of Emergency Management			1	-16		
Department of Environmental Protection			1	-58		
Science Professionals	1	-27	6	-165		
Department of Parks and Recreation	1	-27	1	-31		
Office of the Actuary			1	-4		
Department of Transportation			1	-39		
Department of Citywide Administrative Services			1	-10		
Department of Buildings			1	-13		
Department of Environmental Protection			1	-69		

**Table 4c: Underutilization by Job Group, Entity & Racial/Ethnic Category:
FY 2020 Q4**

Entity & Job Group with UU	ASIAN/PACISL		BLACK		HISPANIC	
	# of UU*	Total Difference**	# of UU*	Total Difference**	# of UU*	Total Difference**
Social Workers			6	-189		
District Attorney - Brooklyn			1	-6		
Police Department			1	-7		
New York City Housing Authority			1	-53		
Department of Education (civilian)			1	-49		
Commission on Human Rights			1	-14		
Department of Parks and Recreation			1	-61		
Police and Detectives			5	-4147		
District Attorney - Staten Island			1	-4		
Department of Environmental Protection			1	-43		
Police Department			1	-4081		
District Attorney - Manhattan			1	-9		
District Attorney - Queens			1	-11		
Health Professionals	1	-6	3	-645	1	-6
Police Department	1	-6	1	-11		
Fire Department			1	-30	1	-6
Department of Education			1	-605		
Building Services	2	-220			2	-372
New York City Housing Authority	1	-215			1	-359
Department of Homeless Services					1	-13
Department of Social Services	1	-5				
Laborers	4	-229				
New York City Housing Authority	1	-32				
Department of Transportation	1	-39				
Department of Environmental Protection	1	-23				
Department of Parks and Recreation	1	-135				
Social Scientists			4	-30		
Landmarks Preservation Commission			1	-5		
Department of Transportation			1	-11		
Department of City Planning			1	-10		
Department of Parks and Recreation			1	-5		
Clerical Supervisors			4	-89		
Fire Department			1	-26		
District Attorney - Queens			1	-4		
Department of Environmental Protection			1	-42		
Department of Parks and Recreation			1	-18		
Food Preparation	2	-145			2	-198
Department of Education	1	-129			1	-161
Department of Correction	1	-16			1	-37
Guards			1	-475	1	-7
New York City Housing Authority					1	-7
Department of Parks and Recreation			1	-475		
Personal Services	1	-5				
Department of Sanitation	1	-5				

* Count of Underutilization by entity and job group by FY 2020 Q4

**Difference in the number of employees employed versus the number of employees expected per Job Group

Table 5: Administrator/Staff Utilization by Job Group for the CUNY* Community Colleges (CC) FY 2020

COMMUNITY COLLEGE		Guttman CC			Queensborough CC			Kingsborough CC			Borough of Manhattan CC			Hostos CC			Bronx CC			La Guardia CC			
JOB GROUP	DETAILS	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	
Administration 1 (Executive)	Job Group Total	9			21			18			20			16			20			19			
	Is there UU?	N	N	N	Y	N	Y	N	N	N	N	N	N	N	N	N	Y	N	N	Y	N	N	
	# Emp	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	9	≤5	6	6	≤5	6	≤5	
	# UU				≤5		≤5										≤5						
	Actual Utilization %	11	22	11	5	10	5	17	28	11	10	20	20	13	6	56	0	30	30	≤5	32	11	
	Labor Market %	10	9	8	10	9	8	10	9	8	10	9	8	10	9	8	10	9	8	10	9	8	
Administration 2 (Manager)	Job Group Total	30			100			102			114			68			69			135			
	Is there UU?	N	N	N	N	Y	Y	Y	N	N	N	N	N	Y	Y	N	Y	N	N	N	N	N	
	# Emp	≤5	9	11	15	13	12	≤5	30	26	15	33	19	≤5	9	38	≤5	23	20	18	29	34	
	# UU					7	≤5	8						≤5	≤5		≤5						
	Actual Utilization %	13	30	37	15	13	12	3	29	26	13	29	17	4	13	56	6	33	29	13	21	25	
	Labor Market %	11	20	16	11	20	16	11	20	16	11	20	16	11	20	16	11	20	16	11	20	16	
Administration 3 (Professional)	Job Group Total	40			146			138			241			129			134			213			
	Is there UU?	Y	N	N	N	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	
	# Emp	≤5	15	15	22	26	35	11	46	17	28	96	52	6	33	74	≤5	56	58	34	67	60	
	# UU	≤5						6						10			11						
	Actual Utilization %	8	38	38	15	18	24	8	33	12	12	40	22	5	26	58	4	42	43	16	32	28	
	Labor Market %	12	17	12	12	17	13	12	17	13	12	17	13	12	17	13	12	17	13	12	17	13	
IT Computer Manager	Job Group Total				≤5			≤5															
	Is there UU?				N	N	N	Y	N	Y													
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5													
	# UU							≤5		≤5													
	Actual Utilization %				20	20	20	0	20	0													
	Labor Market %				24	11	15	24	11	15													
Accountant (Professional)	Job Group Total							≤5			≤5										7		
	Is there UU?							Y	Y	N	N	N	N								N	N	N
	# Emp							≤5	≤5	≤5	≤5	≤5	≤5								≤5	≤5	≤5
	# UU							≤5	≤5														
	Actual Utilization %							0	0	20	20	60	20								14	43	29
	Labor Market %							21	34	18	21	34	18								21	34	18

Table 5: Administrator/Staff Utilization by Job Group for the CUNY* Community Colleges (CC) FY 2020

COMMUNITY COLLEGE		Guttman CC			Queensborough CC			Kingsborough CC			Borough of Manhattan CC			Hostos CC			Bronx CC			La Guardia CC		
JOB GROUP	DETAILS	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic
IT Computer Professional	Job Group Total	≤5			18			25			32			16			28			55		
	Is there UU?	N	Y	Y	N	N	N	Y	N	N	N	N	N	Y	Y	N	Y	N	N	Y	Y	N
	# Emp	≤5	≤5	≤5	7	≤5	≤5	≤5	11	≤5	9	6	12	≤5	≤5	10	≤5	7	16	10	≤5	27
	# UU		≤5	≤5				≤5						≤5	≤5		≤5			≤5	≤5	
	Actual Utilization %	40	0	0	39	22	11	12	44	16	28	19	38	19	6	63	11	25	57	18	7	49
	Labor Market %	28	13	13	28	13	13	28	13	13	28	13	13	28	13	13	28	13	13	28	13	13
Accountant Assistant	Job Group Total										15						8			6		
	Is there UU?										N	N	N				N	Y	N	N	N	N
	# Emp										≤5	≤5	≤5				≤5	≤5	≤5	≤5	≤5	≤5
	# UU																	≤5				
	Actual Utilization %										20	47	20				38	13	13	17	17	50
	Labor Market %										11	19	17				11	19	17	11	19	17
Administrative Assistant	Job Group Total				22			16			11			8			16			16		
	Is there UU?				N	Y	Y	Y	Y	Y	N	N	Y	Y	N	N	N	N	N	N	Y	N
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	7	≤5	≤5	≤5	≤5
	# UU					≤5	≤5	≤5	≤5	≤5			≤5	≤5							≤5	
	Actual Utilization %				32	9	14	0	13	6	18	45	18	0	50	38	6	44	31	19	19	25
	Labor Market %				8	36	24	8	36	24	8	36	24	8	36	24	8	36	24	8	36	24
Office Assistant	Job Group Total				63			49			92			48			83			68		
	Is there UU?				N	N	N	Y	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
	# Emp				12	14	17	≤5	10	≤5	7	39	32	≤5	13	30	6	42	28	10	18	30
	# UU							≤5		≤5												
	Actual Utilization %				19	22	27	2	20	6	8	42	35	6	27	63	7	51	34	15	27	44
	Labor Market %				8	14	16	8	14	16	8	14	16	8	14	16	8	14	16	8	14	16
Mail Services Worker	Job Group Total										≤5									11		
	Is there UU?										N	N	N							Y	Y	N
	# Emp										≤5	≤5	≤5							≤5	≤5	7
	# UU																			≤5	≤5	
	Actual Utilization %										20	20	60							0	0	64
	Labor Market %										8	28	23							8	28	23

Table 5: Administrator/Staff Utilization by Job Group for the CUNY* Community Colleges (CC) FY 2020

COMMUNITY COLLEGE		Guttman CC			Queensborough CC			Kingsborough CC			Borough of Manhattan CC			Hostos CC			Bronx CC			La Guardia CC		
JOB GROUP	DETAILS	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic
IT Support Technician	Job Group Total							9						≤5			12			17		
	Is there UU?							N	Y	N				Y	N	N	Y	N	N	Y	N	N
	# Emp							≤5	≤5	≤5				≤5	≤5	≤5	≤5	≤5	9	≤5	≤5	6
	# UU								≤5					≤5			≤5			≤5		
	Actual Utilization %							22	0	33				0	20	80	8	17	75	18	24	35
	Labor Market %							24	11	14				24	11	14	24	11	14	24	11	14
Basic Crafts-Buildings & Grounds	Job Group Total				9			9						8			9					
	Is there UU?				N	Y	Y	N	N	Y				Y	N	Y	Y	N	N			
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5				≤5	≤5	≤5	≤5	≤5	≤5			
	# UU					≤5	≤5			≤5				≤5		≤5	≤5					
	Actual Utilization %				11	11	22	11	22	11				0	25	13	0	22	56			
	Labor Market %				12	23	31	12	23	31				12	23	31	12	23	31			
Laborers & Helpers	Job Group Total				9			16			10			6			15					
	Is there UU?				Y	N	N	Y	N	Y	N	N	Y	N	N	N	N	N	N			
	# Emp				≤5	≤5	≤5	≤5	10	≤5	≤5	7	≤5	≤5	≤5	≤5	≤5	7				
	# UU				≤5			≤5		≤5			≤5									
	Actual Utilization %				0	22	33	0	62	25	10	70	20	0	33	33	7	27	47			
	Labor Market %				6	24	39	6	24	39	6	24	39	6	24	39	6	24	39			
Skilled Trades	Job Group Total				27			24			49			13			23					
	Is there UU?				N	Y	Y	N	N	N	N	Y	Y	Y	Y	N	Y	N	Y			
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5	≤5	≤5	10	≤5	≤5	≤5	≤5	6	≤5			
	# UU					≤5	6					≤5	≤5	≤5	≤5		≤5		≤5			
	Actual Utilization %				7	4	4	4	13	21	4	10	29	0	8	23	0	26	9			
	Labor Market %				4	13	26	4	13	26	4	13	26	4	13	26	4	13	26			
Security Manager	Job Group Total										6											
	Is there UU?										N	Y	N									
	# Emp										≤5	≤5	≤5									
	# UU											≤5										
	Actual Utilization %										0	17	50									
	Labor Market %										5	30	23									

Table 5: Administrator/Staff Utilization by Job Group for the CUNY* Community Colleges (CC) FY 2020

COMMUNITY COLLEGE		Guttman CC			Queensborough CC			Kingsborough CC			Borough of Manhattan CC			Hostos CC			Bronx CC			La Guardia CC		
JOB GROUP	DETAILS	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic	Asian	Black	Hispanic
Campus Public Safety Sergeant	Job Group Total				10			11			10			8			17			11		
	Is there UU?				N	Y	Y	N	Y	N	N	N	N	N	Y	N	Y	N	N	Y	N	N
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5	≤5	7	≤5	≤5	≤5	≤5	≤5	9	8	≤5	6	≤5
	# UU					≤5	≤5		≤5						≤5		≤5			≤5		
	Actual Utilization %				20	30	20	9	36	46	0	70	30	13	38	50	0	53	47	0	55	27
	Labor Market %				5	54	27	5	54	27	5	54	27	5	54	27	5	54	27	5	54	27
Campus Peace Officer	Job Group Total				29			20			29			20			17			25		
	Is there UU?				Y	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N
	# Emp				≤5	14	11	≤5	10	7	≤5	16	7	≤5	8	10	≤5	7	10			
	# UU				≤5			≤5						≤5			≤5					
	Actual Utilization %				3	48	38	0	50	35	7	55	24	5	40	50	0	41	59	8	48	20
	Labor Market %				8	24	20	8	24	20	8	24	20	8	24	20	8	24	20	8	24	20
Campus Security Assistant	Job Group Total				15			11			37			7			20			35		
	Is there UU?				N	N	Y	Y	N	Y	N	N	Y	N	N	N	Y	N	N	N	N	Y
	# Emp				≤5	9	≤5	≤5	10	≤5	≤5	26	≤5	≤5	≤5	≤5	≤5	8	10	8	22	≤5
	# UU						≤5	≤5		≤5			≤5				≤5					
	Actual Utilization %				33	60	7	0	91	9	14	70	8	14	57	29	0	40	50	23	63	11
	Labor Market %				7	41	20	7	41	20	7	41	20	7	41	20	7	41	20	7	41	20
Custodial Supervisor	Job Group Total				8			7			14			7			11					
	Is there UU?				N	N	Y	N	N	N	Y	N	Y	N	N	N	Y	N	Y			
	# Emp				≤5	≤5	≤5	≤5	≤5	≤5	≤5	10	≤5	≤5	≤5	≤5	≤5	8	≤5			
	# UU						≤5				≤5		≤5				≤5		≤5			
	Actual Utilization %				0	63	25	14	43	43	0	71	21	0	57	43	0	73	27			
	Labor Market %				5	31	38	5	31	38	5	31	38	5	31	38	5	31	38			
Custodial	Job Group Total				39			57			61			34			33			30		
	Is there UU?				N	N	N	N	N	Y	Y	N	N	Y	N	N	Y	N	N	N	Y	N
	# Emp				≤5	12	18	≤5	29	13	≤5	24	33	≤5	14	19	≤5	10	23	≤5	≤5	23
	# UU									11	≤5			≤5			≤5				≤5	
	Actual Utilization %				8	31	46	7	51	23	3	39	54	0	41	56	0	30	70	7	13	77
	Labor Market %				5	20	42	5	20	42	5	20	42	5	20	42	5	20	42	5	20	42

*CUNY is an abbreviation for the City University of New York.

If any entity has a number five or less than in the job group total, employed or underutilized categories, the number has been replaced by ≤5 to protect the privacy of the individuals employed in the job group.

Table 6: Historical Summary of Corrective Actions Issued on Underutilization by Year

CORRECTIVE ACTIONS ISSUED	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
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 the entity may otherwise use discretion in hiring.	1	6	10	2	7	5	4	3	10	2	5	0	6	7	3	1	2	0	8	11	14	1	0	0	108
2. The principal EEO Professional, HR Professional, and General Counsel, review the entity's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the entity's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the entity and determine what, if any, corrective actions are required to correct deficiencies.	0	0	0	1	0	0	0	0	0	1	0	0	0	0	4	0	0	1	13	14	11	3	8	19	75
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.	1	6	6	2	2	0	0	0	3	2	2	0	4	3	3	4	3	2	11	12	15	1	0	0	82
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.	0	0	0	0	0	0	3	0	0	2	1	1	0	0	2	3	0	3	9	12	13	1	0	0	50
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.	0	0	0	0	0	0	0	0	0	1	1	0	4	1	1	0	0	2	8	11	13	2	2	0	46
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).	1	4	6	2	5	2	1	2	7	9	2	3	10	3	3	1	2	0	7	10	9	7	6	0	102
7. Promote employees' awareness of opportunities for promotion and transfer within the entity, and ensure that employees are considered for such opportunities.	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2	0	6	0	0	0	11
8. At minimum, indicate the entity is an equal opportunity employer in recruitment literature.	0	0	2	0	1	1	1	5	1	3	4	1	3	1	3	9	2	1	0	0	1	0	0	0	39
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.	0	3	4	1	2	2	1	0	0	1	1	0	0	1	3	3	3	2	8	13	10	2	0	0	60

Table 6: Historical Summary of Corrective Actions Issued on Underutilization by Year

CORRECTIVE ACTIONS ISSUED	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
10. 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.	0	0	0	0	6	6	1	4	10	2	3	0	4	4	2	4	5	0	8	7	9	0	0	0	75
11. The Human Resources Professional distributes the identity of the Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; informs the principal EEO Professional of the number of 55-a program participants and efforts the entity has made to employ, promote or accommodate qualified individuals with disabilities; and involves the principal EEO Professional in EEO-related matters.	0	0	1	0	0	1	0	0	0	1	0	1	1	0	5	0	5	3	6	4	2	0	0	0	30
12. Ensure that EEO professionals are trained in EEO laws and procedures, and know how to carry out their responsibilities under the EEO Policy.	0	0	0	0	1	3	2	8	5	2	6	4	7	3	2	5	0	3	3	3	10	7	10	12	96

Table 6a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Entity*

ENTITY	Assessed Recruitment	Reviewed Annual EEO	Assessed Selection Methods	Responded to UU in Discretionary Titles	Responded to UU in Civil Service Titles	Hiring Managers Trained in EEO	Promoted Awareness of Employee Opportunities	Equal Opportunity Employer Notification Placed on Literature	Applicant Tracking Log Used & Maintained	Career Counselor Appointed	Increased Employee Awareness of Job Specifications	Trained EEO Professional	Total CA	UU for FY 2020 Q4
Administration for Children's Services	2	1	0	1	1	1	0	0	2	2	0	0	10	9
Board of Correction	0	2	1	0	0	1	0	1	1	1	1	1	9	5
Board of Education Retirement System	1	2	1	1	1	1	1	0	1	1	0	3	13	1
Board of Standards & Appeals	0	0	0	1	0	1	0	0	0	0	1	1	4	
Office of the Bronx Borough President	4	0	0	0	0	3	1	0	1	1	0	2	12	2
Office of the Brooklyn Borough President	1					1	1						3	
Office of the Manhattan Borough President	0	1	0	0	0	1	0	1	0	0	0	1	4	
Office of the Queens Borough President	1	2	1	1	0	1	1	1	1	0	0	1	10	2
Office of the Richmond Borough President	1	0	0	0	0	2	1	1	0	0	0	3	8	6
Business Integrity Commission	1	1	2	1	2	1	0	1	0	1	0	1	11	
Campaign Finance Board	0	1	1	1	1	2	0	1	0	1	1	1	10	1
Office of the City Clerk	0	0	0	0	0	0	0	0	0	0	0	1	1	1
New York City Council	1	2	1	1	1	1	1	0	1	0	0	1	10	3
Civic Engagement Commission**	-	-	-	-	-	-	-	-	-	-	-	-		
Civil Service Commission	0	1	0	0	0	0	1	0	0	1	0	0	3	
Civilian Complaint Review Board	1	1	1	1	1	0	0	0	0	0	1	3	9	5
New York City Commission on Human Rights	3	0	0	2	1	1	0	1	2	3	0	1	14	2
Conflicts of Interest Board	1	1	0	0	0	3	0	1	1	0	2	3	12	1
Department for the Aging	2	0	2	0	1	2	1	0	0	2	1	2	13	1
Department of Buildings	3	0	1	0	1	2	0	0	0	0	0	0	7	1
Department of City Planning	3	0	3	1	2	3	0	0	1	2	1	2	18	
Department of Citywide Administrative Services	2	1	1	1	1	3	0	0	0	2	1	1	13	
Department of Consumer & Worker Protection	2	1	2	0	0	1	0	2	1	0	0	0	9	6
Department of Correction	3	1	2	1	1	1	0	0	2	1	1	1	14	1
Department of Cultural Affairs	2	0	1	0	0	1	0	0	0	0	0	0	4	
Department of Design & Construction	1	0	1	1	1	1	0	2	0	3	0	1	11	1
Department of Education	1	2	1	1	1	1	0	1	1	0	0	2	11	5
Office of Emergency Management	1	1	1	1	1	1	0	0	0	1	0	1	8	2
New York City Environmental Protection	3	2	3	1	1	3	0	0	1	0	0	1	15	
Department of Finance	2	1	1	0	0	1	0	1	1	1	0	1	9	
Department of Health & Mental Hygiene	1	0	1	1	0	3	0	1	0	1	0	0	8	
New York City Department of Homeless Services	2	0	0	0	0	2	0	1	1	2	0	1	9	2
Department of Investigation	3	0	3	1	2	3	0	0	1	2	1	2	18	

Table 6a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Entity*

ENTITY	Assessed Recruitment	Reviewed Annual EEO	Assessed Selection Methods	Responded to UU in Discretionary Titles	Responded to UU in Civil Service Titles	Hiring Managers Trained in EEO	Promoted Awareness of Employee Opportunities	Equal Opportunity Employer Notification Placed on Literature	Applicant Tracking Log Used & Maintained	Career Counselor Appointed	Increased Employee Awareness of Job Specifications	Trained EEO Professional	Total CA	UU for FY 2020 Q4
Department of Information Technology & Telecommunications	3	2	1	1	2	0	0	1	1	2	1	1	15	
Department of Parks & Recreation	2	1	2	1	1	2	0	0	1	2	0	0	12	3
Department of Probation	2	0	0	0	0	2	0	1	1	1	1	1	9	6
Department of Records & Information Services	3	2	2	2	1	2	0	0	1	1	2	2	18	
Department of Sanitation	1	0	3	2	1	2	0	0	0	1	1	2	13	
Department of Small Business Services	2	1	2	1	1	1	0	1	1	0	0	1	11	1
New York City Human Resources Administration/Department of Social Services	1	0	0	0	0	2	0	0	1	1	2	0	7	3
Department of Transportation	4	0	2	1	1	1	0	0	1	2	2	0	14	1
Department of Youth & Community Development	0	0	1	0	0	2	0	1	0	2	0	3	9	
Department of Veterans' Services**	-	-	-	-	-	-	-	-	-	-	-	-		
Office of the Bronx County District Attorney	1	2	1	2	1	1	0	1	1	1	0	0	11	10
Office of the Kings County District Attorney	0	2	1	1	1	2	0	1	1	1	0	1	11	2
Office of the New York County District Attorney	1	1	1	1	1	1	0	1	1	0	1	1	10	
Office of the Queens County District Attorney	2	2	2	2	2	2	0	0	2	0	0	2	16	
Office of the Richmond County District Attorney	1	3	1	1	1	2	0	0	1	0	0	1	11	2
New York City Economic Development Corporation	0	2	1	0	0	2	0	0	1	1	0	2	9	
Financial Information Services Agency	3	0	0	1	1	1	0	0	1	2	1	0	10	2
New York City Fire Department	4	2	1	1	1	1	0	1	0	1	0	1	13	1
New York City Housing Preservation & Development	2	2	3	0	0	1	0	0	1	2	1	2	14	
New York City Housing Development Corporation	1	0	1	1	0	1	0	0	1	1	0	1	7	
New York City Independent Budget Office	2	1	1	1	1	2	0	0	1	1	0	0	10	5
Landmarks Preservation Commission	3	1	2	1	2	3	0	1	2	2	2	0	19	1
New York City Law Department	1	1	2	0	0	1	0	1	1	2	0	0	9	1
Office of the Mayor	0	1	1	1	0	0	0	0	1	0	1	2	7	
New York City Housing Authority	1	0	1	0	1	1	0	1	1	1	0	1	8	
New York City Employees' Retirement System	1	1	1	1	1	1	1	1	1	2	0	4	15	
New York City Taxi & Limousine Commission	0	1	2	1	0	0	0	0	1	0	1	1	7	1

Table 6a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Entity*

ENTITY	Assessed Recruitment	Reviewed Annual EEO	Assessed Selection Methods	Responded to UU in Discretionary Titles	Responded to UU in Civil Service Titles	Hiring Managers Trained in EEO	Promoted Awareness of Employee Opportunities	Equal Opportunity Employer Notification Placed on Literature	Applicant Tracking Log Used & Maintained	Career Counselor Appointed	Increased Employee Awareness of Job Specifications	Trained EEO Professional	Total CA	UU for FY 2020 Q4
Office of Administrative Trials & Hearings	1	2	2	0	0	0	0	1	1	2	0	1	10	
Office of Collective Bargaining	0	1	0	0	0	0	0	2	0	0	0	1	4	
Office of Labor Relations	1	2	3	0	0	2	1	0	2	3	0	3	17	
Office of Management & Budget	3	3	3	1	2	2	0	0	2	1	0	0	17	1
Office of Payroll Administration	2	1	1	1	1	2	0	0	1	1	0	0	10	5
Office of Special Narcotics Prosecutor	1	2	1	1	1	2	0	0	0	0	2	1	11	3
New York City Office of the Actuary	1	2	1	1	1	2	0	0	1	1	0	3	13	2
Office of the New York City Comptroller	1	0	0	1	0	1	0	1	0	0	1	1	6	1
New York City Police Department	3	0	2	1	1	0	0	0	2	1	0	1	11	1
New York City Police Pension Fund	1	0	0	0	0	1	1	1	1	1	0	3	9	1
Office of the Bronx County Public Administrator	0	1	0	0	0	2	0	0	1	1	0	3	8	
Office of the Kings County Public Administrator	0	2	0	0	0	0	0	1	1	1	0	0	5	1
Office of the New York County Public Administrator	0	1	0	0	0	1	0	0	1	1	0	2	6	6
Office of the Queens County Public Administrator	0	1	0	0	0	0	0	0	1	1	0	2	5	
Office of the Richmond County Public Administrator	0	0	0	0	0	1	0	1	2	0	1	2	7	1
Office of the Public Advocate	0	2	0	0	0	2	0	2	1	1	0	2	10	3
Office of Administrative Tax Appeals	1	2	3	0	0	0	0	1	1	2	0	1	11	1
Teacher's Retirement System	1	1	1	1	1	1	0	1	1	0	0	1	9	1

*This is a comprehensive listing of corrective actions issued by the EEPC from 1997 to 2020.

**These are newly established entities under the EEPC's Jurisdiction, but have not been audited to date.

Table 7: Historical Summary of Corrective Actions Issued on Underutilization by Community College

CORRECTIVE ACTIONS ISSUED	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
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 the entity may otherwise use discretion in hiring.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
2. The principal EEO Professional, HR Professional, and General Counsel, review the entity's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the entity's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the entity and determine what, if any, corrective actions are required to correct deficiencies.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	4
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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	5
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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	5	0	0	0	0	6
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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	6	0	0	0	0	7
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).	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Promote employees' awareness of opportunities for promotion and transfer within the entity, and ensure that employees are considered for such opportunities.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
8. At minimum, indicate the entity is an equal opportunity employer in recruitment literature.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1

Table 7: Historical Summary of Corrective Actions Issued on Underutilization by Community College

CORRECTIVE ACTIONS ISSUED	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	6
10. 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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
11. The Human Resources Professional distributes the identity of the Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; informs the principal EEO Professional of the number of 55-a program participants and efforts the entity has made to employ, promote or accommodate qualified individuals with disabilities; and involves the principal EEO Professional in EEO-related matters.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
12. Ensure that EEO professionals are trained in EEO laws and procedures, and know how to carry out their responsibilities under the EEO Policy.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 7a: Historical Summary of Corrective Actions (CA) Issued on Underutilization (UU) by Community College*

COMMUNITY COLLEGE	Assessed Recruitment	Reviewed Annual EEO	Assessed Selection Methods	Responded to UU in Discretionary Titles	Responded to UU in Civil Service Titles	Hiring Managers Trained in EEO	Promoted Awareness of Employee Opportunities	Equal Opportunity Employer Notification Placed on Literature	Applicant Tracking Log Used & Maintained	Career Counselor Appointed	Increased Employee Awareness of Job Specifications	Trained EEO Professional	Total CA
Queensborough Community College	0	0	0	0	1	0	0	0	1	0	0	0	2
Borough of Manhattan Commity College	0	1	1	1	1	0	0	0	1	0	0	0	5
Hostos Community College	1	1	1	1	1	0	0	0	1	1	0	0	7
Kingsborough Community College	0	1	1	1	1	0	1	1	1	1	0	0	8
LaGuardia Community College	0	1	1	1	1	0	0	0	1	1	1	0	7
Bronx Community College	0	0	1	2	2	0	0	0	1	0	0	0	6
Stella and Charles Guttman Community College**	0	0	0	0	0	0	0	0	0	0	0	0	0

*This is a comprehensive listing of corrective actions issued by the EEPC from 1997 to 2020.

**Stella and Charles Guttman Community College was established in 2012 and only audited once.

Table 8: New York City Labor Availability Weights by Job Group*

JOB GROUPS	Weight		
	Civil Service List (e.g. Promotional lists)	External Labor Pools	Internal Discretionary Pool
Administrators	0%	67%	33%
Managers	17%	48%	35%
Management Specialists	61%	25%	14%
Science Professionals	55%	27%	18%
Health Professionals	15%	58%	27%
Social Scientists	67%	18%	15%
Social Workers	92%	6%	2%
Lawyers	6%	74%	20%
Public Relations	26%	55%	20%
Technicians	80%	13%	7%
Clerical Support	96%	2%	1%
Clerical	90%	8%	2%
Police Supervisors	99%	1%	0
Fire Supervisors	100%	0%	0%
Firefighter	100%	0%	0%
Police	98%	2%	0
Guards	60%	38%	2%
Food Preparation	0%	84%	16%
Health Services	59%	35%	7%
Building Services	17%	64%	19%
Personnel Services	0%	71%	29%
Farming	30%	40%	30%
Craft	88%	9%	3%
Operators	51%	39%	10%
Transportation	99%	1%	0%
Laborers	36%	56%	8%
Sanitation	100%	0%	0%
Teachers	88%	8%	4%
Paraprofessionals	2%	79%	19%

*Labor pool availability weights for each job group are obtained from the EEO file from the US Census and refers to the local labor pool.

Appendix C: Description of New York City Entities

The following pages includes a description of entities in New York City, including those that were analyzed in this report.

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EPEC Jurisdiction	Included in Report
002	Office of the Mayor	The Mayor is the Chief Executive Officer of the City. He is also a Magistrate.	502	S	Y	Y
004	Campaign Finance Board (CFB)	The Campaign Finance Board is an independent non-partisan agency that provides public funding to candidates for City elective offices who choose to participate in the City's public financing program and monitors candidates' campaign contributions and expenditures to assure that they conform to the requirements of the law.	115	XS	Y	Y
006	Civic Engagement Commission*	The Commission will run a citywide participatory budgeting program with guidance from a participatory budgeting advisory committee; partner with community-based organizations and civic leaders, increase awareness of City services, and assist New York City agencies in developing civic engagement initiatives; develop a plan to consider the language access needs of limited English proficient New Yorkers with regards to the Commission's programs and services and provide language interpreters at poll sites by the 2020 general election, with advice from a language assistance advisory committee; and provide assistance to community boards.			Y	N
008	NYC Office of the Actuary	Provides actuarial services and information for the City's five actuarially-funded retirement systems, certain other pension funds and other post-employment benefit funds to various City agencies, other employers, labor organizations, legislative bodies and related entities.	42	T	Y	Y
009	NYC Employees' Retirement System Board of Trustees (NYCERS)	NYCERS has grown into the largest municipal public employee retirement system in the United States with more than 350,000 active members and retirees.	465	XS	Y	Y
010	Office of the Manhattan Borough President	The Borough Presidents are the executive officials of each borough. The City Charter gives them authority to: work with the Mayor in preparing the annual executive budget submitted to the City Council and to propose borough budget priorities directly to the council; review and comment on major land use decisions and propose sites for city facilities within their respective boroughs; monitor and modify the delivery of city services within their boroughs; and engage in strategic planning for their boroughs.	55	T	Y	Y
011	Office of the Bronx Borough President	Same as above	53	T	Y	Y
012	Office of the Brooklyn Borough President	Same as above	66	T	Y	Y
013	Office of the Queens Borough President	Same as above	55	T	Y	Y
014	Office of the Staten Island Borough President	Same as above	44	T	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
015	Office of the NYC Comptroller	An independently elected official, the Comptroller is the City's Chief Financial Officer and advises the Mayor, the City Council, and the public of the City's financial condition, and makes recommendations regarding City programs and operations, fiscal policies, and financial transactions.	795	S	Y	Y
017	Department of Emergency Management (NYCEM)	NYCEM maintains the City's emergency response plans, which it tests regularly through tabletop and field exercises.	198	XS	Y	Y
019	Office of Management and Budget (OMB)	The Office is responsible for developing the Mayor's Preliminary and Executive Budgets, and for advising the Mayor on all policy issues affecting the City's fiscal stability and the efficiency of City services.	407	XS	Y	Y
021	Office of Administrative Tax Appeals (OATA)	An agency established by the New York City Charter, Section 150, comprising the New York City Tax Appeals Tribunal and the New York City Tax Commission.	61	T	Y	Y
025	Office of the Corporation Counsel Law Department (LAW)	The Law Department represents the City, the Mayor, other elected officials, and the City's many agencies in all affirmative and defensive civil litigation, as well as juvenile delinquency proceedings brought in Family Court and Administrative Code enforcement proceedings brought in Criminal Court.	1868	L	Y	Y
030	City Planning Commission (CPC)	The Commission has primary responsibility for the conduct of planning in the City.	316	XS	Y	Y
032	Department of Investigation (DOI)	The New York City Department of Investigation (DOI) is the City's Inspector General, with independent oversight of City government, including each mayoral agency, City vendors, and an array of boards and commissions. Our investigations may involve any agency, officer, elected official or employee of the City, as well as those who do business with or receive benefits from the City.	360	XS	Y	Y
041	Teachers' Retirement System of the City of NY (TRS)	TRS provides eligible New York City educators with retirement, disability, and death benefits.	337	XS	Y	Y
054	Civilian Complaint Review Board (CCRB)	The Civilian Complaint Review Board (CCRB) is an independent agency with the power to receive, investigate, hear, make findings, recommend action upon and prosecute complaints by members of the public against members of the New York City Police Department that allege misconduct involving the use of excessive or unnecessary force, abuse of authority, discourtesy or use of offensive language.	214	XS	Y	Y
056	NYC Police Department (NYPD)	The mission of the New York City Police Department is to enhance the quality of life in our city by working in partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.	54001	XL	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EPEC Jurisdiction	Included in Report
057	NYC Fire Department (FDNY)	As first responders to fires, public safety and medical emergencies, disasters and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors.	17390	XL	Y	Y
059	Board of Standards and Appeals	The Board is empowered to interpret the meaning or applicability of the Zoning Resolution, Building & Fire Codes, Multiple Dwelling Law and Labor Law. This power includes the ability to vary in certain instances the provisions of these regulations in order to grant relief to property owners where appropriate.	25	T	Y	Y
063	Department of Veterans' Services	The Department of Veterans' Services is dedicated to improving the lives of New York City veterans and their families.	38	T	Y	N
067	Administration for Children's Services (ACS)	The Administration for Children's Services (ACS) is the City agency responsible for child welfare, early care and education, and juvenile justice services.	7040	L	Y	Y
069	NYC Human Resources Administration/Department of Social Services (HRA/DSS)	The New York City Human Resources Administration/Department of Social Services (HRA/DSS) is dedicated to fighting poverty and income inequality by providing New Yorkers in need with essential benefits such as Food Assistance and Emergency Rental Assistance.	12445	XL	Y	Y
071	Homeless Services/Department of Social Services	Our mission is to prevent homelessness when possible, address street homelessness, provide safe temporary shelter, and connect New Yorkers experiencing homelessness to sustainable housing.	2096	L	Y	Y
072	Department of Correction (DOC)	The New York City Department of Correction (DOC) is dedicated to creating a safe and supportive environment while providing individuals in our care with a path to successfully re-enter their communities. The Department provides for the care and custody of people ordered held by the courts and awaiting trial or who are convicted and sentenced to one year or less of jail time.	10837	XL	Y	Y
073	Board of Correction	The Board of Correction evaluates the performance of the Department of Correction, establishes and ensures compliance with minimum health standards, mental health standards and standards of confinement in all City correction facilities, reviews inmate and employee grievances, investigates serious incidents and makes recommendations in critical areas of correctional planning.	27	T	Y	Y
101	Office of the Public Advocate for the City of New York	An independently elected public official, the Public Advocate represents the consumers of City services. He reviews and investigates complaints about City services, assesses whether agencies are responsive to the public, and recommends improvements in agency programs and complaint handling procedures.	68	T	Y	Y
102	New York City Council	The City Council is the Legislative branch of City government.	817	S	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
103	Office of the City Clerk	The office of the City Clerk & Clerk of the Council offers a variety of services including: attests to each Local Law enacted by the Council and all legislation desired by and affecting the City requiring concurrent action by the State Legislature; attests to leases and deeds of the city property, grants, agreements, bonds, tax notes and other forms of obligations of the City; has charge of all papers and documents of the City except as otherwise provided by law.	68	T	Y	Y
125	Department for the Aging (DFTA)	The Department for the Aging works to eliminate ageism and ensure the dignity and quality of life of New York City's diverse older adults and for the support of their caregivers, through services, advocacy, and education.	836	S	Y	Y
126	Department of Cultural Affairs (DCLA)	The Department oversees operating funds for 33 City-owned cultural institutions, a capital program for cultural facilities, and program grants for roughly 800 cultural organizations in all five boroughs.	67	T	Y	Y
127	Financial Information Services Agency (FISA)	FISA is an information technology services center with all the support facilities needed to provide City officials with Citywide financial, payroll and human resources information.	431	XS	Y	Y
131	Office of Payroll Administration (OPA)	OPA is responsible for coordinating matters of payroll policy and procedure among City oversight and line agencies, ensuring City compliance with applicable Federal, State, and City employment tax regulations, distributing and accounting for the City's payroll, managing the City's payroll bank accounts and ensuring the integrity, accuracy, and operational effectiveness of payroll systems.	148	XS	Y	Y
132	NYC Independent Budget Office (IBO)	The Independent Budget Office is a publicly funded agency dedicated to enhancing understanding of New York City's budget by providing non-partisan budgetary, economic and policy analysis for elected officials and the residents of the city.	38	T	Y	Y
134	City Civil Service Commission (CCSC)	Functions as an administrative tribunal for individual appeals from disciplinary actions and appeals from decisions of the Commissioner of the Department of Citywide Administrative Services; and acts as guardian of the City's merit system.	12	T	Y	Y
136	Landmarks Preservation Commission (LPC)	Established to protect the City's architectural and historical resources, the Commission identifies, designates, and regulates buildings, districts, sites, and interiors considered significant for their architectural, historic, cultural, or aesthetic qualities.	77	T	Y	Y
156	Taxi and Limousine Commission (TLC)	TLC's mission is the continuance, further development and improvement of taxi and for-hire vehicle service in the City of New York.	636	S	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
214	Office of Labor Relations (OLR)	The Office represents the Mayor in the conduct of all labor relations between the City of New York and labor organizations representing employees of the City.	159	XS	Y	Y
226	NYC Commission on Human Rights (CCHR)	The New York City Commission on Human Rights (CCHR) is a city agency charged with enforcing the New York City Human Rights Law (NYCHRL), one of the most comprehensive civil rights laws in the country.	132	XS	Y	Y
256	NYC Police Pension Fund	The Police Pension Fund is administered by a Board of Trustees of twelve members.	139	XS	Y	Y
261	Department of Youth and Community Development (DYCD)	The Department of Youth and Community Development (DYCD) was created to provide the City of New York with high-quality youth and family programming.	578	S	Y	Y
312	Conflicts of Interest Board (COIB)	The Board renders advisory opinions, promulgates rules, provides training, and prosecutes violations of the conflicts of interest provisions of Chapter 68 of the City Charter, the lobbyist gift law, and Chapter 9 of Title 3 of the Administrative Code and collects and examines annual disclosure reports filed pursuant to Section 12-110 of the Administrative Code.	25	T	Y	Y
313	Office of Collective Bargaining (OCB)	Provides procedures, including certification of collective bargaining representatives, mediation, impasse panels, and arbitration, for the resolution of labor relations disputes and controversies between the City and its employee organizations and employees.	14	T	Y	Y
341	Manhattan Community Board No. 1	The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services.	4	T	Y	N
342	Manhattan Community Board No. 2	Same as above	2-4	T	Y	N
343	Manhattan Community Board No. 3	Same as above	2-4	T	Y	N
344	Manhattan Community Board No. 4	Same as above	4	T	Y	N
345	Manhattan Community Board No. 5	Same as above	3	T	Y	N
346	Manhattan Community Board No. 6	Same as above	4	T	Y	N
347	Manhattan Community Board No. 7	Same as above	3	T	Y	N
348	Manhattan Community Board No. 8	Same as above	4	T	Y	N
349	Manhattan Community Board No. 9	Same as above	3	T	Y	N
350	Manhattan Community Board No. 10	Same as above	4	T	Y	N
351	Manhattan Community Board No. 11	Same as above	3	T	Y	N

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
352	Manhattan Community Board No. 12	Same as above	4	T	Y	N
381	Bronx Community Board No. 1	Same as above	3	T	Y	N
382	Bronx Community Board No. 2	Same as above	3	T	Y	N
383	Bronx Community Board No. 3	Same as above	2	T	Y	N
384	Bronx Community Board No. 4	Same as above	3	T	Y	N
385	Bronx Community Board No. 5	Same as above	3	T	Y	N
386	Bronx Community Board No. 6	Same as above	2	T	Y	N
387	Bronx Community Board No. 7	Same as above	3	T	Y	N
388	Bronx Community Board No. 8	Same as above	3	T	Y	N
389	Bronx Community Board No. 9	Same as above	2	T	Y	N
390	Bronx Community Board No. 10	Same as above	5	T	Y	N
391	Bronx Community Board No. 11	Same as above	3	T	Y	N
392	Bronx Community Board No. 12	Same as above	3	T	Y	N
431	Queens Community Board No. 1	Same as above	2-3	T	Y	N
432	Queens Community Board No. 2	Same as above	2-3	T	Y	N
433	Queens Community Board No. 3	Same as above	2-3	T	Y	N
434	Queens Community Board No. 4	Same as above	2-3	T	Y	N
435	Queens Community Board No. 5	Same as above	2-3	T	Y	N
436	Queens Community Board No. 6	Same as above	2-3	T	Y	N
437	Queens Community Board No. 7	Same as above	2-3	T	Y	N
438	Queens Community Board No. 8	Same as above	2-3	T	Y	N
439	Queens Community Board No. 9	Same as above	2-3	T	Y	N
440	Queens Community Board No. 10	Same as above	2-3	T	Y	N
441	Queens Community Board No. 11	Same as above	2-3	T	Y	N
442	Queens Community Board No. 12	Same as above	2-3	T	Y	N
443	Queens Community Board No. 13	Same as above	2-3	T	Y	N

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
444	Queens Community Board No. 14	Same as above	2-3	T	Y	N
462	Stella and Charles Guttman Community College+	Stella and Charles Guttman Community College is the City University of New York's (CUNY) first new community college in over four (4) decades. The Stella and Charles Guttman Community College (Guttman) officially opened its doors on August 20, 2012. Accredited by the Middle States Commission on Higher Education, Guttman is one of twenty-five (25) CUNY schools and colleges that comprise the nation's largest urban public university.	159	M	Y	Y
463	Bronx Community College+	The Bronx Community College (BCC) is one of the seven (7) community colleges of the City University of New York. The BCC is home to more than 40 academic programs. A Hispanic Serving Institution, BCC enrolls students from nearly 100 countries. The BCC's campus is also home to the Hall of Fame for Great Americans, the country's first hall of fame. In October 2012, the campus was declared a National Historic Landmark, becoming the country's first community college campus to receive such a designation.	905	S	Y	Y
464	Queensborough Community College+	The Queensborough Community College (Queensborough or QCC) is one of the 7 community colleges of The City University of New York. Queensborough reflects the unique character of the local Queens community, the most diverse county in the United States, with students coming from more than 140 countries and speaking some 84 different languages.	1022	S	Y	Y
465	Kingsborough Community College+	The Kingsborough Community College (Kingsborough) is one of the seven (7) community colleges of The City University of New York -- the nation's leading urban public university serving more than 500,000 students at 24 colleges. Founded in 1963, Kingsborough remains firmly committed to its mission of "providing both liberal arts and career education [and] to promoting student learning and development as well as strengthening and serving its diverse community."	928	S	Y	Y
466	Borough of Manhattan Community College+	The Borough of Manhattan Community College (BMCC) is one of the 7 community colleges of the City University of New York. Hosting students from 155 countries, the BMCC's mission is to prepare students from around the globe for degree completion, successful transfer, career achievement, lifelong learning, and civic participation.	1419	S	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EPEC Jurisdiction	Included in Report
468	Eugenio Maria De Hostos Community College+	The Eugenio María de Hostos Community College (Hostos) is one of the seven (7) community colleges of the City University of New York. Consistent with the mission of the City University of New York to provide access to higher education for all who seek it, Hostos was established in the South Bronx to meet the higher educational needs of it and similar communities that historically have been excluded from higher education.	633	S	Y	Y
469	Fiorello H. LaGuardia Community College+	The Fiorello H. LaGuardia Community College is one of the seven (7) community colleges of the City University of New York. LaGuardia Community College, located in Long Island City, Queens, our nation’s fastest-growing neighborhood, educates and supports thousands of New Yorkers annually. We are committed to diversity, equity, and inclusion, and offer a welcoming environment for immigrants of all nations and individuals of all backgrounds.	1081	S	Y	Y
471	Brooklyn Community Board No. 1	The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services.	3	T	Y	N
472	Brooklyn Community Board No. 2	Same as above	3	T	Y	N
473	Brooklyn Community Board No. 3	Same as above	3	T	Y	N
474	Brooklyn Community Board No. 4	Same as above	4	T	Y	N
475	Brooklyn Community Board No. 5	Same as above	4	T	Y	N
476	Brooklyn Community Board No. 6	Same as above	4	T	Y	N
477	Brooklyn Community Board No. 7	Same as above	4	T	Y	N
478	Brooklyn Community Board No. 8	Same as above	3	T	Y	N
479	Brooklyn Community Board No. 9	Same as above	1-2	T	Y	N
480	Brooklyn Community Board No. 10	Same as above	2	T	Y	N
481	Brooklyn Community Board No. 11	Same as above	3	T	Y	N
482	Brooklyn Community Board No. 12	Same as above	3	T	Y	N
483	Brooklyn Community Board No. 13	Same as above	3	T	Y	N
484	Brooklyn Community Board No. 14	Same as above	3	T	Y	N
485	Brooklyn Community Board No. 15	Same as above	3	T	Y	N
486	Brooklyn Community Board No. 16	Same as above	3	T	Y	N

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EETC Jurisdiction	Included in Report
487	Brooklyn Community Board No. 17	Same as above	4	T	Y	N
488	Brooklyn Community Board No. 18	Same as above	2	T	Y	N
491	Staten Island Community Board No. 1	Same as above	4	T	Y	N
492	Staten Island Community Board No. 2	Same as above	2	T	Y	N
493	Staten Island Community Board No. 3	Same as above	4	T	Y	N
521	Board of Education Retirement System (BERS)	The New York City Board of Education Retirement System (BERS) was founded on August 31, 1921 to provide retirement benefits for civil service employees permanently employed by the City and School District of New York other than those who may retire under the provisions of other retirement laws. BERS has since expanded to include other employees, such as provisional and part-time employees of the Department of Education (DOE) and other covered employers.	111	XS	Y	Y
740	NYC Department of Education+	The Chancellor is the Chief Executive of the New York City public school system.	173160**	XL	Y	Y
781	Department of Probation (DOP)	The New York City Department of Probation helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation.	1114	M	Y	Y
801	Department of Small Business Services (SBS)	The Department of Small Business Services (SBS) makes it easier for businesses in New York City to start, operate, and expand by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce. SBS oversees a system of eighteen Workforce 1 Career centers located throughout the five boroughs.	308	XS	Y	Y
806	Department of Housing Preservation & Development (HPD)	The Commissioner shall plan, initiate, conduct, supervise, coordinate, review and evaluate City programs relating to urban renewal, publicly-aided housing, neighborhood conservation, the enforcement of all laws relating to the rehabilitation or maintenance of housing, and the management of property acquired by the City, for or devoted to housing or urban renewal purposes.	2418	L	Y	Y
810	NYC Department of Buildings	The New York City Department of Buildings promotes the safe and lawful use of buildings and properties by enforcing the Building Code and Zoning Resolution.	1381	M	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EIPC Jurisdiction	Included in Report
816	Department of Health and Mental Hygiene	The Department of Health and Mental Hygiene's mission is to preserve and promote the health and mental health of all New Yorkers, and to promote the realization of full potential of those with disabling conditions.	7028	L	Y	Y
820	Office of Administrative Trials and Hearings	OATH is the City's independent administrative law court and is authorized to conduct adjudicatory hearings for all agencies of the City.	428	XS	Y	Y
826	Department of Environmental Protection (DEP)	The New York City Department of Environmental Protection (DEP) protects public health and the environment by supplying clean drinking water, collecting and treating wastewater, and reducing air, noise, and hazardous substances pollution.	6104	L	Y	Y
827	Department of Sanitation (DSNY)	The Department of Sanitation keeps New York City healthy, safe and clean by collecting, recycling, and disposing of waste, cleaning streets, sidewalks, and vacant lots, and clearing snow and ice.	9862	L	Y	Y
831	Business Integrity Commission	The Business Integrity Commission is both a law enforcement and regulatory agency charged with oversight of the private carting industry throughout the five boroughs, the city's public wholesale markets and the shipboard gaming industry.	81	T	Y	Y
836	Department of Finance (DOF)	The Department of Finance collects over \$30 billion in revenue for the City and values more than one million properties worth a total of over \$800 billion.	2115	L	Y	Y
841	NYC Department of Transportation (DOT)	The mission of the New York City Department of Transportation (DOT) is to provide for the safe, efficient, environmentally responsible movement of people and goods in New York City. To fulfill this mission, DOT controls and regulates traffic; builds and maintains streets, sidewalks, highways, bridges and municipal parking facilities; maintains and operates the Staten Island Ferry; and acts as an advocate and a voice for better transportation.	5783	L	Y	Y
846	NYC Department of Parks and Recreation	The agency's principal mission is to assure that the parks, beaches, playgrounds, stadia, marinas, recreation facilities, gardens, malls, squares and public spaces of the City of New York are clean, safe and attractive for the health and enjoyment of the people.	7858	L	Y	Y
850	Department of Design and Construction (DDC)	The role of the Department of Design and Construction (DDC) is to deliver the City's capital construction projects in a safe, expeditious, and cost-effective manner.	1254	M	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EIPC Jurisdiction	Included in Report
858	Department of Info. Technology & Telecommunications (DOITT)	The Department of Information Technology and Telecommunications (DoITT) is the City's Information Technology (IT) utility, ensuring the sustained, efficient delivery of IT services, Infrastructure and telecommunications.	1454	M	Y	Y
860	Department of Records & Information Services	The Commissioner of the Department of Records and Information Services is the chief archivist of the City, the chief reference and research librarian and public records officer for the Mayor, Borough Presidents, and the Council and has responsibility for the organization and retrieval of records, reports and archival documents produced by past and present City government offices.	76	T	Y	Y
866	Department of Consumer Affairs (DCA)	DORIS develops uniform standards and procedures to assist City agencies in managing their records. The Municipal Library provides information drawn from its collections of government publications and is the depository for all official reports and studies published electronically by New York City departments, commissions and divisions.	381	XS	Y	Y
868	Department of Citywide Administrative Services (DCAS)	The Department of Citywide Administrative Services (DCAS) provides shared services to support the operations of New York City government, specifically by recruiting, hiring, and training employees; providing facilities management for 55 public buildings; acquiring, selling, and leasing City property; purchasing more than \$1 billion in supplies and equipment each year; and implementing conservation and safety programs throughout the City's facilities and vehicle fleet.	2383	L	Y	Y
901	Manhattan District Attorney's office	Pursuant to Article 13, section 13 of the State Constitution, District Attorneys are constitutional officers elected every four years. Section 927 of the County Law imposes upon District Attorneys the duty to protect the public by investigating and prosecuting criminal conduct in the counties in which they hold office.	1571	L	Y	Y
902	Bronx County District Attorney's Office	Same as above	1079	M	Y	Y
903	Brooklyn District Attorney's Office	Same as above	1143	M	Y	Y
904	Queens District Attorney's Office	Same as above	781	S	Y	Y
905	Office of the District Attorney Richmond County	Same as above	211	XS	Y	Y
906	Office of the Special Narcotics Prosecutor for the City of NY	Established pursuant to New York Judiciary laws of 1971, chapter 462 and the District Attorneys' Plan. Citywide jurisdiction for the investigation and prosecution of felony narcotics law violators.	224	XS	Y	Y

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EPEC Jurisdiction	Included in Report
907	NYC Housing Development Corporation (HDC)	The HDC encourages the investment of private capital through low-interest mortgage loans and provides safe and sanitary dwellings for families and persons whose housing needs cannot be met by unassisted private enterprise. Through the issuance of bonds and notes, provides construction and/or permanent financing for multifamily residential housing.	159	XS	Y	Y
941	Office of the NY County Public Administration	The Office of Public Administrator administers estates of decedents where no person entitled to take or to share in the estate will accept the responsibility to act, or where the decedent leaves no will or a personal representative entitled by law to act. Appointed by and subject to removal by the Surrogates of the County. No specific term.	10	T	Y	Y
942	Office of the Bronx County Public Administration	Same as above	8	T	Y	Y
943	Office of the Kings County Public Administration	Same as above	12	T	Y	Y
944	Office of the Queens County Public Administration	Same as above	8	T	Y	Y
945	Office of the Richmond County Public Administration	Same as above	5	T	Y	Y
996	NYC Housing Authority (CHA)	The New York City Housing Authority (NYCHA) is committed to increasing opportunities for low-and moderate-income New Yorkers by providing decent and affordable housing and facilitating access to social and community services.	11033	XL	Y	Y
998	NYC Economic Development Corporation (NYCEDC)	New York City Economic Development Corporation's mission is to encourage economic growth throughout the five boroughs of New York City by strengthening the City's competitive position and facilitating investments that build capacity, create jobs, generate economic opportunity and improve quality of life.	443	XS	Y	Y
003	Board of Election (BOENY)	The Board is responsible under New York State Election Law for voter registration, voter records, campaign finance disclosures.	859	S	N	N
082	Mayor's Office of Contract Services (MOCS)	The Mayor's Office of Contract Services oversees, facilitates and drives transformation of New York procurement, benefitting vendors, agencies and communities. MOCS works to ensure that procurement is fair, responsible and timely,	186	XS	N	N

Appendix C: Description of All New York City Entities

Agency No.	Name of Agency/Entity	Description	Head Count	Size Category	EPEC Jurisdiction	Included in Report
	School Construction Authority (SCA)	An independent Authority, created by the State Legislature in 1988, responsible for the design, construction, modernization and rehabilitation of public schools in New York City.	813	S	N	N
	NYC Health and Hospitals (NYC H+H)	NYC Health + Hospitals is the largest public health care system in the United States. We provide essential inpatient, outpatient, and home-based services to more than one million New Yorkers every year in more than 70 locations across the city's five boroughs.	37853**	XL	N	N
	NYC Banking Commission*	The Commission designates the banks in which city funds may be deposited; recommends to the City Council the interest rates for the early and late payments of real estate taxes; and administers the City's Banking Development District Program. Composed of the Mayor (Chair), Comptroller and the Commissioner of the Department of Finance (DOF). No additional compensation.			N	N

+ Includes both Pedagogical and Non-Pedagogical Employees

*Newly established entities with no headcount data available.

**Headcount based on the NYC Government Workforce Profile Report DCAS FY 2018.

Appendix D: Job Groups that Fall Under the EEO Job Categories in CEEDS

The following pages include a list of job groups included in each job category.

JOB GROUP CODE	JOB GROUP NAME	GROUP DESCRIPTION
001	Administrators	Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes Elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.
002	Managers	Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes Assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.
003	Management Specialists	Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes Accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.
004	Science Professionals	Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes Architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.
005	Health Professionals	Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes Physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.
006	Social Scientists	Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes Librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.
007	Social Workers	Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes Caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008	Lawyers	Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes Attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.
009	Public Relations	Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes Technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.
010	Technicians	Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes Health technicians (clinical laboratory, dental hygienists, health records, radiologic and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.
011	Sales	Not applicable.
012	Clerical Supervisors	Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes Chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.
013	Clerical	Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes Cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.
014	Household Services	Not applicable.
015	Police Supervisors	Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes Sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.
016	Fire Supervisors	Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes Lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017	Firefighters	Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes Firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.
018	Police and Detectives	Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes Police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.
019	Guards	Occupations in which employees are entrusted with public safety and security. This category includes School crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.
020	Food Preparation	Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes Cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.
021	Health Services	Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes Dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.
022	Building Services	Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes Custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.
023	Personal Services	Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes Housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.
024	Farming	Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes Herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.
025	Craft	Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes Mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision hand working occupations and kindred workers.
026	Operators	Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes Printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027	Transportation	Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes Bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.
028	Laborers	Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes Skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.
029	Sanitation Workers	Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes Sanitation workers, debris removers and kindred workers.
030	Teachers	Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes Teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/ vocational counselors, education analysts, education officers, institutional instructors and kindred workers.
031	Paraprofessionals	Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes Administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix E: Key Terms and Definitions

The following pages include a list of key terms and definitions.

Key Terms and Definitions

Entity Name: The name of the City entity or employer. Appendix B includes the list of City entities reviewed in this report.

Fiscal Year (FY) 2020: July 1, 2019 to June 30, 2020. A FY includes four (4) quarters (Q) and are presented as:

- FY Q1: July 1, 2019 – September 30, 2019
- FY Q2: October 1, 2019 – December 31, 2019
- FY Q3: January 1, 2020 – March 31, 2020, and
- FY Q4: April 1, 2020 – June 30, 2020.

EEO-4 Job Category: The United States Equal Employment Opportunity Commission (EEOC) classifies groups of employees to compare similar job duties and levels across an organization. The job categories in the *CEEDS-961: Underutilization Report* have been mapped into twenty-nine (29) job groups, which comprise the City’s governmental workforce. Appendix C includes the list of Job Groups and description of the types of job titles that comprise each job group. *CEEDS-961: Underutilization Report* calculates underutilization by Job Group, and not EEO-4 Job Category.

Underutilization: Underutilization reflects the percentage representation of protected classes in the workforce of an organization that is significantly smaller than the proportion of the workers available for hire in a given protected class in the relevant labor market. Underutilization is an employment practices concept that assists organizations in assessing its workforce composition relative to the available labor market. Underutilization is reported as a calculated number of employees (in every race/ethnic category) in the *CEEDS-961: Underutilization Report* that ought to be additionally employed in a job group if the employees in that race/ethnic category were fully representative of the available workforce.

- Calculating Underutilization
 - **2-Standard Deviation Rule.** This measure of underutilization is used by DCAS in the *CEEDS-961: Underutilization Report*. It is a means of statistical testing to determine the likelihood that a difference in workforce composition represents underutilization rather than a chance occurrence. The statistical threshold used is the “two standard deviation rule,”²⁰ where a difference of two standard deviations is considered statistically significant. As such, if the number of employees from a protected group is employed in a job group that is less than two standard deviations from the number expected (as per the labor market availability) underutilization is indicated.
 - **80% or Four-Fifths Rule.** This measure of underutilization is used by the CUNY community colleges. Under the 80% (4/5) rule, underutilization is defined as occurring when the utilization of a protected group is less than 80% of the utilization of the non-protected group.²¹

Number of Job Groups with Underutilization per Quarter: This value represents the number of instances that underutilization occurred in a particular job group. Specific instances of underutilization

²⁰ DCAS: *Utilization Analysis: How to Read the EBP961 Report*. The actual value is -1.96 SD (+1.96 would indicate statistically significant overutilization). The *CEEDS-961: Underutilization Report* also uses the four-fifths rule as a complimentary indicator where underutilization may not be statistically significant.

²¹ CUNY 80% or Four-Fifths Rule, available in Appendix E1:

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/FINAL-Italian-American-Central-AAP-2017.pdf>

that occurred in the entity’s first and fourth quarters correspond to the reported data in Table 4a: Underutilization Among Racial/Ethnic Groups by Job Group, Entity & Entity Size Category for FY 2020 Q1 & Q4.

Number Expected in Underutilization Job Group: This figure represents the number of employees projected to be employed in each job group based on Citywide labor statistics data provided by DCAS who calculates underutilization on the basis of a comparison of citywide workforce (by job group) with the combined, weighted availability estimate.

Difference (Employed-Expected) for Underutilized Job Groups: This calculated figure represents the number of employees that are employed by the City entity as of the last day of the quarter minus the number of employees projected to be employed based on Citywide labor statistics data provided by DCAS.

Availability: The calculation of Underutilization from DCAS’ *CEEDS-961: Underutilization Report* is based on availability percentages. The availability percentages are generated for each job group based on three labor pools from which the employees in that job group were hired:

- For permanent titles, the availability is based on civil service lists.
- For titles with people hired from within, the availability is based on internal composition (e.g., promotion pool).
- For titles with non-city employees hired, the availability is based on the local external labor pool (based on the 2010 US Census data for New York City and surrounding counties, excluding NJ).

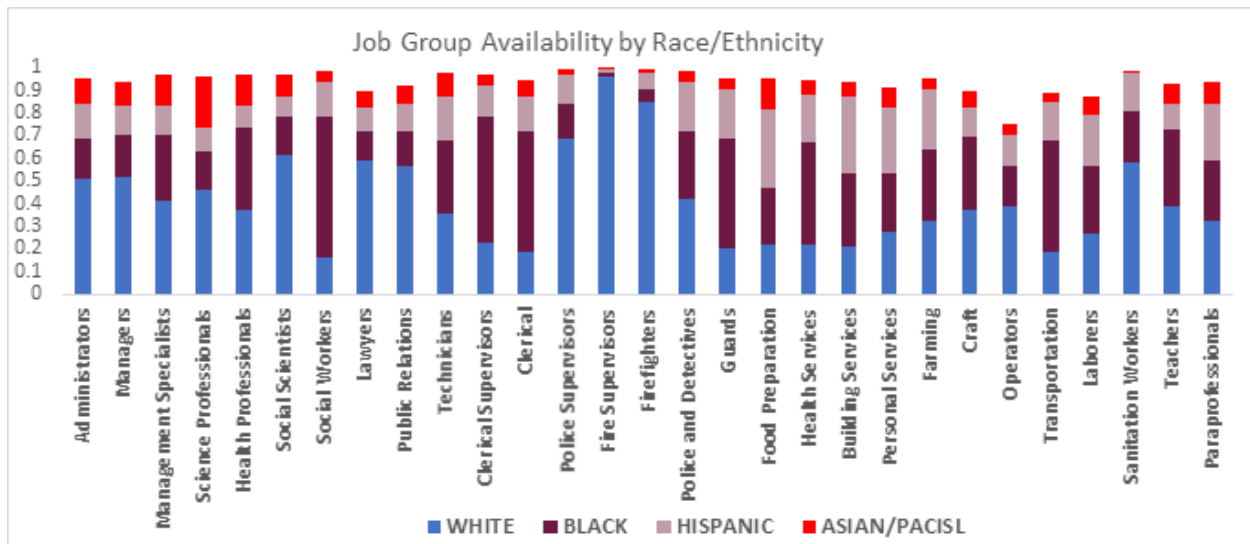


Figure 17: Availability percentages for each racial/ethnic group for all Job Groups

The Chart above illustrates the availability percentages for all the job groups by race and ethnicity. Additional details on availability percentages can be found in Table 8: New York City Labor Availability Weights by Job Group in Appendix B.

Race: Self-identification of race/ethnic category to which an employee belongs. The following groups were the focus of this report: Asian/Pacific Islander; Black; and Hispanic.

Promotion: An employee who is in a different title or a higher managerial assignment level in NYCAPS in the current quarter *and* gets a higher salary than in the previous quarter.

Appendix F: Corrective Actions: Authority, History and Underutilization

The following pages include the EEPC's authority for addressing corrective actions, history of corrective actions assigned and strategies on how to reduce underutilization.

Corrective Actions: Authority, History, Underutilization

Authority. The City Charter authorizes the EEPC to audit and evaluate City entities' employment practices, programs, policies and efforts to ensure fair and effective equal employment opportunities.²² Toward that end, from 1997 to 2017, the EEPC conducted Employment Practices Audits (EPA)²³ of each City entity. The EPA (formerly the Selection and Recruitment Audit) evaluates an entity's workforce data and employment practices (i.e. recruitment, selection, and retention), policies, programs, and procedures to identify whether the entity affords equal opportunities in the terms and conditions of employment by establishing and utilizing tools that eliminate potential barriers.

History. The EEPC audits, evaluates and monitors whether the entity has conducted an assessment of its recruitment or selection procedures to determine if there is adverse impact upon any particular racial, ethnic, disability, or gender group; and the entity's development of plans to correct deficiencies (e.g. underutilization) within the entity's selection, recruitment, and retention systems. If underutilization or adverse impact is identified in titles where an entity has discretion in hiring, the EEPC examines the entity's efforts toward remedial measures.

Typical remedial measures would include identifying titles within particular job groups which experience underutilization; targeting recruitment strategies; training personnel involved in the recruitment and selection processes to effectively recruit and identify the most capable candidates; developing a recruitment and/or selection plan to increase employment opportunities for titles closed for recruitment; and establishing and utilizing tools that afford equal opportunity (e.g. annual performance evaluation programs that assess employee and managerial performance and substantiate employment decisions made with regard to probation, promotion, assignments, incentives and training).

The EEPC also examines the entity's EEO obligations because of government grants and/or contracts and what, if any, corrective actions are required under court decrees and/or governmental audits.

Underutilization. When underutilization is identified, the EEPC assigns relevant remedial measures requiring City entities to develop prospective recruitment plans/policies for titles²⁴ that are currently closed for recruitment but comprise job groups that are experiencing underutilization. The remedial measures are monitored monthly for a period of up to six (6) months after the issuance of a corrective action.²⁵ If an entity is not hiring during the monitoring period, it must submit an action plan that adheres to the EEPC's EPA standards to receive an approval and Determination of Compliance. The plan must be communicated to personnel involved in hiring, and provide direction to enable management to coordinate recruitment, selection and promotion efforts when hiring in a particular title resume. The last EPA audit cycle was conducted as part of the EEPC's 2017 annual audit plan. Some City entities did not conclude the compliance-monitoring portion of their audits until 2019. Because the EEPC is required by the City Charter to audit, evaluate, and monitor each City entity at least once every four (4) years, on average, each City entity would have been subject to two (2) audits/audit cycles between 2010 and 2020.

²² See New York City Charter, Chapter 36.

²³ The EPA was formerly known as the Selection and Recruitment Audit.

²⁴ Titles within a job group represent the names of the positions included in each group.

²⁵ See New York City Charter, Chapter 36, § 832.

During each audit, the EEPC issues corrective actions the City entity must implement to remedy the EEPC's finding(s) related to underutilization. The EEPC's corrective actions are predicated on city, state, and federal laws and policies pertaining to equal opportunity. The following are the EEPC's twelve (12) historical corrective actions assigned to address underutilization:

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 positions become available or where the entity may otherwise use discretion in hiring.
2. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the entity's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the entity's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity and determine what, if any, corrective actions are required to correct deficiencies (e.g. underutilization or adverse impact).
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.
4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and hire qualified candidates.
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 media outlets, 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.
6. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (i.e. structured interview training or guide).

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7. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.
 8. At minimum, indicate the entity 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 or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)
 10. Designate a professional (may be referred to as the Career Counselor) with 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.
 11. Assign the Human Resources Professional (or designee) the responsibilities to ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities, job postings and Career Counseling (including the identity of the Career Counselor); and to inform and involve the principal EEO Professional of the 55-a program and/or efforts to employ, promote or accommodate qualified individuals with disabilities.
 12. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

The EEPC has tracked corrective actions on underutilization since 1997. Table 6: Historical Summary of Corrective Actions Issued on Underutilization by Year and Table 6a: Historical Summary of Corrective Actions Issued on Underutilization by Entity captures details related to corrective actions on underutilization by year and entity.

The EEPC assigns remedial measures to correct underutilization by City entities during the evaluation portion of an audit. During the compliance monitoring phase of an audit, the EEPC monitors the entity to ensure implementation of the assigned corrective actions. Additionally, the City Charter requires the heads of City entities to "establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women who are employed by, or who seek employment with, the entity. City entities must adopt and implement an annual plan to accomplish this objective."²⁶ In creating their annual EEO plan, City entities review their employment practices to engage in the best practices to ensure a diverse workforce. City entities must also pre-

²⁶ See New York City Charter, Chapter 35, § 815(a)(19).

pare quarterly reports on their efforts to implement their annual EEO plan.²⁷

²⁷ See New York City Charter, Chapter 25, § 815(i).