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BY MAIL AND EMAIL

July 21, 2017

Anne Roest
Commissioner
NYC Department of Information Technology and Telecommunications
255 Greenwich, 9th Floor
New York, NY 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

Dear Commissioner Roest:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Employment Practices and Procedures for the period covering July 1, 2014 to December 31, 2016.

The New York City Charter, Chapter 36, Section 831(d)(5) empowers this Commission to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize this Commission to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the corrective action it prescribes.

The Department of Information Technology and Telecommunications (DOITT), which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."



The purpose of this audit and analysis is to evaluate the agency's Employment Practices and Procedures, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPC Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

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

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS). (A description of the EEO Job Groups used for this analysis is attached as [Appendix 1](#).)

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency's workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPC requests that the agency submit similar statistics and analysis.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such

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



as the Principal Human Resources Professional are given a two-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The Department of Information Technology and Telecommunications (DoITT), established by Local Law No. 24, approved July 5, 1994, is the City's Information Technology (IT) utility, ensuring the sustained, efficient delivery of IT services, infrastructure and telecommunications. DoITT establishes the City's IT strategic direction, security policies and standards; procures citywide IT services; evaluates emerging technologies; provides project management, application development and quality assurance services; maintains NYC.gov, new media development and operations, and geographic information systems; operates the City's data center, the dedicated wireless network (NYCWiN) and Citywide Radio Communications systems, the wired network (CityNet), the Citywide Service Desk and telecommunications systems; administers telecommunications franchise contracts providing fiber, cable television, pay telephones, and mobile telecom equipment installed on City property and streets; supports the Emergency Communications Transformation Program, the Mayor's Office of Media and Entertainment, and the Health and Human Services Connect and Accelerator programs; administers the technology supporting NYC 311; and fosters public-private partnerships to improve IT service delivery. (Source <http://a856-gbol.nyc.gov/GBOLWebsite/GreenBook/Details?orgId=2932>)

The agency's total workforce, at the end of audit period, was 1,421. The agency's workforce composition summary is attached as **Appendix 2**.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

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

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

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

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ The Commissioner issued a general EEO policy statement in December 2015, which declared "*[a]s Commissioner of the Department of Information Technology and Telecommunications (DoITT), I would like to affirm my commitment to the principles of equal opportunity, equity, and diversity in employment and customer service. DoITT seeks to insure that no person will encounter discrimination in employment or service on the basis of actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including*

"gender identity" –which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status." The EEO policy statement advised employees of the names and contact information of the EEO professionals, and included a link to the Citywide EEO Policy, *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*.

NOTE: The EEO Policy statement should be updated to include "caregiver status" and "consumer credit history" for consistency with EEO Policy.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.
- ✓ The agency posted on its intranet site the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*, the City's EEO policy handbook: *About EEO: What You May Not Know*, and a link to the *Addendum to the EEO Policy 2016*. The City's EEO Policy included sections on sexual harassment, requests for reasonable accommodations, discrimination compliant investigations; a link to the City's *Reasonable Accommodation Procedural Guidelines* and *EEO Complaint Procedural Guidelines*; and contact information for the federal, state and local agencies that enforce laws against discrimination. The aforementioned documents were distributed to new employees during new hire orientation. The *Addendum to the EEO Policy*, included an up-to-date list of protected classes under NYC and NYS Human Rights Laws: "The City of New York is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history." The EEO Policy statement notified employees of the names and contact information for the agency's EEO professionals.

II. EEO TRAINING FOR AGENCY:

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

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
- ✓ The agency's EEO training plan (as outlined in the agency's 2nd Quarterly Diversity and EEO Report FY2016) stated that EEO training will be conducted on a continuous basis every quarter. Between 9/1/2016 and 12/31/2016, 758 (53% of total workforce) employees completed *Equal Employment Opportunity Computer Based Training* (EEO CBT) by the Department of Citywide Administration Services, as indicated by the EEO CBT log. Employees were informed via email of mandatory EEO training by the EEO office. During the audit period, a total of about 1,113 (78% of total workforce) employees participated in training conducted in-house by the principal EEO Professional. The training covered the following topics: *Diversity & Inclusion, Sexual Harassment, Workplace Harassment, Prevention of Sexual Harassment & Fraternization, EEO Compliance - Harassment, Keeping Your Work Area from Being A Battle Ground, EEO & Diversity "The Elephants In the Room", Everybody Matters, Suspending Judgment: A Key To Being Culturally Competent, Micro-Affirmations- Small Acts, Big Impact, Employee Development - The Laws of Teamwork, Workplace Harassment - EEO Compliance Training for Managers & Supervisors, and Leadership Diversity Workshop.*

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

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

4. 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 agency may otherwise use discretion in hiring.
- ✓ The Office of Diversity & EEO conducts quarterly reviews of the CEEDS data for underutilization reports. The agency reported that the CEEDS review consistently indicated underutilization of Blacks and Females in the Managers job group. Additionally, the agency reported that it reviewed hiring and recruitment practices for unintended barriers that might hinder persons from underrepresented groups from applying for open positions, but it did not report results. The agency's recruitment sources were expanded to reach a larger and more diverse pool of applicants, and included various job fairs and professional organizations serving women and minorities such as: *Professional Diversity Career Fair/Networking Conference, Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association, New York Women's Bar Association, Women's Bar*

Association of the State of New York, Hispanic National Bar Association - New Region II, and The Puerto Rican Bar Association.

- The agency did not demonstrate that it conducted further assessment to determine why, despite its efforts to recruit from a larger and more diverse pool of applicants, it continues to experience underutilization in certain job groups. Corrective Action Required.

Corrective Action #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 agency may otherwise use discretion in hiring.

5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
- ✓ Meeting invites during the period in review indicated that meetings were held between principal EEO Professional, Human Resources Professional, General Counsel, and other senior staff members on a monthly basis. The principal EEO professional advised the agency on matters impacting EEO, employment practices, policies and programs, and the agency's workforce, CEEDS data, hires, and separation. The office of the Diversity and Inclusion and General Counsel communicated regarding EEO complaints and investigations on a needed basis, as indicated by emails.
 - The agency did not indicate that EEO complaints were reviewed on an annual basis, or what barriers were identified during the aforementioned meetings and what, if any, corrective actions are required to correct deficiencies. Corrective Action Required.

Corrective Action #2: Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.

6. 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.

- ✓ Hiring managers were required to create their hiring criteria based on the outline in the job analysis and as stated in the job description. Hiring managers then indicated the hiring criteria that were used during the interview process and submit it along with the applicant log. The Human Resources department reviewed the job description, educational prerequisites, application procedures, interview procedures and selection methods during the hiring process. The office of *Diversity and EEO* reviewed the applicant logs to track interviewees by race, ethnicity and gender during the hiring process.
- The agency did not demonstrate that it assessed the manner in which candidates were selected for employment to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. Corrective Action Required.

Corrective Action #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.

7. 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.
- ✓ The agency advertised positions to reach women and minorities in such places as: *Professional Diversity Career Fair/Networking Conference*, *Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association*, *New York Women's Bar Association*, *Women's Bar Association of the State of New York*, *Hispanic National Bar Association - New Region II*, and *The Puerto Rican Bar Association*.
 - The agency did not demonstrate that for job titles with underrepresentation it contacted organizations serving the underrepresented protected groups, participated in career fairs, or that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – *Work Force Compared with Internal and External Pools* (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians*. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians* job group, which may include *discretionary* titles. **(Appendices 3-5) Corrective Action Required.**

Corrective Action #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.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
- ✓ The agency advertised positions to reach women and minorities in such places as: *Professional Diversity Career Fair/Networking Conference*, *Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association*, *New York Women's Bar Association*, *Women's Bar Association of the State of New York*, *Hispanic National Bar Association - New Region II*, and *The Puerto Rican Bar Association*.
- For *civil service* (list) titles with underrepresentation, the agency did not demonstrate that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – *Work Force Compared with Internal and External Pools* (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians*. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians* job group, which may include *discretionary* titles, which may include *civil service* (list) titles. (**Appendices 3-5**) Corrective Action Required.

Corrective Action #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.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
- ✓ The agency conducted in-house structured interview training in October 2016 for its 38 hiring personnel, utilizing the *Structured Interview and Unconscious Bias* guide. The guide included material on *Pre-Employment Inquiries, Effective Listening Techniques, Barriers to Effective Listening, Language, Closing the Interview, Evaluating the Interview, Potential Pitfalls, Common Interview Questions, and Skills Checklist*. Additional guides for hiring managers to consider during the hiring and selection process were posted on the agency's intranet, such as, *A Guide to Structured Interviewing, Hiring Criteria and Your Interview Process; Hiring Criteria and Diversity; Defining Your Hiring Criteria; and Disqualifying Criteria*.
10. 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.
- ✓ The agency promoted employees' awareness of opportunities for advancement and transfer by publicizing job opportunities and upcoming civil service examinations on the agency's website and on NYC Career website, and notifying employees via email when opportunities became available. The agency's Human Resources unit and Career Counselor provided guidance to employees with regard to civil service provisional job opportunities, civil service exams and other career related inquiries. The *Office of Organizational and Professional Development* provided employees with training and development opportunities. These programs were publicized on the agency intranet, announced through agency-wide emails, and during new hire orientation.
11. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.
- ✓ The agency's *Organizational and Professional Development* department was responsible for overseeing training and professional development programs. One such program called SWAP (*Sharing With Agency Peers*) paired employees from different units for cross divisional training. A mentoring program *DoITT Connect*, was designed to provide employees with managerial, leadership skills, career coaching and networking. *DOITT Connect*, was available to employees which paired employees with a mentor for a six-month engagement. Learning courses, presentations, and instructional videos for career advancement such as Programming and Data Analytics were also offered to employees. The agency reported that these programs and information on eligibility and application forms were publicized on the agency intranet, and were announced formally through agency-wide emails by the *Organizational and Professional*

Development department. The agency ensured that employees were considered for career enhancement and development opportunities by providing training and career development programs. During the period in review, the agency's CEEDS report indicated 305 total promotions.

12. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ The agency advertised several job vacancies during the period in review, including: *IT Project Specialist; Computer Associate (3); and IT Security Specialist*. Each job vacancy notice stated “*Department of Information Technology and Telecommunications and the City of New York are equal opportunity employers.*”

13. 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.

- ✓ During the period in review, the agency used *NYCAPS eHire*, to capture the *position, applicants/ candidates' names, identification number, ethnicity, gender, disability status, veteran status, and recruitment source* of each applicant. Additionally, the agency utilized its *Mandatory Applicant Log Form* to log information of candidates who were invited to interview which captured: *last name, first name, interviewed, observed ethnicity, gender, disability, veteran, interview date, selected, recruitment source, and reason candidate was selected or not selected*. The agency reported that the Office of Diversity & EEO records the information on the *Mandatory Applicant Log Form* and reviewed the applicant logs to track interviewees by race, ethnicity and gender during the hiring process.

IV. CAREER COUNSELING:

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

14. 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.

- ✓ The agency appointed the *Director of Recruitment, Civil Service Administration and Classification* as the agency's Career Counselor who was responsible for providing guidance to employees regarding upcoming civil service examination, job opportunities, and promotions. The Career Counselor has over twenty (20) years of professional experience with responsibilities which included: planning, implementing and participating in recruitment outreach programs and hiring activities; advising executive management on recruitment and hiring strategies, job vacancy notice management, and recruitment advertising; and managing aspects of Civil Service administration including compliance, candidate eligibility,

administration of civil service lists, hiring pools and permanent appointments. Employees were informed of the Career Counselor's name and contact information during new employee orientation, and were reminded annually via the EEO policy statement.

15. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
- ✓ The Human Resources department ensured employees were informed of the Career Counselor's name and contact information, and that they had information regarding job responsibilities, performance evaluation standards, examinations, and job postings. The principal EEO Professional ensured employees were advised of training opportunities, EEO policies, their rights and responsibilities under such policies, and the discrimination complaint procedures. Communication between the Human Resources Professional and the principal EEO Professional included EEO-related matters. The Human Resources Professional and principal EEO Professional were responsible for ensuring that the agency made efforts to employ qualified individuals with disabilities by posting jobs on *Getting Hired*, a job board specifically targeted to persons with disabilities, posting information about the 55-a program on its intranet, and communicating about the 55-a program participants.

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

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

16. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio and/or Braille) upon request to employees and applicants for employment with disabilities.
- ✓ During the period in review, EEO policies were available in large print and audio via the Adobe read out loud feature.
17. Document reasonable accommodation requests and their outcomes.
- ✓ Reasonable accommodation requests and their outcomes were documented via the *Request for Reasonable Accommodation* form. The Disability Coordinator was responsible for processing reasonable accommodation requests. Each request was logged into an excel spreadsheet which captured the following information: *file, contacting party,*

supervisor/manager, division, basis for accommodation, description, status, date of 1st response, date granted or denied, item(s) ordered, order date, and notes.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

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

18. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ The Chief Diversity Officer & EEO Officer (the agency's principal EEO Professional) was appointed on March 15, 2015. The principal EEO Professional completed the following training by the *Department of Citywide Administration Services (DCAS)*: *Sexual Harassment Prevention and Risks of Fraternization* in May 20, 2015; *Everybody Matters* in May 27-29, 2015; *EEO Complaint Investigation Procedural Guidelines* in March 10, 2016; *LGBT: Are You Ready for the "T"* in April 25, 2016; and *Conflict Resolution* in June, 8, 2016. Additionally, the principal EEO Professional received the following certifications: *Diversity Professional* from Diversity Training University International; *Diversity and Inclusion Professional* from Cornell University; "Everybody Matters" certified facilitator from the City of New York; and completed the *Equal Employment Opportunity Officers Course* from the Defense Equal Opportunity Management Institute. Employees were informed of the name and contact information of the principal EEO Professional via email, the agency's intranet site, and via the agency's EEO policy statement.
19. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
- ✓ In addition to the principal EEO Professional, the agency also appointed two *Diversity and Inclusion Coordinators*. The *Diversity and Inclusion Coordinators* were responsible for conducting workplace EEO investigations and responding to EEO inquiries. One Diversity and Inclusion Coordinator completed: *Basic Diversity & EEO Training for EEO Professionals* in June 1, 2014, *Sexual Harassment Prevention and Risks of Fraternization* in May 20, 2015, *Everybody Matters* in May 27-29, 2015; *Reasonable Accommodation Procedural Guidelines* in June 12, 2015, *EEO Complaint Investigation Procedural Guidelines* in March 10, 2016, *Conflict Resolution* in June 8, 2016. And *LGBT: Are You Ready for the "T"* in June 22, 2016. The other *Diversity and Inclusion Coordinator* completed the following training: *LGBT: Are You Ready for the "T"*, in June 22, 2016, and *Basic Diversity & EEO Training for EEO Professionals* on October 1, 2016.
20. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

- ✓ During the period in review, the principal EEO Professional reported directly to the Commissioner. This reporting relationship was indicated in the agency's organizational chart, dated November 9, 2016.
- 21. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
- ✓ The Commissioner and the principal EEO Professional held monthly senior staff meetings to discuss EEO matters. During these meetings the principal EEO Professional presented the agency's *Workforce Diversity Dashboard*, an excel sheet presentation of the quarterly CEEDS reports, data on representation of women and minorities, quarterly data on new hires, promotions, separations, and underutilization of women and minorities.
 - Outcomes or decisions made during the aforementioned meetings that impacted the administration, operation and continuity of the EEO program were not documented. Corrective Action Required.

Corrective Action #6: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:
Determination: The agency is in compliance with the standards for this subject area.

- 22. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.
- ✓ The agency established and administered an annual managerial/non-managerial performance evaluation program. The Human Resources department annually instructed managers and supervisors via emails to complete performance evaluations, and was responsible for maintaining signed copies of completed performance evaluations. The agency maintained a log of completed performance evaluations for 2014 and 2015, which captured the following information: *unit, employee name and last name, title, level, agency start date, city start date, supervisor, performance evaluation, task standard, and rating.* The agency reported that performance evaluations for 2016 are currently in progress.
- 23. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

- ✓ The agency's managerial performance evaluation form contained the following standard for EEO: *"Leadership: Creating a productive environment where everyone feels valued, all talents are utilized, and work units foster high levels of performance. Diversity and Inclusion: Recruiting, selecting, mentoring and developing individuals of varied demographic characteristics, backgrounds, abilities, educational levels, experiences and tenures. Respect: Valuing the opinions of others and fostering collaborative problem-solving as well as modeling the principles of the City's EEO policy."*

VIII. REPORTING STANDARD FOR AGENCY HEAD:

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

24. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports² (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ The agency submitted its Diversity and EEO Plans for fiscal years 2015, 2016, and 2017; as well as quarterly reports for the following quarters: 1st – 4th quarters of 2015, the 2nd quarter of 2016; and 2nd quarter of 2017.
 - The agency did not submit the following quarterly reports for the 1st, 3rd and 4th quarterly reports of fiscal year 2016 or the 1st quarter of fiscal year 2017. Corrective Action Required.

NOTE: Subsequent to the period in review, the agency submitted the 3rd and 4th quarterly reports for fiscal year 2016 and 1st quarterly report for fiscal year 2017.

After implementation of the EEPC's corrective actions, if any:

1. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

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

Conclusion

The agency has 6 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

²Submission of *Quarterly Reports on EEO Activity* is optional for non-Mayoral agencies.



Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

(Optional Conference) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(No Response Option) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.

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

Respectfully Submitted by,

A handwritten signature in black ink, appearing to read "Elona Shehu".

Elona Shehu, EEO Program Analyst

Approved by,

A handwritten signature in blue ink, appearing to read "Charise L. Terry".

Charise L. Terry, PHR
Executive Director

c: Kenneth Hunter, Principal EEO Professional

Appendix - 1

NYC Department of Information Technology and
Telecommunications
EEO Job Group Descriptions

**DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES**

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 handworking 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 - 2

NYC Department of Information Technology and
Telecommunications
Workforce Composition Summary
2nd Quarter of Fiscal Year 2017

RUN DATE: 01/04/17
 RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
 WORK FORCE COMPOSITION SUMMARY

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QUARTER 2 YEAR 2017 AGENCY 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
06433	DEPUTY COMMISSIONER (CDCSA	0	1	0	0	0	0	0	1	0	0	0	0	0	2
94513	COMMISSIONER OF INFORMATIO	0	0	0	0	0	0	1	0	0	0	0	0	0	1
95143	DEPUTY COMMISSIONER (DBS)	0	0	0	0	0	0	1	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		0	1	0	0	0	0	2	1	0	0	0	0	0	4
		0.00	25.00	0.00	0.00	0.00	0.00	50.00	25.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 002 MANAGERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10009	ADMINISTRATIVE BUSINESS PR	4	0	0	1	0	0	5	1	2	3	0	1	0	17
10025	ADMINISTRATIVE MANAGER	1	1	0	0	0	0	1	0	0	0	0	0	0	3
10026	ADMINISTRATIVE STAFF ANALY	6	0	0	0	0	0	6	1	0	1	0	0	14	
10033	ADMINISTRATIVE PUBLIC INFO	0	0	0	0	0	0	4	1	0	0	0	0	5	
10050	COMPUTER SYSTEMS MANAGER	94	17	17	50	0	6	32	8	3	17	0	0	244	
10074	COMPUTER OPERATIONS MANAGE	9	2	3	3	0	0	0	0	0	0	0	0	17	
82950	AGENCY CHIEF CONTRACTING O	1	0	0	0	0	0	0	0	0	0	0	0	1	
82976	ADMINISTRATIVE PROCUREMENT	0	0	0	0	0	0	2	0	0	0	0	0	2	
82984	TELECOMMUNICATIONS MANAGER	7	2	1	0	0	0	1	0	0	0	0	0	11	
82991	ADMINISTRATIVE CONSTRUCTIO	3	0	0	0	0	0	0	0	0	0	0	0	3	
95005	EXECUTIVE AGENCY COUNSEL	3	1	0	0	0	1	2	0	0	0	0	1	8	
EEO JOB GROUP TOTAL.....:		128	23	21	54	0	7	53	11	5	21	0	2	0	325
		39.38	7.08	6.46	16.62	0.00	2.15	16.31	3.38	1.54	6.46	0.00	0.62	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
1002A	ADMINISTRATIVE STAFF ANALY	6	0	0	0	0	0	3	1	1	0	0	0	0	11
1002C	ADMINISTRATIVE MANAGER NON	6	6	2	0	0	0	5	13	4	2	0	0	0	38
1002D	ADMINISTRATIVE STAFF ANALY	7	4	0	0	0	0	6	0	0	1	0	0	18	
1002E	ADMINISTRATIVE STAFF ANALY	0	0	0	0	0	0	1	0	0	0	0	0	1	
12626	STAFF ANALYST	0	0	0	0	0	0	1	1	1	0	0	0	3	
12627	ASSOCIATE STAFF ANALYST	0	0	1	0	0	0	3	1	0	1	0	0	6	
13368	LABOR RELATIONS ANALYST	0	0	0	0	0	0	0	1	0	0	0	0	1	
33995	INSPECTOR (CONSUMER AFFAIR	2	0	0	0	0	0	0	0	0	0	0	0	2	
54745	CONFIDENTIAL STRATEGY PLAN	0	0	0	0	0	0	0	0	0	1	0	0	1	
60860	BUSINESS PROMOTION COORDIN	4	1	4	1	0	0	4	0	1	2	0	0	17	
8297A	ADMINISTRATIVE PROCUREMENT	2	1	1	2	0	0	3	2	0	2	0	0	13	

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8299A ADMINISTRATIVE CONSTRUCTIO	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	28	12	8	3	0	0	26	19	7	9	0	0	0	0	0	112
	25.01	10.71	7.14	2.68	0.00	0.00	23.21	16.96	6.25	8.04	0.00	0.00	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
06795	IT AUTOMATION AND MONITORI	1	0	0	2	0	0	0	0	0	2	0	0	0	5
06796	IT INFRASTRUCTURE ENGINEER	0	0	1	0	0	0	0	0	0	0	0	0	0	1
06797	IT PROJECT SPECIALIST	0	0	1	0	0	0	1	1	0	0	0	0	0	3
13611	COMPUTER ASSOCIATE (TECHNI	4	5	2	3	0	0	4	6	6	2	0	1	0	33
13621	COMPUTER ASSOCIATE (OPERAT	28	23	17	10	1	0	4	9	2	3	0	0	0	97
13622	COMPUTER SPECIALIST (OPERA	5	1	7	5	0	1	0	0	1	2	0	0	0	22
13631	COMPUTER ASSOCIATE (SOFTWA	11	6	2	10	0	0	4	5	0	3	0	2	0	43
13632	COMPUTER SPECIALIST (SOFTW	71	20	11	59	0	2	11	5	4	16	0	0	0	199
13643	CERTIFIED IT DEVELOPER (AP	3	0	0	3	0	0	0	0	0	0	0	0	0	6
13644	CERTIFIED IT ADMINISTRATOR	3	0	1	1	0	0	1	0	0	0	0	0	0	6
13650	COMPUTER PROGRAMMER ANALYS	0	3	1	1	0	0	1	1	0	0	0	0	0	7
13651	COMPUTER PROGRAMMER ANALYS	5	5	2	4	0	1	8	1	1	5	0	0	0	32
13652	CERTIFIED IT ADMINISTRATOR	9	7	1	8	0	0	1	0	0	0	0	0	0	26
13691	*CERTIFIED LOCAL AREA NETW	4	0	0	4	0	0	0	0	0	1	0	0	0	9
13692	*CERTIFIED WIDE AREA NETWO	0	0	0	2	0	0	1	0	0	0	0	0	0	3
13694	*CERTIFIED DATABASE ADMINI	1	0	0	1	0	0	0	0	0	0	0	0	0	2
20246	TELECOMMUNICATIONS ASSOCIA	16	10	5	6	0	0	0	3	3	1	0	1	0	45
20247	TELECOMMUNICATIONS ASSOCIA	2	1	0	0	0	0	0	2	1	0	0	0	0	6
EEO JOB GROUP TOTAL.....:		163	81	51	119	1	4	36	33	18	35	0	4	0	545
		29.92	14.86	9.36	21.83	0.18	0.73	6.61	6.06	3.30	6.42	0.00	0.73	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 008 LAWYERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
30087	AGENCY ATTORNEY	1	0	0	1	0	0	1	0	0	1	0	2	0	6
EEO JOB GROUP TOTAL.....:		1	0	0	1	0	0	1	0	0	1	0	2	0	6
		16.66	0.00	0.00	16.67	0.00	0.00	16.67	0.00	0.00	16.67	0.00	33.33	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
60621	PROGRAM PRODUCER	3	1	1	1	0	0	4	2	0	0	0	1	0	13

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60666 DIRECTOR (TELEVISION)	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
90313 FILM MANAGER	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
91415 GRAPHIC ARTIST	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:	33.33	5.56	11.11	11.11	0.00	0.00	22.22	11.11	0.00	0.00	0.00	5.56	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
13615	COMPUTER SERVICE TECHNICIA	1	1	1	2	0	0	0	0	0	0	0	0	0	5
13616	SUPERVISING COMPUTER SERVI	1	0	0	0	0	0	0	0	0	0	0	0	1	
13620	COMPUTER AIDE	1	1	1	0	0	0	2	0	1	0	0	0	6	
31105	INVESTIGATOR	0	0	0	0	0	0	0	1	0	0	0	0	1	
31121	ASSOCIATE INVESTIGATOR	0	1	0	0	0	0	0	0	0	0	0	0	1	
90411	RADIO AND TELEVISION OPERA	6	6	3	5	0	0	1	1	1	0	0	0	23	
90436	SUPERVISOR OF RADIO AND TE	0	1	3	0	0	0	1	0	0	0	0	0	5	
EEO JOB GROUP TOTAL.....:		21.43	23.81	19.05	16.67	0.00	0.00	4.76	7.14	4.76	2.38	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10124	PRINCIPAL ADMINISTRATIVE A	0	2	0	0	0	0	1	5	4	0	0	0	12	
10271	ASSOCIATE CALL CENTER REPR	3	7	2	2	0	0	7	22	7	2	0	0	52	
EEO JOB GROUP TOTAL.....:		4.67	14.06	3.13	3.13	0.00	0.00	12.50	42.19	17.19	3.13	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
06449	SECRETARY OF COMMISSIONER	0	0	1	0	0	0	0	0	0	0	0	0	1	
10250	CLERICAL AIDE	0	0	0	0	0	1	0	0	0	0	0	0	1	
10251	CLERICAL ASSOCIATE	2	3	1	0	0	0	6	6	4	3	0	1	26	
10252	SECRETARY	0	0	0	0	0	0	0	0	1	0	0	0	1	
10260	CALL CENTER REPRESENTATIVE	11	12	13	5	1	0	18	122	18	2	2	2	206	
11702	OFFICE MACHINE AIDE	1	0	0	0	0	0	0	0	0	0	0	0	1	
11704	SUPERVISOR OF OFFICE MACHI	0	1	0	0	0	0	0	0	0	0	0	0	1	
60888	CUSTOMER INFORMATION REPRE	0	0	1	0	0	0	1	0	1	0	0	0	3	

RUN DATE: 01/04/17
 RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
 WORK FORCE COMPOSITION SUMMARY

PAGE: 238
 REPORT: EBEP210

QUARTER 2 YEAR 2017 AGENCY 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

EEO JOB GROUP TOTAL.....: 14 16 16 5 1 1 25 128 24 5 2 3 0 240
 5.83 6.67 6.67 2.08 0.42 0.42 10.42 53.33 10.00 2.08 0.83 1.25 0.00 100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
10209	COLLEGE AIDE	0	0	1	1	0	0	0	0	0	1	0	0	0	3
12749	STAFF ANALYST TRAINEE	3	1	0	0	0	1	3	2	0	2	0	0	0	12
56056	COMMUNITY ASSISTANT	0	1	1	0	0	0	0	0	0	0	0	0	0	2
56057	COMMUNITY ASSOCIATE	1	5	5	0	0	1	8	6	9	3	0	2	0	40
56058	COMMUNITY COORDINATOR	2	0	1	0	0	0	3	0	2	0	0	0	0	8
EEO JOB GROUP TOTAL.....:		6	7	8	1	0	2	14	8	11	6	0	2	0	65
		9.22	10.77	12.31	1.54	0.00	3.08	21.54	12.31	16.92	9.23	0.00	3.08	0.00	100.00

 AGENCY TOTAL.....: 358 160 116 194 2 14 171 232 78 80 2 14 0 1421
 25.19 11.26 8.16 13.65 0.14 0.99 12.03 16.33 5.49 5.63 0.14 0.99 0.00 100.00

Appendix - 3

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
1st Quarter of Fiscal Year 2015

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 627
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	1	3	.5092	1.53	0.47	0.55	0.293	N - N<=8
ETH	BLACK	1	2	3	.1745	0.52	0.48	0.72	0.234	N - N<=8
ETH	HISPANIC	0	3	3	.1543	0.46	-0.46	-0.74	0.230	N - N<=8
ETH	ASIAN / PAC ISL	0	3	3	.1123	0.34	-0.34	-0.62	0.269	N - N<=8
ETH	NATIVE AMERICAN	0	3	3	.0068	0.02	-0.02	-0.14	0.443	N - N<=8
ETH	ETH UNKNOWN	0	3	3	.0247	0.07	-0.07	-0.28	0.391	N - N<=8
GEN	MALE	0	3	3	.5906	1.77	-1.77	-2.08	0.019	N - N<=8
GEN	FEMALE	3	0	3	.3841	1.15	1.85	2.19	0.014	N - N<=8
GEN	GENDER UNKNOWN	0	3	3	.0046	0.01	-0.01	-0.12	0.453	N - N<=8

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 628
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	184	142	326	.5133	167.34	16.66	1.85	0.032	
ETH	BLACK	34	292	326	.1889	61.58	-27.6	-3.90	<.01	U
ETH	HISPANIC	25	301	326	.1297	42.28	-17.3	-2.85	<.01	U
ETH	ASIAN / PAC ISL	73	253	326	.1017	33.15	39.85	7.30	<.01	O
ETH	NATIVE AMERICAN	0	326	326	.0018	0.59	-0.59	-0.77	0.222	N-05%RUL
ETH	ETH UNKNOWN	10	316	326	.0402	13.11	-3.11	-0.88	0.191	N-05%RUL
GEN	MALE	237	89	326	.5345	174.25	62.75	6.97	<.01	O
GEN	FEMALE	88	238	326	.4206	137.12	-49.1	-5.51	<.01	U
GEN	GENDER UNKNOWN	1	325	326	.0197	6.42	-5.42	-2.16	0.015	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 629
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	54	66	120	.4094	49.13	4.87	0.90	0.183	
ETH	BLACK	33	87	120	.2958	35.50	-2.50	-0.50	0.309	
ETH	HISPANIC	17	103	120	.1295	15.54	1.46	0.40	0.346	
ETH	ASIAN / PAC ISL	15	105	120	.1301	15.61	-0.61	-0.17	0.434	
ETH	NATIVE AMERICAN	0	120	120	.0022	0.26	-0.26	-0.51	0.303	N-05%RUL
ETH	ETH UNKNOWN	1	119	120	.0207	2.48	-1.48	-0.95	0.171	N-05%RUL
GEN	MALE	55	65	120	.5718	68.62	-13.6	-2.51	<.01	U
GEN	FEMALE	65	55	120	.4032	48.38	16.62	3.09	<.01	O
GEN	GENDER UNKNOWN	0	120	120	.0126	1.51	-1.51	-1.24	0.108	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 630
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	206	359	565	.4568	258.09	-52.1	-4.40	<.01	U
ETH	BLACK	119	446	565	.1762	99.55	19.45	2.15	0.016	N-05%RUL
ETH	HISPANIC	73	492	565	.1023	57.80	15.20	2.11	0.017	N-05%RUL
ETH	ASIAN / PAC ISL	157	408	565	.2258	127.58	29.42	2.96	<.01	O
ETH	NATIVE AMERICAN	1	564	565	.0024	1.36	-0.36	-0.31	0.380	N-05%RUL
ETH	ETH UNKNOWN	9	556	565	.0315	17.80	-8.80	-2.12	0.017	N-05%RUL
GEN	MALE	436	129	565	.6586	372.11	63.89	5.67	<.01	O
GEN	FEMALE	129	436	565	.3131	176.90	-47.9	-4.35	<.01	U
GEN	GENDER UNKNOWN	0	565	565	.0201	11.36	-11.4	-3.40	<.01	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 631
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	6	8	.5889	4.71	-2.71	-1.95	0.026	N - N<=8
ETH	BLACK	1	7	8	.1310	1.05	-0.05	-0.05	0.480	N - N<=8
ETH	HISPANIC	0	8	8	.1020	0.82	-0.82	-0.95	0.170	N - N<=8
ETH	ASIAN / PAC ISL	2	6	8	.0721	0.58	1.42	1.95	0.026	N - N<=8
ETH	NATIVE AMERICAN	0	8	8	.0011	0.01	-0.01	-0.09	0.463	N - N<=8
ETH	ETH UNKNOWN	3	5	8	.0200	0.16	2.84	7.17	<.01	N - N<=8
GEN	MALE	4	4	8	.4396	3.52	0.48	0.34	0.365	N - N<=8
GEN	FEMALE	4	4	8	.4738	3.79	0.21	0.15	0.441	N - N<=8
GEN	GENDER UNKNOWN	0	8	8	.0010	0.01	-0.01	-0.09	0.464	N - N<=8

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 632
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 633
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	14	32	46	.3514	16.16	-2.16	-0.67	0.252	
ETH	BLACK	14	32	46	.3293	15.15	-1.15	-0.36	0.359	
ETH	HISPANIC	10	36	46	.1923	8.85	1.15	0.43	0.333	
ETH	ASIAN / PAC ISL	8	38	46	.1005	4.62	3.38	1.66	0.049	
ETH	NATIVE AMERICAN	0	46	46	.0027	0.12	-0.12	-0.35	0.362	N-05%RUL
ETH	ETH UNKNOWN	0	46	46	.0182	0.84	-0.84	-0.92	0.178	N-05%RUL
GEN	MALE	38	8	46	.6181	28.43	9.57	2.90	<.01	O
GEN	FEMALE	8	38	46	.3662	16.85	-8.85	-2.71	<.01	U
GEN	GENDER UNKNOWN	0	46	46	.0098	0.45	-0.45	-0.67	0.250	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 634
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	52	62	.2238	13.88	-3.88	-1.18	0.119	U-80%RUL
ETH	BLACK	35	27	62	.5619	34.84	0.16	0.04	0.483	
ETH	HISPANIC	13	49	62	.1348	8.36	4.64	1.73	0.042	
ETH	ASIAN / PAC ISL	4	58	62	.0511	3.17	0.83	0.48	0.316	
ETH	NATIVE AMERICAN	0	62	62	.0038	0.24	-0.24	-0.49	0.313	N-05%RUL
ETH	ETH UNKNOWN	0	62	62	.0245	1.52	-1.52	-1.25	0.106	N-05%RUL
GEN	MALE	15	47	62	.2093	12.98	2.02	0.63	0.264	
GEN	FEMALE	47	15	62	.7769	48.17	-1.17	-0.36	0.361	
GEN	GENDER UNKNOWN	0	62	62	.0138	0.86	-0.86	-0.93	0.176	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 635
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	39	199	238	.1867	44.43	-5.43	-0.90	0.183	
ETH	BLACK	141	97	238	.5347	127.26	13.74	1.79	0.037	
ETH	HISPANIC	38	200	238	.1509	35.91	2.09	0.38	0.353	
ETH	ASIAN / PAC ISL	11	227	238	.0716	17.04	-6.04	-1.52	0.064	N-05%RUL
ETH	NATIVE AMERICAN	3	235	238	.0039	0.93	2.07	2.15	0.016	N-05%RUL
ETH	ETH UNKNOWN	6	232	238	.0478	11.38	-5.38	-1.63	0.051	N-05%RUL
GEN	MALE	54	184	238	.2820	67.12	-13.1	-1.89	0.029	
GEN	FEMALE	184	54	238	.6776	161.27	22.73	3.15	<.01	O
GEN	GENDER UNKNOWN	0	238	238	.0359	8.54	-8.54	-2.98	<.01	N-05%RUL

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

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

PAGE: 636
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	20	53	73	.3243	23.67	-3.67	-0.92	0.179	
ETH	BLACK	20	53	73	.2673	19.51	0.49	0.13	0.449	
ETH	HISPANIC	19	54	73	.2449	17.88	1.12	0.31	0.380	
ETH	ASIAN / PAC ISL	9	64	73	.0964	7.04	1.96	0.78	0.218	
ETH	NATIVE AMERICAN	0	73	73	.0025	0.18	-0.18	-0.43	0.334	N-05%RUL
ETH	ETH UNKNOWN	5	68	73	.0269	1.96	3.04	2.20	0.014	N-05%RUL
GEN	MALE	25	48	73	.3798	27.73	-2.73	-0.66	0.256	
GEN	FEMALE	48	25	73	.5812	42.43	5.57	1.32	0.093	
GEN	GENDER UNKNOWN	0	73	73	.0011	0.08	-0.08	-0.28	0.388	N-05%RUL

Appendix - 4

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
2nd Quarter of Fiscal Year 2017

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

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

PAGE: 626
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	2	4	.5092	2.04	-0.04	-0.04	0.485	N - N<=8
ETH	BLACK	2	2	4	.1745	0.70	1.30	1.72	0.043	N - N<=8
ETH	HISPANIC	0	4	4	.1543	0.62	-0.62	-0.85	0.196	N - N<=8
ETH	ASIAN / PAC ISL	0	4	4	.1123	0.45	-0.45	-0.71	0.238	N - N<=8
ETH	NATIVE AMERICAN	0	4	4	.0068	0.03	-0.03	-0.17	0.434	N - N<=8
ETH	ETH UNKNOWN	0	4	4	.0247	0.10	-0.10	-0.32	0.375	N - N<=8
GEN	MALE	1	3	4	.5906	2.36	-1.36	-1.39	0.083	N - N<=8
GEN	FEMALE	3	1	4	.3841	1.54	1.46	1.50	0.066	N - N<=8
GEN	GENDER UNKNOWN	0	4	4	.0046	0.02	-0.02	-0.14	0.446	N - N<=8

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

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

PAGE: 627
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	181	144	325	.5133	166.82	14.18	1.57	0.058	
ETH	BLACK	34	291	325	.1889	61.39	-27.4	-3.88	<.01	U
ETH	HISPANIC	26	299	325	.1297	42.15	-16.2	-2.67	<.01	N-05%RUL
ETH	ASIAN / PAC ISL	75	250	325	.1017	33.05	41.95	7.70	<.01	O
ETH	NATIVE AMERICAN	0	325	325	.0018	0.59	-0.59	-0.77	0.222	N-05%RUL
ETH	ETH UNKNOWN	9	316	325	.0402	13.07	-4.07	-1.15	0.125	N-05%RUL
GEN	MALE	233	92	325	.5345	173.71	59.29	6.59	<.01	O
GEN	FEMALE	92	233	325	.4206	136.70	-44.7	-5.02	<.01	U
GEN	GENDER UNKNOWN	0	325	325	.0197	6.40	-6.40	-2.56	<.01	N-05%RUL

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

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

PAGE: 628
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	54	58	112	.4094	45.85	8.15	1.57	0.059	
ETH	BLACK	31	81	112	.2958	33.13	-2.13	-0.44	0.330	
ETH	HISPANIC	15	97	112	.1295	14.50	0.50	0.14	0.444	
ETH	ASIAN / PAC ISL	12	100	112	.1301	14.57	-2.57	-0.72	0.235	
ETH	NATIVE AMERICAN	0	112	112	.0022	0.25	-0.25	-0.50	0.310	N-05%RUL
ETH	ETH UNKNOWN	0	112	112	.0207	2.32	-2.32	-1.54	0.062	N-05%RUL
GEN	MALE	51	61	112	.5718	64.04	-13.0	-2.49	<.01	U
GEN	FEMALE	61	51	112	.4032	45.16	15.84	3.05	<.01	O
GEN	GENDER UNKNOWN	0	112	112	.0126	1.41	-1.41	-1.20	0.116	N-05%RUL

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

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

PAGE: 629
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	199	346	545	.4568	248.96	-50.0	-4.30	<.01	U
ETH	BLACK	114	431	545	.1762	96.03	17.97	2.02	0.022	N-05%RUL
ETH	HISPANIC	69	476	545	.1023	55.75	13.25	1.87	0.031	
ETH	ASIAN / PAC ISL	154	391	545	.2258	123.06	30.94	3.17	<.01	O
ETH	NATIVE AMERICAN	1	544	545	.0024	1.31	-0.31	-0.27	0.394	N-05%RUL
ETH	ETH UNKNOWN	8	537	545	.0315	17.17	-9.17	-2.25	0.012	N-05%RUL
GEN	MALE	419	126	545	.6586	358.94	60.06	5.43	<.01	O
GEN	FEMALE	126	419	545	.3131	170.64	-44.6	-4.12	<.01	U
GEN	GENDER UNKNOWN	0	545	545	.0201	10.95	-11.0	-3.34	<.01	N-05%RUL

RUN DATE: 01/04/17
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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 630
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	4	6	.5889	3.53	-1.53	-1.27	0.102	N - N<=8
ETH	BLACK	0	6	6	.1310	0.79	-0.79	-0.95	0.171	N - N<=8
ETH	HISPANIC	0	6	6	.1020	0.61	-0.61	-0.83	0.205	N - N<=8
ETH	ASIAN / PAC ISL	2	4	6	.0721	0.43	1.57	2.47	<.01	N - N<=8
ETH	NATIVE AMERICAN	0	6	6	.0011	0.01	-0.01	-0.08	0.468	N - N<=8
ETH	ETH UNKNOWN	2	4	6	.0200	0.12	1.88	5.48	<.01	N - N<=8
GEN	MALE	2	4	6	.4396	2.64	-0.64	-0.52	0.300	N - N<=8
GEN	FEMALE	4	2	6	.4738	2.84	1.16	0.95	0.172	N - N<=8
GEN	GENDER UNKNOWN	0	6	6	.0010	0.01	-0.01	-0.08	0.469	N - N<=8

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	11	31	42	.3514	14.76	-3.76	-1.21	0.112	U-80%RUL
ETH	BLACK	13	29	42	.3293	13.83	-0.83	-0.27	0.393	
ETH	HISPANIC	10	32	42	.1923	8.08	1.92	0.75	0.226	
ETH	ASIAN / PAC ISL	8	34	42	.1005	4.22	3.78	1.94	0.026	
ETH	NATIVE AMERICAN	0	42	42	.0027	0.11	-0.11	-0.34	0.368	N-05%RUL
ETH	ETH UNKNOWN	0	42	42	.0182	0.76	-0.76	-0.88	0.189	N-05%RUL
GEN	MALE	34	8	42	.6181	25.96	8.04	2.55	<.01	O
GEN	FEMALE	8	34	42	.3662	15.38	-7.38	-2.36	<.01	U
GEN	GENDER UNKNOWN	0	42	42	.0098	0.41	-0.41	-0.64	0.260	N-05%RUL

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	11	53	64	.2238	14.32	-3.32	-1.00	0.159	U-80%RUL
ETH	BLACK	36	28	64	.5619	35.96	0.04	0.01	0.496	
ETH	HISPANIC	13	51	64	.1348	8.63	4.37	1.60	0.055	
ETH	ASIAN / PAC ISL	4	60	64	.0511	3.27	0.73	0.41	0.339	
ETH	NATIVE AMERICAN	0	64	64	.0038	0.24	-0.24	-0.49	0.311	N-05%RUL
ETH	ETH UNKNOWN	0	64	64	.0245	1.57	-1.57	-1.27	0.102	N-05%RUL
GEN	MALE	16	48	64	.2093	13.40	2.60	0.80	0.212	
GEN	FEMALE	48	16	64	.7769	49.72	-1.72	-0.52	0.303	
GEN	GENDER UNKNOWN	0	64	64	.0138	0.88	-0.88	-0.95	0.172	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	39	201	240	.1867	44.81	-5.81	-0.96	0.168	
ETH	BLACK	144	96	240	.5347	128.33	15.67	2.03	0.021	O
ETH	HISPANIC	40	200	240	.1509	36.22	3.78	0.68	0.248	
ETH	ASIAN / PAC ISL	10	230	240	.0716	17.18	-7.18	-1.80	0.036	N-05%RUL
ETH	NATIVE AMERICAN	3	237	240	.0039	0.94	2.06	2.14	0.016	N-05%RUL
ETH	ETH UNKNOWN	4	236	240	.0478	11.47	-7.47	-2.26	0.012	N-05%RUL
GEN	MALE	53	187	240	.2820	67.68	-14.7	-2.11	0.018	U
GEN	FEMALE	187	53	240	.6776	162.62	24.38	3.37	<.01	O
GEN	GENDER UNKNOWN	0	240	240	.0359	8.62	-8.62	-2.99	<.01	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	20	45	65	.3243	21.08	-1.08	-0.29	0.387	
ETH	BLACK	15	50	65	.2673	17.37	-2.37	-0.67	0.253	
ETH	HISPANIC	19	46	65	.2449	15.92	3.08	0.89	0.187	
ETH	ASIAN / PAC ISL	7	58	65	.0964	6.27	0.73	0.31	0.379	
ETH	NATIVE AMERICAN	0	65	65	.0025	0.16	-0.16	-0.40	0.343	N-05%RUL
ETH	ETH UNKNOWN	4	61	65	.0269	1.75	2.25	1.73	0.042	
GEN	MALE	24	41	65	.3798	24.69	-0.69	-0.18	0.430	
GEN	FEMALE	41	24	65	.5812	37.78	3.22	0.81	0.209	
GEN	GENDER UNKNOWN	0	65	65	.0011	0.07	-0.07	-0.27	0.395	N-05%RUL

Appendix - 5

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
4th Quarter of Fiscal Year 2017

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	1	3	.5092	1.53	0.47	0.55	0.293	N - N<=8
ETH	BLACK	1	2	3	.1745	0.52	0.48	0.72	0.234	N - N<=8
ETH	HISPANIC	0	3	3	.1543	0.46	-0.46	-0.74	0.230	N - N<=8
ETH	ASIAN / PAC ISL	0	3	3	.1123	0.34	-0.34	-0.62	0.269	N - N<=8
ETH	NATIVE AMERICAN	0	3	3	.0068	0.02	-0.02	-0.14	0.443	N - N<=8
ETH	ETH UNKNOWN	0	3	3	.0247	0.07	-0.07	-0.28	0.391	N - N<=8
GEN	MALE	0	3	3	.5906	1.77	-1.77	-2.08	0.019	N - N<=8
GEN	FEMALE	3	0	3	.3841	1.15	1.85	2.19	0.014	N - N<=8
GEN	GENDER UNKNOWN	0	3	3	.0046	0.01	-0.01	-0.12	0.453	N - N<=8

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	189	140	329	.5133	168.88	20.12	2.22	0.013	O
ETH	BLACK	33	296	329	.1889	62.15	-29.1	-4.11	<.01	U
ETH	HISPANIC	25	304	329	.1297	42.67	-17.7	-2.90	<.01	O
ETH	ASIAN / PAC ISL	70	259	329	.1017	33.46	36.54	6.67	<.01	O
ETH	NATIVE AMERICAN	0	329	329	.0018	0.59	-0.59	-0.77	0.221	N-05%RUL
ETH	ETH UNKNOWN	12	317	329	.0402	13.23	-1.23	-0.34	0.365	
GEN	MALE	241	88	329	.5345	175.85	65.15	7.20	<.01	O
GEN	FEMALE	87	242	329	.4206	138.38	-51.4	-5.74	<.01	U
GEN	GENDER UNKNOWN	1	328	329	.0197	6.48	-5.48	-2.17	0.015	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	61	65	126	.4094	51.58	9.42	1.71	0.044	
ETH	BLACK	33	93	126	.2958	37.27	-4.27	-0.83	0.202	
ETH	HISPANIC	17	109	126	.1295	16.32	0.68	0.18	0.428	
ETH	ASIAN / PAC ISL	14	112	126	.1301	16.39	-2.39	-0.63	0.263	
ETH	NATIVE AMERICAN	0	126	126	.0022	0.28	-0.28	-0.53	0.299	N-05%RUL
ETH	ETH UNKNOWN	1	125	126	.0207	2.61	-1.61	-1.01	0.157	N-05%RUL
GEN	MALE	61	65	126	.5718	72.05	-11.0	-1.99	0.023	U
GEN	FEMALE	65	61	126	.4032	50.80	14.20	2.58	<.01	O
GEN	GENDER UNKNOWN	0	126	126	.0126	1.59	-1.59	-1.27	0.102	N-05%RUL

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	205	361	566	.4568	258.55	-53.5	-4.52	<.01	U
ETH	BLACK	114	452	566	.1762	99.73	14.27	1.57	0.058	
ETH	HISPANIC	72	494	566	.1023	57.90	14.10	1.96	0.025	
ETH	ASIAN / PAC ISL	162	404	566	.2258	127.80	34.20	3.44	<.01	O
ETH	NATIVE AMERICAN	1	565	566	.0024	1.36	-0.36	-0.31	0.379	N-05%RUL
ETH	ETH UNKNOWN	12	554	566	.0315	17.83	-5.83	-1.40	0.080	N-05%RUL
GEN	MALE	437	129	566	.6586	372.77	64.23	5.69	<.01	O
GEN	FEMALE	129	437	566	.3131	177.21	-48.2	-4.37	<.01	U
GEN	GENDER UNKNOWN	0	566	566	.0201	11.38	-11.4	-3.41	<.01	N-05%RUL

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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	4	5	9	.5889	5.30	-1.30	-0.88	0.189	U-80%RUL
ETH	BLACK	1	8	9	.1310	1.18	-0.18	-0.18	0.430	
ETH	HISPANIC	0	9	9	.1020	0.92	-0.92	-1.01	0.156	U-80%RUL
ETH	ASIAN / PAC ISL	2	7	9	.0721	0.65	1.35	1.74	0.041	
ETH	NATIVE AMERICAN	0	9	9	.0011	0.01	-0.01	-0.10	0.460	N-05%RUL
ETH	ETH UNKNOWN	2	7	9	.0200	0.18	1.82	4.33	<.01	O
GEN	MALE	4	5	9	.4396	3.96	0.04	0.03	0.488	
GEN	FEMALE	5	4	9	.4738	4.26	0.74	0.49	0.312	
GEN	GENDER UNKNOWN	0	9	9	.0010	0.01	-0.01	-0.09	0.462	N-05%RUL

RUN DATE: 07/06/17
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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 631
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	14	33	47	.3514	16.52	-2.52	-0.77	0.221	
ETH	BLACK	14	33	47	.3293	15.48	-1.48	-0.46	0.323	
ETH	HISPANIC	10	37	47	.1923	9.04	0.96	0.36	0.361	
ETH	ASIAN / PAC ISL	9	38	47	.1005	4.72	4.28	2.07	0.019	O
ETH	NATIVE AMERICAN	0	47	47	.0027	0.13	-0.13	-0.36	0.361	N-05%RUL
ETH	ETH UNKNOWN	0	47	47	.0182	0.86	-0.86	-0.93	0.175	N-05%RUL
GEN	MALE	39	8	47	.6181	29.05	9.95	2.99	<.01	O
GEN	FEMALE	8	39	47	.3662	17.21	-9.21	-2.79	<.01	U
GEN	GENDER UNKNOWN	0	47	47	.0098	0.46	-0.46	-0.68	0.248	N-05%RUL

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 632
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	12	58	70	.2238	15.67	-3.67	-1.05	0.147	U-80%RUL
ETH	BLACK	37	33	70	.5619	39.33	-2.33	-0.56	0.287	
ETH	HISPANIC	14	56	70	.1348	9.44	4.56	1.60	0.055	
ETH	ASIAN / PAC ISL	6	64	70	.0511	3.58	2.42	1.32	0.094	
ETH	NATIVE AMERICAN	0	70	70	.0038	0.27	-0.27	-0.52	0.303	N-05%RUL
ETH	ETH UNKNOWN	1	69	70	.0245	1.71	-0.72	-0.55	0.290	N-05%RUL
GEN	MALE	17	53	70	.2093	14.65	2.35	0.69	0.245	
GEN	FEMALE	53	17	70	.7769	54.38	-1.38	-0.40	0.346	
GEN	GENDER UNKNOWN	0	70	70	.0138	0.97	-0.97	-0.99	0.161	N-05%RUL

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 633
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	36	204	240	.1867	44.81	-8.81	-1.46	0.072	
ETH	BLACK	148	92	240	.5347	128.33	19.67	2.55	<.01	O
ETH	HISPANIC	40	200	240	.1509	36.22	3.78	0.68	0.248	
ETH	ASIAN / PAC ISL	9	231	240	.0716	17.18	-8.18	-2.05	0.020	N-05%RUL
ETH	NATIVE AMERICAN	2	238	240	.0039	0.94	1.06	1.10	0.135	
ETH	ETH UNKNOWN	5	235	240	.0478	11.47	-6.47	-1.96	0.025	N-05%RUL
GEN	MALE	56	184	240	.2820	67.68	-11.7	-1.68	0.047	
GEN	FEMALE	184	56	240	.6776	162.62	21.38	2.95	<.01	O
GEN	GENDER UNKNOWN	0	240	240	.0359	8.62	-8.62	-2.99	<.01	N-05%RUL

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 634
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	24	66	90	.3243	29.19	-5.19	-1.17	0.121	
ETH	BLACK	22	68	90	.2673	24.06	-2.06	-0.49	0.312	
ETH	HISPANIC	22	68	90	.2449	22.04	-0.04	-0.01	0.496	
ETH	ASIAN / PAC ISL	10	80	90	.0964	8.68	1.32	0.47	0.318	
ETH	NATIVE AMERICAN	0	90	90	.0025	0.23	-0.23	-0.47	0.317	N-05%RUL
ETH	ETH UNKNOWN	12	78	90	.0269	2.42	9.58	6.24	<.01	O
GEN	MALE	32	58	90	.3798	34.18	-2.18	-0.47	0.318	
GEN	FEMALE	58	32	90	.5812	52.31	5.69	1.22	0.112	
GEN	GENDER UNKNOWN	0	90	90	.0011	0.10	-0.10	-0.31	0.376	N-05%RUL



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BY MAIL AND EMAIL

August 7, 2017

Anne Roest
Commissioner
NYC Department of Information Technology and Telecommunications
255 Greenwich, 9th Floor
New York, NY 10007

RE: Audit Resolution #2017/212-858: Final Determination Pursuant to the Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

Dear Commissioner Roest:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit.

As the EEPC did not receive the NYC Department of Information Technology and Telecommunications' response to our July 21, 2017 Preliminary Determination within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the attached Determination is now Final.

As indicated in our Preliminary Determination, this Commission has adopted uniform standards¹ to assess agencies' employment practices and programs for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. The attached Determination contains the Commission's findings and required corrective actions pertaining to the referenced review, evaluation and monitoring of your agency's employment practices and procedures.

Chapter 36, Section 832.c of the New York City Charter requires that: 1) the EEPC assign a 6-month compliance period to monitor your agency's

¹ Founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a; Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7) and the equal employment opportunity requirements of the New York City Charter.



efforts to eliminate remaining required corrective actions; and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

The assigned compliance-monitoring period is: September 2017 to February 2018.


If corrective actions remain: Your agency's response should indicate what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Documentation which supports the implementation of each corrective action shall be uploaded to TeamCentral, the EEPC's Automated Compliance-Monitoring System. Your agency will be monitored monthly until all corrective actions have been implemented. Instruction on how to access and navigate TeamCentral is attached. Upon your agency's completion of the final corrective action, this Commission requires that your agency upload a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. Upon receipt of the final memorandum, the EEPC will issue a *Determination of Compliance*.

If no corrective actions remain: Your agency is exempt from the aforementioned monitoring period. However, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. This will be considered your agency's final action. Upon receipt of the memo, a *Determination of Compliance* will be issued.

If there are further questions regarding this Final Determination or the compliance-monitoring process, please have the Principal EEO Professional contact Janet P. Ford, Esq., Agency Counsel/ Director of Compliance Monitoring at janford@eepc.nyc.gov.

Thank you and your staff for your continued cooperation.

Sincerely,


Charise L. Terry, PHR
Executive Director

c: Evan Hines, Interim Principal EEO Professional



FINAL DETERMINATION
AUGUST 4, 2017

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BY MAIL AND EMAIL

July 21, 2017

Anne Roest
Commissioner
NYC Department of Information Technology and Telecommunications
255 Greenwich, 9th Floor
New York, NY 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

Dear Commissioner Roest:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPCC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Employment Practices and Procedures for the period covering July 1, 2014 to December 31, 2016.

The New York City Charter, Chapter 36, Section 831(d)(5) empowers this Commission to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize this Commission to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the corrective action it prescribes.

The Department of Information Technology and Telecommunications (DOITT), which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the agency's Employment Practices and Procedures, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPC Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

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

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS). (A description of the EEO Job Groups used for this analysis is attached as Appendix 1.)

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency's workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPC requests that the agency submit similar statistics and analysis.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such

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

as the Principal Human Resources Professional are given a two-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The Department of Information Technology and Telecommunications (DoITT), established by Local Law No. 24, approved July 5, 1994, is the City's Information Technology (IT) utility, ensuring the sustained, efficient delivery of IT services, infrastructure and telecommunications. DoITT establishes the City's IT strategic direction, security policies and standards; procures citywide IT services; evaluates emerging technologies; provides project management, application development and quality assurance services; maintains NYC.gov, new media development and operations, and geographic information systems; operates the City's data center, the dedicated wireless network (NYCWiN) and Citywide Radio Communications systems, the wired network (CityNet), the Citywide Service Desk and telecommunications systems; administers telecommunications franchise contracts providing fiber, cable television, pay telephones, and mobile telecom equipment installed on City property and streets; supports the Emergency Communications Transformation Program, the Mayor's Office of Media and Entertainment, and the Health and Human Services Connect and Accelerator programs; administers the technology supporting NYC 311; and fosters public-private partnerships to improve IT service delivery. (Source <http://a856-gbol.nyc.gov/GBOLWebsite/GreenBook/Details?orgId=2932>)

The agency's total workforce, at the end of audit period, was 1,421. The agency's workforce composition summary is attached as Appendix 2.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

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

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

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

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ The Commissioner issued a general EEO policy statement in December 2015, which declared "[a]s Commissioner of the Department of Information Technology and Telecommunications (DoITT), I would like to affirm my commitment to the principles of equal opportunity, equity, and diversity in employment and customer service. DoITT seeks to insure that no person will encounter discrimination in employment or service on the basis of actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including

"gender identity" –which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status." The EEO policy statement advised employees of the names and contact information of the EEO professionals, and included a link to the Citywide EEO Policy, *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*.

NOTE: The EEO Policy statement should be updated to include "caregiver status" and "consumer credit history" for consistency with EEO Policy.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.
- ✓ The agency posted on its intranet site the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*, the City's EEO policy handbook: *About EEO: What You May Not Know*, and a link to the *Addendum to the EEO Policy 2016*. The City's EEO Policy included sections on sexual harassment, requests for reasonable accommodations, discrimination compliant investigations; a link to the City's *Reasonable Accommodation Procedural Guidelines* and *EEO Complaint Procedural Guidelines*; and contact information for the federal, state and local agencies that enforce laws against discrimination. The aforementioned documents were distributed to new employees during new hire orientation. The *Addendum to the EEO Policy*, included an up-to-date list of protected classes under NYC and NYS Human Rights Laws: "The City of New York is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history." The EEO Policy statement notified employees of the names and contact information for the agency's EEO professionals.

II. EEO TRAINING FOR AGENCY:

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

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
- ✓ The agency's EEO training plan (as outlined in the agency's 2nd Quarterly Diversity and EEO Report FY2016) stated that EEO training will be conducted on a continuous basis every quarter. Between 9/1/2016 and 12/31/2016, 758 (53% of total workforce) employees completed *Equal Employment Opportunity Computer Based Training* (EEO CBT) by the Department of Citywide Administration Services, as indicated by the EEO CBT log. Employees were informed via email of mandatory EEO training by the EEO office. During the audit period, a total of about 1,113 (78% of total workforce) employees participated in training conducted in-house by the principal EEO Professional. The training covered the following topics: *Diversity & Inclusion, Sexual Harassment, Workplace Harassment, Prevention of Sexual Harassment & Fraternization, EEO Compliance - Harassment, Keeping Your Work Area from Being A Battle Ground, EEO & Diversity "The Elephants In the Room", Everybody Matters, Suspending Judgment: A Key To Being Culturally Competent, Micro-Affirmations- Small Acts, Big Impact, Employee Development - The Laws of Teamwork, Workplace Harassment - EEO Compliance Training for Managers & Supervisors, and Leadership Diversity Workshop.*

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

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

4. 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 agency may otherwise use discretion in hiring.
- ✓ The Office of Diversity & EEO conducts quarterly reviews of the CEEDS data for underutilization reports. The agency reported that the CEEDS review consistently indicated underutilization of Blacks and Females in the Managers job group. Additionally, the agency reported that it reviewed hiring and recruitment practices for unintended barriers that might hinder persons from underrepresented groups from applying for open positions, but it did not report results. The agency's recruitment sources were expanded to reach a larger and more diverse pool of applicants, and included various job fairs and professional organizations serving women and minorities such as: *Professional Diversity Career Fair/Networking Conference, Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association, New York Women's Bar Association, Women's Bar*

Association of the State of New York, Hispanic National Bar Association - New Region II, and The Puerto Rican Bar Association.

- The agency did not demonstrate that it conducted further assessment to determine why, despite its efforts to recruit from a larger and more diverse pool of applicants, it continues to experience underutilization in certain job groups. Corrective Action Required.

Corrective Action #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 agency may otherwise use discretion in hiring.

5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
- ✓ Meeting invites during the period in review indicated that meetings were held between principal EEO Professional, Human Resources Professional, General Counsel, and other senior staff members on a monthly basis. The principal EEO professional advised the agency on matters impacting EEO, employment practices, policies and programs, and the agency's workforce, CEEDS data, hires, and separation. The office of the Diversity and Inclusion and General Counsel communicated regarding EEO complaints and investigations on a needed basis, as indicated by emails.
 - The agency did not indicate that EEO complaints were reviewed on an annual basis, or what barriers were identified during the aforementioned meetings and what, if any, corrective actions are required to correct deficiencies. Corrective Action Required.

Corrective Action #2: Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.

6. 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.

- ✓ Hiring managers were required to create their hiring criteria based on the outline in the job analysis and as stated in the job description. Hiring managers then indicated the hiring criteria that were used during the interview process and submit it along with the applicant log. The Human Resources department reviewed the job description, educational prerequisites, application procedures, interview procedures and selection methods during the hiring process. The office of *Diversity and EEO* reviewed the applicant logs to track interviewees by race, ethnicity and gender during the hiring process.
- The agency did not demonstrate that it assessed the manner in which candidates were selected for employment to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. Corrective Action Required.

Corrective Action #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.

7. 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.
- ✓ The agency advertised positions to reach women and minorities in such places as: *Professional Diversity Career Fair/Networking Conference*, *Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association*, *New York Women's Bar Association*, *Women's Bar Association of the State of New York*, *Hispanic National Bar Association - New Region II*, and *The Puerto Rican Bar Association*.
 - The agency did not demonstrate that for job titles with underrepresentation it contacted organizations serving the underrepresented protected groups, participated in career fairs, or that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – *Work Force Compared with Internal and External Pools* (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians*. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians* job group, which may include *discretionary* titles. **(Appendices 3-5) Corrective Action Required.**

Corrective Action #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.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
- ✓ The agency advertised positions to reach women and minorities in such places as: *Professional Diversity Career Fair/Networking Conference*, *Professional Diversity Career Fair/NAPW Power Networking Event*, and websites such as *Workplacediversity.com*. Additionally, the agency advertised at various bar associations such as *Metropolitan Black Bar Association*, *New York Women's Bar Association*, *Women's Bar Association of the State of New York*, *Hispanic National Bar Association - New Region II*, and *The Puerto Rican Bar Association*.
- For *civil service* (list) titles with underrepresentation, the agency did not demonstrate that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – *Work Force Compared with Internal and External Pools* (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians*. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the *Managers* job groups, and Females in the *Science Professionals* and *Technicians* job group, which may include *discretionary* titles, which may include *civil service* (list) titles. (**Appendices 3-5**) Corrective Action Required.

Corrective Action #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.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
- ✓ The agency conducted in-house structured interview training in October 2016 for its 38 hiring personnel, utilizing the *Structured Interview and Unconscious Bias* guide. The guide included material on *Pre-Employment Inquiries, Effective Listening Techniques, Barriers to Effective Listening, Language, Closing the Interview, Evaluating the Interview, Potential Pitfalls, Common Interview Questions, and Skills Checklist*. Additional guides for hiring managers to consider during the hiring and selection process were posted on the agency's intranet, such as, *A Guide to Structured Interviewing, Hiring Criteria and Your Interview Process; Hiring Criteria and Diversity; Defining Your Hiring Criteria; and Disqualifying Criteria*.
10. 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.
- ✓ The agency promoted employees' awareness of opportunities for advancement and transfer by publicizing job opportunities and upcoming civil service examinations on the agency's website and on NYC Career website, and notifying employees via email when opportunities became available. The agency's Human Resources unit and Career Counselor provided guidance to employees with regard to civil service provisional job opportunities, civil service exams and other career related inquiries. The *Office of Organizational and Professional Development* provided employees with training and development opportunities. These programs were publicized on the agency intranet, announced through agency-wide emails, and during new hire orientation.
11. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.
- ✓ The agency's *Organizational and Professional Development* department was responsible for overseeing training and professional development programs. One such program called SWAP (*Sharing With Agency Peers*) paired employees from different units for cross divisional training. A mentoring program *DoITT Connect*, was designed to provide employees with managerial, leadership skills, career coaching and networking. *DOITT Connect*, was available to employees which paired employees with a mentor for a six-month engagement. Learning courses, presentations, and instructional videos for career advancement such as Programming and Data Analytics were also offered to employees. The agency reported that these programs and information on eligibility and application forms were publicized on the agency intranet, and were announced formally through agency-wide emails by the *Organizational and Professional*

Development department. The agency ensured that employees were considered for career enhancement and development opportunities by providing training and career development programs. During the period in review, the agency's CEEDS report indicated 305 total promotions.

12. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ The agency advertised several job vacancies during the period in review, including: *IT Project Specialist; Computer Associate (3); and IT Security Specialist*. Each job vacancy notice stated "*Department of Information Technology and Telecommunications and the City of New York are equal opportunity employers.*"

13. 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.

- ✓ During the period in review, the agency used *NYCAPS eHire*, to capture the *position, applicants/ candidates' names, identification number, ethnicity, gender, disability status, veteran status, and recruitment source* of each applicant. Additionally, the agency utilized its *Mandatory Applicant Log Form* to log information of candidates who were invited to interview which captured: *last name, first name, interviewed, observed ethnicity, gender, disability, veteran, interview date, selected, recruitment source, and reason candidate was selected or not selected*. The agency reported that the Office of Diversity & EEO records the information on the *Mandatory Applicant Log Form* and reviewed the applicant logs to track interviewees by race, ethnicity and gender during the hiring process.

IV. CAREER COUNSELING:

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

14. 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.

- ✓ The agency appointed the *Director of Recruitment, Civil Service Administration and Classification* as the agency's Career Counselor who was responsible for providing guidance to employees regarding upcoming civil service examination, job opportunities, and promotions. The Career Counselor has over twenty (20) years of professional experience with responsibilities which included: planning, implementing and participating in recruitment outreach programs and hiring activities; advising executive management on recruitment and hiring strategies, job vacancy notice management, and recruitment advertising; and managing aspects of Civil Service administration including compliance, candidate eligibility,

administration of civil service lists, hiring pools and permanent appointments. Employees were informed of the Career Counselor's name and contact information during new employee orientation, and were reminded annually via the EEO policy statement.

15. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
- ✓ The Human Resources department ensured employees were informed of the Career Counselor's name and contact information, and that they had information regarding job responsibilities, performance evaluation standards, examinations, and job postings. The principal EEO Professional ensured employees were advised of training opportunities, EEO policies, their rights and responsibilities under such policies, and the discrimination complaint procedures. Communication between the Human Resources Professional and the principal EEO Professional included EEO-related matters. The Human Resources Professional and principal EEO Professional were responsible for ensuring that the agency made efforts to employ qualified individuals with disabilities by posting jobs on *Getting Hired*, a job board specifically targeted to persons with disabilities, posting information about the 55-a program on its intranet, and communicating about the 55-a program participants.

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

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

16. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio and/or Braille) upon request to employees and applicants for employment with disabilities.
- ✓ During the period in review, EEO policies were available in large print and audio via the Adobe read out loud feature.
17. Document reasonable accommodation requests and their outcomes.
- ✓ Reasonable accommodation requests and their outcomes were documented via the *Request for Reasonable Accommodation* form. The Disability Coordinator was responsible for processing reasonable accommodation requests. Each request was logged into an excel spreadsheet which captured the following information: *file, contacting party,*

supervisor/manager, division, basis for accommodation, description, status, date of 1st response, date granted or denied, item(s) ordered, order date, and notes.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

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

18. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ The Chief Diversity Officer & EEO Officer (the agency's principal EEO Professional) was appointed on March 15, 2015. The principal EEO Professional completed the following training by the *Department of Citywide Administration Services (DCAS)*: *Sexual Harassment Prevention and Risks of Fraternization* in May 20, 2015; *Everybody Matters* in May 27-29, 2015; *EEO Complaint Investigation Procedural Guidelines* in March 10, 2016; *LGBT: Are You Ready for the "T"* in April 25, 2016; and *Conflict Resolution* in June, 8, 2016. Additionally, the principal EEO Professional received the following certifications: *Diversity Professional* from Diversity Training University International; *Diversity and Inclusion Professional* from Cornell University; "Everybody Matters" certified facilitator from the City of New York; and completed the *Equal Employment Opportunity Officers Course* from the Defense Equal Opportunity Management Institute. Employees were informed of the name and contact information of the principal EEO Professional via email, the agency's intranet site, and via the agency's EEO policy statement.
19. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
- ✓ In addition to the principal EEO Professional, the agency also appointed two *Diversity and Inclusion Coordinators*. The *Diversity and Inclusion Coordinators* were responsible for conducting workplace EEO investigations and responding to EEO inquiries. One Diversity and Inclusion Coordinator completed: Basic Diversity & EEO Training for EEO Professionals in June 1, 2014, *Sexual Harassment Prevention and Risks of Fraternization* in May 20, 2015, *Everybody Matters* in May 27-29, 2015; *Reasonable Accommodation Procedural Guidelines* in June 12, 2015, *EEO Complaint Investigation Procedural Guidelines* in March 10, 2016, *Conflict Resolution* in June 8, 2016. And *LGBT: Are You Ready for the "T"* in June 22, 2016. The other *Diversity and Inclusion Coordinator* completed the following training: *LGBT: Are You Ready for the "T"*, in June 22, 2016, and *Basic Diversity & EEO Training* for EEO Professionals on October 1, 2016.
20. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

✓ During the period in review, the principal EEO Professional reported directly to the Commissioner. This reporting relationship was indicated in the agency's organizational chart, dated November 9, 2016.

21. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

✓ The Commissioner and the principal EEO Professional held monthly senior staff meetings to discuss EEO matters. During these meetings the principal EEO Professional presented the agency's *Workforce Diversity Dashboard*, an excel sheet presentation of the quarterly CEEDS reports, data on representation of women and minorities, quarterly data on new hires, promotions, separations, and underutilization of women and minorities.

➤ Outcomes or decisions made during the aforementioned meetings that impacted the administration, operation and continuity of the EEO program were not documented. Corrective Action Required.

Corrective Action #6: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

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

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

22. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

✓ The agency established and administered an annual managerial/non-managerial performance evaluation program. The Human Resources department annually instructed managers and supervisors via emails to complete performance evaluations, and was responsible for maintaining signed copies of completed performance evaluations. The agency maintained a log of completed performance evaluations for 2014 and 2015, which captured the following information: *unit, employee name and last name, title, level, agency start date, city start date, supervisor, performance evaluation, task standard, and rating.* The agency reported that performance evaluations for 2016 are currently in progress.

23. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

- ✓ The agency's managerial performance evaluation form contained the following standard for EEO: *"Leadership: Creating a productive environment where everyone feels valued, all talents are utilized, and work units foster high levels of performance. Diversity and Inclusion: Recruiting, selecting, mentoring and developing individuals of varied demographic characteristics, backgrounds, abilities, educational levels, experiences and tenures. Respect: Valuing the opinions of others and fostering collaborative problem-solving as well as modeling the principles of the City's EEO policy."*

VIII. REPORTING STANDARD FOR AGENCY HEAD:

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

24. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports² (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ The agency submitted its Diversity and EEO Plans for fiscal years 2015, 2016, and 2017; as well as quarterly reports for the following quarters: 1st – 4th quarters of 2015, the 2nd quarter of 2016; and 2nd quarter of 2017.
 - The agency did not submit the following quarterly reports for the 1st, 3rd and 4th quarterly reports of fiscal year 2016 or the 1st quarter of fiscal year 2017. Corrective Action Required.

NOTE: Subsequent to the period in review, the agency submitted the 3rd and 4th quarterly reports for fiscal year 2016 and 1st quarterly report for fiscal year 2017.

After implementation of the EEPC's corrective actions, if any:

1. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

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

Conclusion

The agency has 6 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

²Submission of *Quarterly Reports on EEO Activity* is optional for non-Mayoral agencies.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

(Optional Conference) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(No Response Option) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.


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

Respectfully Submitted by,



Elona Shehu, EEO Program Analyst

Approved by,



Charise L. Terry, PHR
Executive Director

c: Kenneth Hunter, Principal EEO Professional

Appendix - 1

NYC Department of Information Technology and
Telecommunications
EEO Job Group Descriptions

DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES

FINAL DETERMINATION
AUGUST 4, 2017

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 handworking 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 - 2

NYC Department of Information Technology and
Telecommunications
Workforce Composition Summary
2nd Quarter of Fiscal Year 2017

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY

PAGE: 235
REPORT: EBEP210

QUARTER 2 YEAR 2017 AGENCY 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
06433	DEPUTY COMMISSIONER (CDCSA	0	1	0	0	0	0	0	1	0	0	0	0	0	2
94513	COMMISSIONER OF INFORMATIO	0	0	0	0	0	0	1	0	0	0	0	0	1	
95143	DEPUTY COMMISSIONER (DBS)	0	0	0	0	0	0	1	0	0	0	0	0	1	
EEO JOB GROUP TOTAL.....:		0	1	0	0	0	0	2	1	0	0	0	0	4	
		0.00	25.00	0.00	0.00	0.00	0.00	50.00	25.00	0.00	0.00	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 002 MANAGERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
10009	ADMINISTRATIVE BUSINESS PR	4	0	0	1	0	0	5	1	2	3	0	1	17	
10025	ADMINISTRATIVE MANAGER	1	1	0	0	0	0	1	0	0	0	0	0	3	
10026	ADMINISTRATIVE STAFF ANALY	6	0	0	0	0	0	6	1	0	1	0	0	14	
10033	ADMINISTRATIVE PUBLIC INFO	0	0	0	0	0	0	4	1	0	0	0	0	5	
10050	COMPUTER SYSTEMS MANAGER	94	17	17	50	0	6	32	8	3	17	0	0	244	
10074	COMPUTER OPERATIONS MANAGE	9	2	3	3	0	0	0	0	0	0	0	0	17	
82950	AGENCY CHIEF CONTRACTING O	1	0	0	0	0	0	0	0	0	0	0	0	1	
82976	ADMINISTRATIVE PROCUREMENT	0	0	0	0	0	0	2	0	0	0	0	0	2	
82984	TELECOMMUNICATIONS MANAGER	7	2	1	0	0	0	1	0	0	0	0	0	11	
82991	ADMINISTRATIVE CONSTRUCTIO	3	0	0	0	0	0	0	0	0	0	0	0	3	
95005	EXECUTIVE AGENCY COUNSEL	3	1	0	0	0	1	2	0	0	0	1	0	8	
EEO JOB GROUP TOTAL.....:		128	23	21	54	0	7	53	11	5	21	0	2	325	
		39.38	7.08	6.46	16.62	0.00	2.15	16.31	3.38	1.54	6.46	0.00	0.62	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
1002A	ADMINISTRATIVE STAFF ANALY	6	0	0	0	0	0	3	1	1	0	0	0	11	
1002C	ADMINISTRATIVE MANAGER NON	6	6	2	0	0	0	5	13	4	2	0	0	38	
1002D	ADMINISTRATIVE STAFF ANALY	7	4	0	0	0	0	6	0	0	1	0	0	18	
1002E	ADMINISTRATIVE STAFF ANALY	0	0	0	0	0	0	1	0	0	0	0	0	1	
12626	STAFF ANALYST	0	0	0	0	0	0	1	1	1	0	0	0	3	
12627	ASSOCIATE STAFF ANALYST	0	0	1	0	0	0	3	1	0	1	0	0	6	
13368	LABOR RELATIONS ANALYST	0	0	0	0	0	0	0	1	0	0	0	0	1	
33995	INSPECTOR (CONSUMER AFFAIR	2	0	0	0	0	0	0	0	0	0	0	0	2	
54745	CONFIDENTIAL STRATEGY PLAN	0	0	0	0	0	0	0	0	0	1	0	0	1	
60860	BUSINESS PROMOTION COORDIN	4	1	4	1	0	0	4	0	1	2	0	0	17	
8297A	ADMINISTRATIVE PROCUREMENT	2	1	1	2	0	0	3	2	0	2	0	0	13	

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8299A ADMINISTRATIVE CONSTRUCTIO	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	28	12	8	3	0	0	26	19	7	9	0	0	0	0	0	112
	25.01	10.71	7.14	2.68	0.00	0.00	23.21	16.96	6.25	8.04	0.00	0.00	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
06795	IT AUTOMATION AND MONITORI	1	0	0	2	0	0	0	0	0	2	0	0	0	5
06796	IT INFRASTRUCTURE ENGINEER	0	0	1	0	0	0	0	0	0	0	0	0	0	1
06797	IT PROJECT SPECIALIST	0	0	1	0	0	0	1	1	0	0	0	0	0	3
13611	COMPUTER ASSOCIATE (TECHNI	4	5	2	3	0	0	4	6	6	2	0	1	0	33
13621	COMPUTER ASSOCIATE (OPERAT	28	23	17	10	1	0	4	9	2	3	0	0	0	97
13622	COMPUTER SPECIALIST (OPERA	5	1	7	5	0	1	0	0	1	2	0	0	0	22
13631	COMPUTER ASSOCIATE (SOFTWA	11	6	2	10	0	0	4	5	0	3	0	2	0	43
13632	COMPUTER SPECIALIST (SOFTW	71	20	11	59	0	2	11	5	4	16	0	0	0	199
13643	CERTIFIED IT DEVELOPER (AP	3	0	0	3	0	0	0	0	0	0	0	0	0	6
13644	CERTIFIED IT ADMINISTRATOR	3	0	1	1	0	0	1	0	0	0	0	0	0	6
13650	COMPUTER PROGRAMMER ANALYS	0	3	1	1	0	0	1	1	0	0	0	0	0	7
13651	COMPUTER PROGRAMMER ANALYS	5	5	2	4	0	1	8	1	1	5	0	0	0	32
13652	CERTIFIED IT ADMINISTRATOR	9	7	1	8	0	0	1	0	0	0	0	0	0	26
13691	*CERTIFIED LOCAL AREA NETW	4	0	0	4	0	0	0	0	0	1	0	0	0	9
13692	*CERTIFIED WIDE AREA NETWO	0	0	0	2	0	0	1	0	0	0	0	0	0	3
13694	*CERTIFIED DATABASE ADMINI	1	0	0	1	0	0	0	0	0	0	0	0	0	2
20246	TELECOMMUNICATIONS ASSOCIA	16	10	5	6	0	0	0	3	3	1	0	1	0	45
20247	TELECOMMUNICATIONS ASSOCIA	2	1	0	0	0	0	0	2	1	0	0	0	0	6
EEO JOB GROUP TOTAL.....:		163	81	51	119	1	4	36	33	18	35	0	4	0	545
		29.92	14.86	9.36	21.83	0.18	0.73	6.61	6.06	3.30	6.42	0.00	0.73	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 008 LAWYERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
30087	AGENCY ATTORNEY	1	0	0	1	0	0	1	0	0	1	0	2	0	6
EEO JOB GROUP TOTAL.....:		1	0	0	1	0	0	1	0	0	1	0	2	0	6
		16.66	0.00	0.00	16.67	0.00	0.00	16.67	0.00	0.00	16.67	0.00	33.33	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
60621	PROGRAM PRODUCER	3	1	1	1	0	0	4	2	0	0	0	1	0	13

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60666 DIRECTOR (TELEVISION)	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2
90313 FILM MANAGER	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
91415 GRAPHIC ARTIST	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:	33.33	5.56	11.11	11.11	0.00	0.00	22.22	11.11	0.00	0.00	0.00	5.56	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
13615	COMPUTER SERVICE TECHNICIA	1	1	1	2	0	0	0	0	0	0	0	0	0	5
13616	SUPERVISING COMPUTER SERVI	1	0	0	0	0	0	0	0	0	0	0	0	1	
13620	COMPUTER AIDE	1	1	1	0	0	0	2	0	1	0	0	0	6	
31105	INVESTIGATOR	0	0	0	0	0	0	0	0	1	0	0	0	1	
31121	ASSOCIATE INVESTIGATOR	0	1	0	0	0	0	0	0	0	0	0	0	1	
90411	RADIO AND TELEVISION OPERA	6	6	3	5	0	0	1	1	1	0	0	0	23	
90436	SUPERVISOR OF RADIO AND TE	0	1	3	0	0	0	1	0	0	0	0	0	5	
EEO JOB GROUP TOTAL.....:		21.43	23.81	19.05	16.67	0.00	0.00	4.76	7.14	4.76	2.38	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10124	PRINCIPAL ADMINISTRATIVE A	0	2	0	0	0	0	1	5	4	0	0	0	12	
10271	ASSOCIATE CALL CENTER REPR	3	7	2	2	0	0	7	22	7	2	0	0	52	
EEO JOB GROUP TOTAL.....:		4.67	14.06	3.13	3.13	0.00	0.00	12.50	42.19	17.19	3.13	0.00	0.00	100.00	

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
EEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
06449	SECRETARY OF COMMISSIONER	0	0	1	0	0	0	0	0	0	0	0	0	1	
10250	CLERICAL AIDE	0	0	0	0	0	1	0	0	0	0	0	0	1	
10251	CLERICAL ASSOCIATE	2	3	1	0	0	0	6	6	4	3	0	1	26	
10252	SECRETARY	0	0	0	0	0	0	0	0	1	0	0	0	1	
10260	CALL CENTER REPRESENTATIVE	11	12	13	5	1	0	18	122	18	2	2	2	206	
11702	OFFICE MACHINE AIDE	1	0	0	0	0	0	0	0	0	0	0	0	1	
11704	SUPERVISOR OF OFFICE MACHI	0	1	0	0	0	0	0	0	0	0	0	0	1	
60888	CUSTOMER INFORMATION REPRE	0	0	1	0	0	0	1	0	1	0	0	0	3	

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EEO JOB GROUP TOTAL.....:	14	16	16	5	1	1	25	128	24	5	2	3	0	240
	5.83	6.67	6.67	2.08	0.42	0.42	10.42	53.33	10.00	2.08	0.83	1.25	0.00	100.00

AGENCY CODE : 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
 EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
10209	COLLEGE AIDE	0	0	1	1	0	0	0	0	0	1	0	0	0	3
12749	STAFF ANALYST TRAINEE	3	1	0	0	0	1	3	2	0	2	0	0	0	12
56056	COMMUNITY ASSISTANT	0	1	1	0	0	0	0	0	0	0	0	0	2	
56057	COMMUNITY ASSOCIATE	1	5	5	0	0	1	8	6	9	3	0	2	40	
56058	COMMUNITY COORDINATOR	2	0	1	0	0	0	3	0	2	0	0	0	8	
EEO JOB GROUP TOTAL.....:		6	7	8	1	0	2	14	8	11	6	0	2	65	
		9.22	10.77	12.31	1.54	0.00	3.08	21.54	12.31	16.92	9.23	0.00	3.08	100.00	

AGENCY TOTAL.....:	358	160	116	194	2	14	171	232	78	80	2	14	0	1421
	25.19	11.26	8.16	13.65	0.14	0.99	12.03	16.33	5.49	5.63	0.14	0.99	0.00	100.00

Appendix - 3

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
1st Quarter of Fiscal Year 2015

FINAL DETERMINATION AUGUST 4, 2017

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 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

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 EXTRACT DATE: 03/31/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	1	3	.5092	1.53	0.47	0.55	0.293	N - N<=8
ETH	BLACK	1	2	3	.1745	0.52	0.48	0.72	0.234	N - N<=8
ETH	HISPANIC	0	3	3	.1543	0.46	-0.46	-0.74	0.230	N - N<=8
ETH	ASIAN / PAC ISL	0	3	3	.1123	0.34	-0.34	-0.62	0.269	N - N<=8
ETH	NATIVE AMERICAN	0	3	3	.0068	0.02	-0.02	-0.14	0.443	N - N<=8
ETH	ETH UNKNOWN	0	3	3	.0247	0.07	-0.07	-0.28	0.391	N - N<=8
GEN	MALE	0	3	3	.5906	1.77	-1.77	-2.08	0.019	N - N<=8
GEN	FEMALE	3	0	3	.3841	1.15	1.85	2.19	0.014	N - N<=8
GEN	GENDER UNKNOWN	0	3	3	.0046	0.01	-0.01	-0.12	0.453	N - N<=8

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 AT THE AGENCY/JOBGROUP LEVEL

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	184	142	326	.5133	167.34	16.66	1.85	0.032	
ETH	BLACK	34	292	326	.1889	61.58	-27.6	-3.90	<.01	U
ETH	HISPANIC	25	301	326	.1297	42.28	-17.3	-2.85	<.01	U
ETH	ASIAN / PAC ISL	73	253	326	.1017	33.15	39.85	7.30	<.01	O
ETH	NATIVE AMERICAN	0	326	326	.0018	0.59	-0.59	-0.77	0.222	N-05%RUL
ETH	ETH UNKNOWN	10	316	326	.0402	13.11	-3.11	-0.88	0.191	N-05%RUL
GEN	MALE	237	89	326	.5345	174.25	62.75	6.97	<.01	O
GEN	FEMALE	88	238	326	.4206	137.12	-49.1	-5.51	<.01	U
GEN	GENDER UNKNOWN	1	325	326	.0197	6.42	-5.42	-2.16	0.015	N-05%RUL

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	54	66	120	.4094	49.13	4.87	0.90	0.183	
ETH	BLACK	33	87	120	.2958	35.50	-2.50	-0.50	0.309	
ETH	HISPANIC	17	103	120	.1295	15.54	1.46	0.40	0.346	
ETH	ASIAN / PAC ISL	15	105	120	.1301	15.61	-0.61	-0.17	0.434	
ETH	NATIVE AMERICAN	0	120	120	.0022	0.26	-0.26	-0.51	0.303	N-05%RUL
ETH	ETH UNKNOWN	1	119	120	.0207	2.48	-1.48	-0.95	0.171	N-05%RUL
GEN	MALE	55	65	120	.5718	68.62	-13.6	-2.51	<.01	U
GEN	FEMALE	65	55	120	.4032	48.38	16.62	3.09	<.01	O
GEN	GENDER UNKNOWN	0	120	120	.0126	1.51	-1.51	-1.24	0.108	N-05%RUL

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	206	359	565	.4568	258.09	-52.1	-4.40	<.01	U
ETH	BLACK	119	446	565	.1762	99.55	19.45	2.15	0.016	N-05%RUL
ETH	HISPANIC	73	492	565	.1023	57.80	15.20	2.11	0.017	N-05%RUL
ETH	ASIAN / PAC ISL	157	408	565	.2258	127.58	29.42	2.96	<.01	O
ETH	NATIVE AMERICAN	1	564	565	.0024	1.36	-0.36	-0.31	0.380	N-05%RUL
ETH	ETH UNKNOWN	9	556	565	.0315	17.80	-8.80	-2.12	0.017	N-05%RUL
GEN	MALE	436	129	565	.6586	372.11	63.89	5.67	<.01	O
GEN	FEMALE	129	436	565	.3131	176.90	-47.9	-4.35	<.01	U
GEN	GENDER UNKNOWN	0	565	565	.0201	11.36	-11.4	-3.40	<.01	N-05%RUL

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 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	6	8	.5889	4.71	-2.71	-1.95	0.026	N - N<=8
ETH	BLACK	1	7	8	.1310	1.05	-0.05	-0.05	0.480	N - N<=8
ETH	HISPANIC	0	8	8	.1020	0.82	-0.82	-0.95	0.170	N - N<=8
ETH	ASIAN / PAC ISL	2	6	8	.0721	0.58	1.42	1.95	0.026	N - N<=8
ETH	NATIVE AMERICAN	0	8	8	.0011	0.01	-0.01	-0.09	0.463	N - N<=8
ETH	ETH UNKNOWN	3	5	8	.0200	0.16	2.84	7.17	<.01	N - N<=8
GEN	MALE	4	4	8	.4396	3.52	0.48	0.34	0.365	N - N<=8
GEN	FEMALE	4	4	8	.4738	3.79	0.21	0.15	0.441	N - N<=8
GEN	GENDER UNKNOWN	0	8	8	.0010	0.01	-0.01	-0.09	0.464	N - N<=8

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 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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 FY2017 Q3

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

PAGE: 633
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 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	14	32	46	.3514	16.16	-2.16	-0.67	0.252	
ETH	BLACK	14	32	46	.3293	15.15	-1.15	-0.36	0.359	
ETH	HISPANIC	10	36	46	.1923	8.85	1.15	0.43	0.333	
ETH	ASIAN / PAC ISL	8	38	46	.1005	4.62	3.38	1.66	0.049	
ETH	NATIVE AMERICAN	0	46	46	.0027	0.12	-0.12	-0.35	0.362	N-05%RUL
ETH	ETH UNKNOWN	0	46	46	.0182	0.84	-0.84	-0.92	0.178	N-05%RUL
GEN	MALE	38	8	46	.6181	28.43	9.57	2.90	<.01	O
GEN	FEMALE	8	38	46	.3662	16.85	-8.85	-2.71	<.01	U
GEN	GENDER UNKNOWN	0	46	46	.0098	0.45	-0.45	-0.67	0.250	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 04/04/17
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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 634
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/31/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	52	62	.2238	13.88	-3.88	-1.18	0.119	U-80%RUL
ETH	BLACK	35	27	62	.5619	34.84	0.16	0.04	0.483	
ETH	HISPANIC	13	49	62	.1348	8.36	4.64	1.73	0.042	
ETH	ASIAN / PAC ISL	4	58	62	.0511	3.17	0.83	0.48	0.316	
ETH	NATIVE AMERICAN	0	62	62	.0038	0.24	-0.24	-0.49	0.313	N-05%RUL
ETH	ETH UNKNOWN	0	62	62	.0245	1.52	-1.52	-1.25	0.106	N-05%RUL
GEN	MALE	15	47	62	.2093	12.98	2.02	0.63	0.264	
GEN	FEMALE	47	15	62	.7769	48.17	-1.17	-0.36	0.361	
GEN	GENDER UNKNOWN	0	62	62	.0138	0.86	-0.86	-0.93	0.176	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	39	199	238	.1867	44.43	-5.43	-0.90	0.183	
ETH	BLACK	141	97	238	.5347	127.26	13.74	1.79	0.037	
ETH	HISPANIC	38	200	238	.1509	35.91	2.09	0.38	0.353	
ETH	ASIAN / PAC ISL	11	227	238	.0716	17.04	-6.04	-1.52	0.064	N-05%RUL
ETH	NATIVE AMERICAN	3	235	238	.0039	0.93	2.07	2.15	0.016	N-05%RUL
ETH	ETH UNKNOWN	6	232	238	.0478	11.38	-5.38	-1.63	0.051	N-05%RUL
GEN	MALE	54	184	238	.2820	67.12	-13.1	-1.89	0.029	
GEN	FEMALE	184	54	238	.6776	161.27	22.73	3.15	<.01	O
GEN	GENDER UNKNOWN	0	238	238	.0359	8.54	-8.54	-2.98	<.01	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	20	53	73	.3243	23.67	-3.67	-0.92	0.179	
ETH	BLACK	20	53	73	.2673	19.51	0.49	0.13	0.449	
ETH	HISPANIC	19	54	73	.2449	17.88	1.12	0.31	0.380	
ETH	ASIAN / PAC ISL	9	64	73	.0964	7.04	1.96	0.78	0.218	
ETH	NATIVE AMERICAN	0	73	73	.0025	0.18	-0.18	-0.43	0.334	N-05%RUL
ETH	ETH UNKNOWN	5	68	73	.0269	1.96	3.04	2.20	0.014	N-05%RUL
GEN	MALE	25	48	73	.3798	27.73	-2.73	-0.66	0.256	
GEN	FEMALE	48	25	73	.5812	42.43	5.57	1.32	0.093	
GEN	GENDER UNKNOWN	0	73	73	.0011	0.08	-0.08	-0.28	0.388	N-05%RUL

Appendix - 4

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
2nd Quarter of Fiscal Year 2017

FINAL DETERMINATION AUGUST 4, 2017

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	2	4	.5092	2.04	-0.04	-0.04	0.485	N - N<=8
ETH	BLACK	2	2	4	.1745	0.70	1.30	1.72	0.043	N - N<=8
ETH	HISPANIC	0	4	4	.1543	0.62	-0.62	-0.85	0.196	N - N<=8
ETH	ASIAN / PAC ISL	0	4	4	.1123	0.45	-0.45	-0.71	0.238	N - N<=8
ETH	NATIVE AMERICAN	0	4	4	.0068	0.03	-0.03	-0.17	0.434	N - N<=8
ETH	ETH UNKNOWN	0	4	4	.0247	0.10	-0.10	-0.32	0.375	N - N<=8
GEN	MALE	1	3	4	.5906	2.36	-1.36	-1.39	0.083	N - N<=8
GEN	FEMALE	3	1	4	.3841	1.54	1.46	1.50	0.066	N - N<=8
GEN	GENDER UNKNOWN	0	4	4	.0046	0.02	-0.02	-0.14	0.446	N - N<=8

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	181	144	325	.5133	166.82	14.18	1.57	0.058	
ETH	BLACK	34	291	325	.1889	61.39	-27.4	-3.88	<.01	U
ETH	HISPANIC	26	299	325	.1297	42.15	-16.2	-2.67	<.01	N-05%RUL
ETH	ASIAN / PAC ISL	75	250	325	.1017	33.05	41.95	7.70	<.01	O
ETH	NATIVE AMERICAN	0	325	325	.0018	0.59	-0.59	-0.77	0.222	N-05%RUL
ETH	ETH UNKNOWN	9	316	325	.0402	13.07	-4.07	-1.15	0.125	N-05%RUL
GEN	MALE	233	92	325	.5345	173.71	59.29	6.59	<.01	O
GEN	FEMALE	92	233	325	.4206	136.70	-44.7	-5.02	<.01	U
GEN	GENDER UNKNOWN	0	325	325	.0197	6.40	-6.40	-2.56	<.01	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	54	58	112	.4094	45.85	8.15	1.57	0.059	
ETH	BLACK	31	81	112	.2958	33.13	-2.13	-0.44	0.330	
ETH	HISPANIC	15	97	112	.1295	14.50	0.50	0.14	0.444	
ETH	ASIAN / PAC ISL	12	100	112	.1301	14.57	-2.57	-0.72	0.235	
ETH	NATIVE AMERICAN	0	112	112	.0022	0.25	-0.25	-0.50	0.310	N-05%RUL
ETH	ETH UNKNOWN	0	112	112	.0207	2.32	-2.32	-1.54	0.062	N-05%RUL
GEN	MALE	51	61	112	.5718	64.04	-13.0	-2.49	<.01	U
GEN	FEMALE	61	51	112	.4032	45.16	15.84	3.05	<.01	O
GEN	GENDER UNKNOWN	0	112	112	.0126	1.41	-1.41	-1.20	0.116	N-05%RUL

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	199	346	545	.4568	248.96	-50.0	-4.30	<.01	U
ETH	BLACK	114	431	545	.1762	96.03	17.97	2.02	0.022	N-05%RUL
ETH	HISPANIC	69	476	545	.1023	55.75	13.25	1.87	0.031	
ETH	ASIAN / PAC ISL	154	391	545	.2258	123.06	30.94	3.17	<.01	O
ETH	NATIVE AMERICAN	1	544	545	.0024	1.31	-0.31	-0.27	0.394	N-05%RUL
ETH	ETH UNKNOWN	8	537	545	.0315	17.17	-9.17	-2.25	0.012	N-05%RUL
GEN	MALE	419	126	545	.6586	358.94	60.06	5.43	<.01	O
GEN	FEMALE	126	419	545	.3131	170.64	-44.6	-4.12	<.01	U
GEN	GENDER UNKNOWN	0	545	545	.0201	10.95	-11.0	-3.34	<.01	N-05%RUL

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

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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	4	6	.5889	3.53	-1.53	-1.27	0.102	N - N<=8
ETH	BLACK	0	6	6	.1310	0.79	-0.79	-0.95	0.171	N - N<=8
ETH	HISPANIC	0	6	6	.1020	0.61	-0.61	-0.83	0.205	N - N<=8
ETH	ASIAN / PAC ISL	2	4	6	.0721	0.43	1.57	2.47	<.01	N - N<=8
ETH	NATIVE AMERICAN	0	6	6	.0011	0.01	-0.01	-0.08	0.468	N - N<=8
ETH	ETH UNKNOWN	2	4	6	.0200	0.12	1.88	5.48	<.01	N - N<=8
GEN	MALE	2	4	6	.4396	2.64	-0.64	-0.52	0.300	N - N<=8
GEN	FEMALE	4	2	6	.4738	2.84	1.16	0.95	0.172	N - N<=8
GEN	GENDER UNKNOWN	0	6	6	.0010	0.01	-0.01	-0.08	0.469	N - N<=8

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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	11	31	42	.3514	14.76	-3.76	-1.21	0.112	U-80%RUL
ETH	BLACK	13	29	42	.3293	13.83	-0.83	-0.27	0.393	
ETH	HISPANIC	10	32	42	.1923	8.08	1.92	0.75	0.226	
ETH	ASIAN / PAC ISL	8	34	42	.1005	4.22	3.78	1.94	0.026	
ETH	NATIVE AMERICAN	0	42	42	.0027	0.11	-0.11	-0.34	0.368	N-05%RUL
ETH	ETH UNKNOWN	0	42	42	.0182	0.76	-0.76	-0.88	0.189	N-05%RUL
GEN	MALE	34	8	42	.6181	25.96	8.04	2.55	<.01	O
GEN	FEMALE	8	34	42	.3662	15.38	-7.38	-2.36	<.01	U
GEN	GENDER UNKNOWN	0	42	42	.0098	0.41	-0.41	-0.64	0.260	N-05%RUL

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 C E E D S S Y S T E M
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 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	11	53	64	.2238	14.32	-3.32	-1.00	0.159	U-80%RUL
ETH	BLACK	36	28	64	.5619	35.96	0.04	0.01	0.496	
ETH	HISPANIC	13	51	64	.1348	8.63	4.37	1.60	0.055	
ETH	ASIAN / PAC ISL	4	60	64	.0511	3.27	0.73	0.41	0.339	
ETH	NATIVE AMERICAN	0	64	64	.0038	0.24	-0.24	-0.49	0.311	N-05%RUL
ETH	ETH UNKNOWN	0	64	64	.0245	1.57	-1.57	-1.27	0.102	N-05%RUL
GEN	MALE	16	48	64	.2093	13.40	2.60	0.80	0.212	
GEN	FEMALE	48	16	64	.7769	49.72	-1.72	-0.52	0.303	
GEN	GENDER UNKNOWN	0	64	64	.0138	0.88	-0.88	-0.95	0.172	N-05%RUL

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NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
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AGENCY:
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858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	39	201	240	.1867	44.81	-5.81	-0.96	0.168	
ETH	BLACK	144	96	240	.5347	128.33	15.67	2.03	0.021	O
ETH	HISPANIC	40	200	240	.1509	36.22	3.78	0.68	0.248	
ETH	ASIAN / PAC ISL	10	230	240	.0716	17.18	-7.18	-1.80	0.036	N-05%RUL
ETH	NATIVE AMERICAN	3	237	240	.0039	0.94	2.06	2.14	0.016	N-05%RUL
ETH	ETH UNKNOWN	4	236	240	.0478	11.47	-7.47	-2.26	0.012	N-05%RUL
GEN	MALE	53	187	240	.2820	67.68	-14.7	-2.11	0.018	U
GEN	FEMALE	187	53	240	.6776	162.62	24.38	3.37	<.01	O
GEN	GENDER UNKNOWN	0	240	240	.0359	8.62	-8.62	-2.99	<.01	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

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

PAGE: 635
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	20	45	65	.3243	21.08	-1.08	-0.29	0.387	
ETH	BLACK	15	50	65	.2673	17.37	-2.37	-0.67	0.253	
ETH	HISPANIC	19	46	65	.2449	15.92	3.08	0.89	0.187	
ETH	ASIAN / PAC ISL	7	58	65	.0964	6.27	0.73	0.31	0.379	
ETH	NATIVE AMERICAN	0	65	65	.0025	0.16	-0.16	-0.40	0.343	N-05%RUL
ETH	ETH UNKNOWN	4	61	65	.0269	1.75	2.25	1.73	0.042	
GEN	MALE	24	41	65	.3798	24.69	-0.69	-0.18	0.430	
GEN	FEMALE	41	24	65	.5812	37.78	3.22	0.81	0.209	
GEN	GENDER UNKNOWN	0	65	65	.0011	0.07	-0.07	-0.27	0.395	N-05%RUL

Appendix - 5

NYC Department of Information Technology and
Telecommunications
Workforce Compared with Internal and External Pools
4th Quarter of Fiscal Year 2017

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 625
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 001 ADMINISTRATORS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	2	1	3	.5092	1.53	0.47	0.55	0.293	N - N<=8
ETH	BLACK	1	2	3	.1745	0.52	0.48	0.72	0.234	N - N<=8
ETH	HISPANIC	0	3	3	.1543	0.46	-0.46	-0.74	0.230	N - N<=8
ETH	ASIAN / PAC ISL	0	3	3	.1123	0.34	-0.34	-0.62	0.269	N - N<=8
ETH	NATIVE AMERICAN	0	3	3	.0068	0.02	-0.02	-0.14	0.443	N - N<=8
ETH	ETH UNKNOWN	0	3	3	.0247	0.07	-0.07	-0.28	0.391	N - N<=8
GEN	MALE	0	3	3	.5906	1.77	-1.77	-2.08	0.019	N - N<=8
GEN	FEMALE	3	0	3	.3841	1.15	1.85	2.19	0.014	N - N<=8
GEN	GENDER UNKNOWN	0	3	3	.0046	0.01	-0.01	-0.12	0.453	N - N<=8

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 07/06/17
 RUN TIME: 11:37:54
 FY2017 Q4

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

PAGE: 626
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 002 MANAGERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	189	140	329	.5133	168.88	20.12	2.22	0.013	O
ETH	BLACK	33	296	329	.1889	62.15	-29.1	-4.11	<.01	U
ETH	HISPANIC	25	304	329	.1297	42.67	-17.7	-2.90	<.01	U
ETH	ASIAN / PAC ISL	70	259	329	.1017	33.46	36.54	6.67	<.01	O
ETH	NATIVE AMERICAN	0	329	329	.0018	0.59	-0.59	-0.77	0.221	N-05%RUL
ETH	ETH UNKNOWN	12	317	329	.0402	13.23	-1.23	-0.34	0.365	
GEN	MALE	241	88	329	.5345	175.85	65.15	7.20	<.01	O
GEN	FEMALE	87	242	329	.4206	138.38	-51.4	-5.74	<.01	U
GEN	GENDER UNKNOWN	1	328	329	.0197	6.48	-5.48	-2.17	0.015	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

RUN DATE: 07/06/17
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 FY2017 Q4

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

PAGE: 627
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 003 MNGMNT SPECS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	61	65	126	.4094	51.58	9.42	1.71	0.044	
ETH	BLACK	33	93	126	.2958	37.27	-4.27	-0.83	0.202	
ETH	HISPANIC	17	109	126	.1295	16.32	0.68	0.18	0.428	
ETH	ASIAN / PAC ISL	14	112	126	.1301	16.39	-2.39	-0.63	0.263	
ETH	NATIVE AMERICAN	0	126	126	.0022	0.28	-0.28	-0.53	0.299	N-05%RUL
ETH	ETH UNKNOWN	1	125	126	.0207	2.61	-1.61	-1.01	0.157	N-05%RUL
GEN	MALE	61	65	126	.5718	72.05	-11.0	-1.99	0.023	U
GEN	FEMALE	65	61	126	.4032	50.80	14.20	2.58	<.01	O
GEN	GENDER UNKNOWN	0	126	126	.0126	1.59	-1.59	-1.27	0.102	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

PAGE: 628
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 004 SCIENCE PROFNS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	205	361	566	.4568	258.55	-53.5	-4.52	<.01	U
ETH	BLACK	114	452	566	.1762	99.73	14.27	1.57	0.058	
ETH	HISPANIC	72	494	566	.1023	57.90	14.10	1.96	0.025	
ETH	ASIAN / PAC ISL	162	404	566	.2258	127.80	34.20	3.44	<.01	O
ETH	NATIVE AMERICAN	1	565	566	.0024	1.36	-0.36	-0.31	0.379	N-05%RUL
ETH	ETH UNKNOWN	12	554	566	.0315	17.83	-5.83	-1.40	0.080	N-05%RUL
GEN	MALE	437	129	566	.6586	372.77	64.23	5.69	<.01	O
GEN	FEMALE	129	437	566	.3131	177.21	-48.2	-4.37	<.01	U
GEN	GENDER UNKNOWN	0	566	566	.0201	11.38	-11.4	-3.41	<.01	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

PAGE: 629
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 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 008 LAWYERS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	4	5	9	.5889	5.30	-1.30	-0.88	0.189	U-80%RUL
ETH	BLACK	1	8	9	.1310	1.18	-0.18	-0.18	0.430	
ETH	HISPANIC	0	9	9	.1020	0.92	-0.92	-1.01	0.156	U-80%RUL
ETH	ASIAN / PAC ISL	2	7	9	.0721	0.65	1.35	1.74	0.041	
ETH	NATIVE AMERICAN	0	9	9	.0011	0.01	-0.01	-0.10	0.460	N-05%RUL
ETH	ETH UNKNOWN	2	7	9	.0200	0.18	1.82	4.33	<.01	O
GEN	MALE	4	5	9	.4396	3.96	0.04	0.03	0.488	
GEN	FEMALE	5	4	9	.4738	4.26	0.74	0.49	0.312	
GEN	GENDER UNKNOWN	0	9	9	.0010	0.01	-0.01	-0.09	0.462	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

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 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 009 PUBLIC REL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	10	8	18	.5650	10.17	-0.17	-0.08	0.468	
ETH	BLACK	3	15	18	.1549	2.79	0.21	0.14	0.445	
ETH	HISPANIC	2	16	18	.1170	2.11	-0.11	-0.08	0.469	
ETH	ASIAN / PAC ISL	2	16	18	.0851	1.53	0.47	0.40	0.346	
ETH	NATIVE AMERICAN	0	18	18	.0012	0.02	-0.02	-0.15	0.442	N-05%RUL
ETH	ETH UNKNOWN	1	17	18	.0322	0.58	0.42	0.56	0.287	
GEN	MALE	11	7	18	.5803	10.45	0.55	0.26	0.396	
GEN	FEMALE	7	11	18	.3401	6.12	0.88	0.44	0.331	
GEN	GENDER UNKNOWN	0	18	18	.0220	0.40	-0.40	-0.64	0.262	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

PAGE: 631
 PROGRAM: EBPPP961
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AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 010 TECHNICIANS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	14	33	47	.3514	16.52	-2.52	-0.77	0.221	
ETH	BLACK	14	33	47	.3293	15.48	-1.48	-0.46	0.323	
ETH	HISPANIC	10	37	47	.1923	9.04	0.96	0.36	0.361	
ETH	ASIAN / PAC ISL	9	38	47	.1005	4.72	4.28	2.07	0.019	O
ETH	NATIVE AMERICAN	0	47	47	.0027	0.13	-0.13	-0.36	0.361	N-05%RUL
ETH	ETH UNKNOWN	0	47	47	.0182	0.86	-0.86	-0.93	0.175	N-05%RUL
GEN	MALE	39	8	47	.6181	29.05	9.95	2.99	<.01	O
GEN	FEMALE	8	39	47	.3662	17.21	-9.21	-2.79	<.01	U
GEN	GENDER UNKNOWN	0	47	47	.0098	0.46	-0.46	-0.68	0.248	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

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AGENCY: 858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 JOB GROUP: 012 CLERICAL SUPS

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	12	58	70	.2238	15.67	-3.67	-1.05	0.147	U-80%RUL
ETH	BLACK	37	33	70	.5619	39.33	-2.33	-0.56	0.287	
ETH	HISPANIC	14	56	70	.1348	9.44	4.56	1.60	0.055	
ETH	ASIAN / PAC ISL	6	64	70	.0511	3.58	2.42	1.32	0.094	
ETH	NATIVE AMERICAN	0	70	70	.0038	0.27	-0.27	-0.52	0.303	N-05%RUL
ETH	ETH UNKNOWN	1	69	70	.0245	1.71	-0.72	-0.55	0.290	N-05%RUL
GEN	MALE	17	53	70	.2093	14.65	2.35	0.69	0.245	
GEN	FEMALE	53	17	70	.7769	54.38	-1.38	-0.40	0.346	
GEN	GENDER UNKNOWN	0	70	70	.0138	0.97	-0.97	-0.99	0.161	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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 FY2017 Q4

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

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 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 013 CLERICAL

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	36	204	240	.1867	44.81	-8.81	-1.46	0.072	
ETH	BLACK	148	92	240	.5347	128.33	19.67	2.55	<.01	O
ETH	HISPANIC	40	200	240	.1509	36.22	3.78	0.68	0.248	
ETH	ASIAN / PAC ISL	9	231	240	.0716	17.18	-8.18	-2.05	0.020	N-05%RUL
ETH	NATIVE AMERICAN	2	238	240	.0039	0.94	1.06	1.10	0.135	
ETH	ETH UNKNOWN	5	235	240	.0478	11.47	-6.47	-1.96	0.025	N-05%RUL
GEN	MALE	56	184	240	.2820	67.68	-11.7	-1.68	0.047	
GEN	FEMALE	184	56	240	.6776	162.62	21.38	2.95	<.01	O
GEN	GENDER UNKNOWN	0	240	240	.0359	8.62	-8.62	-2.99	<.01	N-05%RUL

FINAL DETERMINATION AUGUST 4, 2017

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

PAGE: 634
 PROGRAM: EBPPP961
 EXTRACT DATE: 06/30/17

AGENCY:
 JOB GROUP:

858 DEPARTMENT OF INFORMATION TECHNOLOGY AND
 031 PARA PROFESSION

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

USING BINOMIAL TEST

EEO VAR	EEO VAL	FOCAL GROUP	OTHER THAN FOCAL GROUP	TOTAL	AVAIL %	EXPECTED #	DIFFERENCE	Z-SCORE	PROBABILITY	IMBAL
ETH	WHITE	24	66	90	.3243	29.19	-5.19	-1.17	0.121	
ETH	BLACK	22	68	90	.2673	24.06	-2.06	-0.49	0.312	
ETH	HISPANIC	22	68	90	.2449	22.04	-0.04	-0.01	0.496	
ETH	ASIAN / PAC ISL	10	80	90	.0964	8.68	1.32	0.47	0.318	
ETH	NATIVE AMERICAN	0	90	90	.0025	0.23	-0.23	-0.47	0.317	N-05%RUL
ETH	ETH UNKNOWN	12	78	90	.0269	2.42	9.58	6.24	<.01	O
GEN	MALE	32	58	90	.3798	34.18	-2.18	-0.47	0.318	
GEN	FEMALE	58	32	90	.5812	52.31	5.69	1.22	0.112	
GEN	GENDER UNKNOWN	0	90	90	.0011	0.10	-0.10	-0.31	0.376	N-05%RUL

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2017/212-858: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 through December 31, 2016.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPD Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Information Technology and Telecommunications' (DOITT) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 21, 2017, setting forth findings and the following required corrective actions:

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 agency may otherwise use discretion in hiring.
2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.
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, 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.
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.
6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the agency did not submit a response to the EEPIC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPIC issued a Final Determination on August 7, 2017 which indicated that corrective actions nos. 1 through 6 require compliance monitoring; and

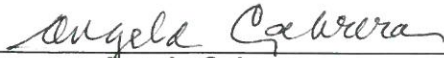
Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPIC is required to monitor the agency for a period not to exceed six months, from September 2017 through February 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPIC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Anne Roest, Commissioner of the Department of Information Technology and Telecommunications.

Approved unanimously on August 17, 2018.



Angela Cabrera
Commissioner



Malini Cadambi Daniel
Commissioner



Arva Rice
Commissioner



Elaine S. Reiss, Esq.
Commissioner



**Information
Technology &
Telecommunications**

September 6, 2017

Charise L. Terry, PHR
Executive Director
Equal Employment Practices Commission
253 Broadway
Suite 602
New York NY 10007

Re: Audit Resolution #2017/212-858: Final Determination Pursuant to the Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

Dear Director Terry:

The Department of Information Technology and Telecommunications (DoITT) thanks you for the opportunity to respond to the Equal Employment Practices Commission's Final Determination dated August 7, 2017. We are pleased that the EEPC staff found a very high level of compliance at DoITT with the City's Equal Employment Opportunity Practices during the audit period. This reflects on the strength of DoITT's commitment to the principles of diversity and equal employment opportunity.

DoITT largely agrees with the recommendations in the report. Following are our detailed responses to each of the EEPC staff findings and corrective action recommendations:

1. Standard: Issuance, Distribution and Posting of Corrective Action

Finding: None

Action Noted: EEO Policy statement should be updated to include 'caregiver status' and 'consumer credit history' for consistency with EEO policy.

DoITT Response: This item is resolved. The DoITT EEO policy statement has been updated accordingly.

3. Employment Practices:

Finding: The agency did not demonstrate that it conducted further assessment to determine why, despite its efforts to recruit from a larger and more diverse pool of applicants, it continues to experience underutilization in certain job groups.



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Corrective Action #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 agency may otherwise use discretion in hiring.

DoITT Response: DoITT executive management is committed to a robust and comprehensive program to undertake all appropriate actions to address underutilization. Toward that end, we are establishing the Diversity Recruitment Council (DRC) to review staffing and hiring metrics regularly. The DRC membership will include the First Deputy Commissioner, the Diversity & EEO Professional, and the HR Professional. The council will review the data from the Citywide Equal Employment Database System (CEEDS) and work with the lines of business that have underrepresented areas to expand recruitment activities. This will bring the broader management team into a periodic, focused review of DoITT's detailed statistical information about total employment, new hires, and promotions by race/ethnicity and gender.

Finding: The agency did not indicate that EEO complaints were reviewed on an annual basis, or what barriers were identified during the aforementioned meetings and what, if any, corrective actions are required to correct deficiencies.

Corrective Action #2: Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO or another resource for guidance, with respect to review of EEO complaints.

DoITT Response: The DRC, in consultation with the General Counsel of DoITT, will also conduct an annual review of all EEO complaints to identify trends from the monthly meetings re: barriers and the corrective actions that are required to correct deficiencies.

Finding: The agency did not demonstrate that it assessed the manner in which candidates were selected for employment to determine whether there was any adverse impact upon any particular racial, ethnic, disability or gender group.

Corrective Action #3: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic,



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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.

DoITT Response: DoITT respectfully disagrees with this finding and, in fact, the corrective actions you recommend are already in place and followed by hiring managers and EEO. Each and every new hire at DoITT must be approved by the EEO office prior to moving forward in the final processing of the candidate. For any hire to be approved by EEO, the office reviews an applicant log, resumes of interviewed candidates, and a candidate selection criteria developed for interviews. Below we have provided additional detail behind each of these documents.

- a. Applicant Log reviews: The Mandatory Applicant Log is a DoITT HR requirement for every vacancy filled through an interview process. It captures the following data elements: ethnicity, gender, disability, and veteran's status. It also captures information about recruitment sources used to attract candidates. After hiring managers have identified their preferred candidates, they submit an applicant log to the Office of Diversity & EEO, along with a copy of the job posting and resumes of interviewed candidates. Hiring Managers must submit hiring criteria with the applicant log for review.

A two tiered review of the applicant log is conducted by the EEO Diversity and Inclusion Coordinator, and the Principal Diversity and EEO Professional. Only after approval by both parties does the hiring process move forward.

The Mandatory Applicant Log's structure itself prompts awareness by each individual manager about their selections on a hire-by-hire basis. In addition, the Mandatory Applicant Log provides the DoITT Human Resources division with that detailed information both at the individual hire level and across the agency.

- b. Selection criteria reviews: Most of the positions in DoITT are technical. They are developed from the knowledge, skills, and abilities identified in the job analysis and stated in the job description. Therefore, the selection criteria are skill based. Management continuously assesses the selection criteria for each position. If selection criteria are found to be unclear, the situations are addressed individually.

To the extent that an adverse impact is discovered, DoITT is comfortable that we determine whether the selection criteria being utilized are job-related. We discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.



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Finding: The agency did not demonstrate that for job titles with underrepresentation it contacted organizations serving the underrepresented protected groups, participated in career fairs, or that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – Work Force Compared with Internal and External Pools (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the Managers job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the Managers job groups, and Females in the Science Professionals and Technicians. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the Managers job groups, and Females in the Science Professionals and Technicians job group, which may include discretionary titles. (Appendices 3-5) Corrective Action Required.

Corrective Action #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.

DoITT Response: Thank you for acknowledging DoITT’s commitment and track record in the results of extensive recruitment efforts at conferences, events, diversity career fairs and minority associations. We agree that DoITT should keep searching for new and extended methods of recruitment to achieve our target distribution. Please see our response to item (2) above re: the regular meetings of the DRC that is being established to review and highlight DoITT’s progress to remediate underutilization.

Finding: For civil service (list) titles with underrepresentation, the agency did not demonstrate that it was using internships to attract interested persons or develop and hire interested and qualified candidates. The 1st quarter FY 2015, CEEDs Report – Work Force Compared with Internal and External Pools (the beginning of the audit period) indicated underutilization of Blacks, Hispanics, and Females in the Managers job group. The same CEEDs Report 2nd quarter FY 2017 (the end of the audit period) indicated underutilization of Blacks and Females (with elimination of underutilization in Hispanics) in the Managers job groups, and Females in the Science Professionals and Technicians. Further, the 4th quarter FY 2017 (the most recent data available) indicated underutilization of Blacks, Hispanics, and Females in the Managers job groups, and Females in the Science Professionals and Technicians job group, which may include discretionary titles, which may include civil service (list) titles. (Appendices 3-5).



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Corrective Action #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.

DoITT Response: DoITT has had internship programs in the past that exposed a diverse pool of talent to the DoITT business and the civil service environment.

DoITT acknowledges that internships are one way in which we can diversify our candidate pool. As such, DoITT has entered an agreement with CUNY and established an IT Fellowship Intern Program. This program is designed to create a pipeline of recent CUNY graduates, who are reflective of the City's diversity, for technical civil service jobs. This program allows graduates to serve as fellows up to four years post-graduation, to give them sufficient time in the workforce to gain the minimum required experience necessary to qualify to take entry-level technical civil service exams, as well as enough time for DCAS to administer the exams and their resulting list.

DCAS has consulted with DoITT and other IT organizations within the City of New York to develop more skill-based civil service examination requirements.

6. Responsibility for EEO Plan Implementation – EEO Professionals

Finding: Outcomes or decisions made during the aforementioned meetings that impacted the administration, operation and continuity of the EEO program were not documented. Corrective Action Required.

Corrective Action #6: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

DoITT Response: This item is resolved. A process has been put in place to maintain appropriate documentation of communications and meetings between the agency head and the principal EEO professional regarding decisions that impact the administration and operation of the EEO program.



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Sincerely,

A handwritten signature in blue ink that reads "Anne Roest".

Anne Roest
Commissioner

Cc: Evan Hines
Michael Pastor
Ayana Brooks
Denise Raymond
Shaquiea Sykes

From:

[REDACTED]

[REDACTED]
Equal Employment Practices Commission Audit

Date:

Monday, December 18, 2017 3:45:23 PM

All:

NYC Department of Information Technology and Telecommunications (DoITT) has recently undergone a routine scheduled audit by the Equal Employment Practices Commission (EEPC). The purpose of this audit and analysis was to evaluate the fairness and effectiveness of the agency's Employment Practices and Procedures.

The audit covered the period of July 1, 2014 through December 31, 2016.

The Commission's methodology included collection and analysis of documents, records and data the agency provided, as well as responses to the EEPC Interview Questionnaires for EEO professionals and others involved in EEO program administration; review of the agency's Annual EEO Plans and Quarterly EEO Reports and analysis of workforce and utilization data from the Citywide Equal Employment Database System (CEEDS).

As a result of the audit, DoITT was required to implement corrective actions within six months. I am pleased to report that we are now in full compliance with the following recommended corrective actions.

Improving recruitment and utilization efforts

DoITT executive management is committed to a robust and comprehensive program to undertake all appropriate actions to address underutilization. Toward that end, we are establishing the Diversity Recruitment Council (DRC) to review staffing and hiring metrics regularly. The DRC membership will include the First Deputy Commissioner, the Diversity & EEO Professional, and the HR Professional. The council will review the data from the Citywide Equal Employment Database System (CEEDS) and work with the lines of business that have underrepresented areas to expand recruitment activities. This will bring the broader management team into a periodic, focused review of DoITT's detailed statistical information about total employment, new hires, and promotions by race/ethnicity and gender.

Addresses corrective actions: Assess recruitment efforts to determine whether such efforts adversely impact any particular group; ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g., underutilization or adverse impact).

Increasing underrepresented groups in civil service (list) titles

DoITT has had internship programs in the past that showed good success in exposing a diverse pool of talent to the DoITT business and the civil service environment.

To further improve on outcomes and create opportunities for career pathing, DoITT has entered into

an agreement with CUNY and established an IT Fellowship Program. This program is designed to create a pipeline of recent CUNY graduates, who are reflective of the City's diversity, for technical civil service jobs. We have established this program to allow graduates to serve as fellows up to four years post-graduation to give them sufficient time in the workforce to gain the minimum required experience necessary to qualify to take entry-level technical civil service exams, as well as enough time for DCAS to administer the exams and their resulting list.

Addresses corrective actions: 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.

As Commissioner of DoITT, I would like to affirm my commitment to the principles of equal opportunity, equity, and diversity in employment and customer service. DoITT is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" -- which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history. This is applicable to both the employment practices and administration of programs and activities within DoITT. It is the policy that no person shall be excluded from the participation in, be denied the benefits of, or in any way be subject to discrimination in any program or activity of DoITT. Managers and supervisors are required to make all employment decisions in accordance with the EEO Policy and to ensure compliance with this policy in their respective areas of responsibility.

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**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2017/216-858-C32: Determination of Compliance (Monitoring Period Required) by the Department of Information Technology and Telecommunications with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Information Technology and Telecommunications' (DoITT) Employment Practices and Procedures, the Equal Employment Practices Commission (EEOC) issued a Preliminary Determination letter, dated July 21, 2017, setting forth findings and the following required corrective actions:

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 agency may otherwise use discretion in hiring.
2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.
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, 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.
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.
6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the DoITT did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on August 7, 2017, which indicated that corrective actions 1 - 6 required compliance monitoring; and

Whereas, the DoITT submitted its response to the EEPC's final determination letter, on September 6, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from September 2017 to December 2017 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DoITT submitted a copy of the agency head's memorandum to staff dated December 18, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

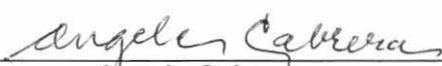
Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

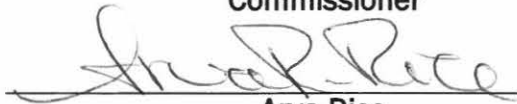
Be It Resolved, that the DoITT has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Determination of Compliance to Commissioner Anne Roest of the Department of Information Technology and Telecommunications.

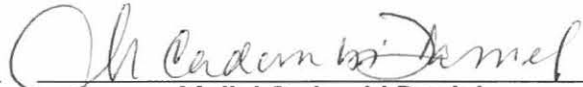
Approved unanimously on December 21, 2017.



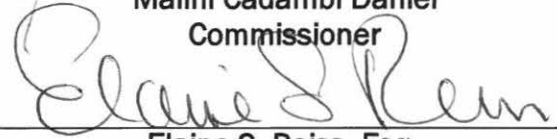
**Angela Cabrera
Commissioner**



**Arva Rice
Commissioner**



**Malini Cadambi Daniel
Commissioner**



**Elaine S. Reiss, Esq.
Commissioner**



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

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212. 615. 8931 fax

BY MAIL AND EMAIL

December 21, 2017

Anne Roest
Commissioner
NYC Department of Information Technology and Telecommunications
255 Greenwich, 9th Floor
New York, NY 10007

Re: Resolution #2017/216- 858-C32: Determination of Agency Compliance

Dear Commissioner Roest:

On behalf of the members of the Equal Employment Practices Commission (EEPC or Commission), I want to inform you that the Commission has issued the attached Determination of Compliance to the Department of Information Technology and Telecommunications. This Commission has determined that the Department of Information Technology and Telecommunications has implemented the required corrective actions deemed necessary by this Commission for ensuring a fair and effective affirmative employment program of equal opportunity as required by the equal employment opportunity standards of this Commission and Chapters 35 and 36 of the New York City Charter.

On behalf of this Commission, I want to thank you and Principal EEO Professional Shaquiea Sykes for the cooperation extended to the EEPC during the compliance-monitoring period.

Sincerely,

A handwritten signature in black ink that reads "Elaine S. Reiss". The signature is written in a cursive style.

Elaine S. Reiss, Esq.
Commissioner

c: Principal EEO Professional, Shaquiea Sykes, DoITT

EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION

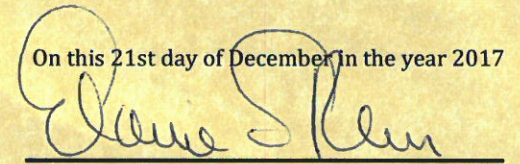
This
Determination of Compliance

is issued to the

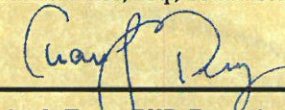
Department of Information Technology & Telecommunications

for successfully implementing 6 of 6 required corrective actions pursuant to the Equal Employment Practices Commission's
Employment Practice and Procedures Audit From July 1, 2014 to this date.

On this 21st day of December in the year 2017



Elaine S. Reiss, Esq., Commissioner



Charise L. Terry, PHR, Executive Director

In care of Commissioner Anne Roest and
Principal EEO Professional Shaquiea Sykes