

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input checked="" type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022	
Prepared by:			
Belinda French	Diversity & EEO Officer	bfrench@dcas.nyc.gov	212-386-0297
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>August 15, 2022</u>			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. For Q2, Q3 and Q4 use previous quarter’s submission to update, retaining all information for the prior quarters]

1. Please save this file as ‘**XXXX Quarter X FY 2022 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. [NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.]
4. Please save the Excel file as ‘**XXXX Quarter X FY 2022 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? Yes, On (Date): _____ No
 By e-mail
 Posted on agency intranet
 Other _____

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

* Please describe D&EEO Awards and/or Appreciation Events below:

Asian American and Pacific Islander Heritage Month - May 2022

In recognition of Asian American and Pacific Islander Heritage Month and this year's national theme of *Advancing Leaders Through Collaboration*, DCAS hosted events throughout the month to encourage engagement including a virtual event entitled Agents of Change where we explored issues affecting the AAPI community, increased awareness on social inequality, and provided helpful resources and information through a series of emailed messages. We also facilitated a discussion featuring City Council Member Shahana Hanif, the

first South Asian and Muslim woman elected to the City Council and hosted a virtual event with a local cooking instructor who walked us through the history of dumplings and where you can find these delicious delights around the city. Lastly, the Office of Labor Relations facilitated a Solidarity Workshop aimed at fostering a sense of community through dialogue about the uptick in violence against the AAPI community and other issues affecting these groups.

Caribbean Heritage Month – June 2022

In recognition of Caribbean Heritage Month, DCAS shared information on Caribbean restaurants in New York City, facts about the Caribbean Islands, and messages from our DCAS colleagues who identify as Caribbean-American on what growing up with Caribbean heritage means to them. We also hosted a pop-up Caribbean carnival in our 1 Centre Street plaza and a virtual presentation on the history of Caribbean carnivals.

Pride Month – June 2022

In recognition of Pride Month, DCAS partnered with WorkWell NYC to host a Zoom workshop titled: *Creating Safer Spaces: Exploring SOGIE-Sexual Orientation Gender Identity Expression*. Through this workshop, we sought to increase our level of cultural competency around working with LGBTQ+ colleagues and learn how to create a more inclusive work environment.

WORKFORCE REVIEW AND ANALYSIS

1. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2021): 2,233 Q2 (12/31/2021): 2,143 Q3 (3/31/2022): 2,099 Q4 (6/30/2022): 2,056

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

Yes , On (Date): _____ Yes , again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency’s intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

(Updating self-ID information is a mandatory field in NYCAPS/ESS when we hire employees and it is also the initial default message when employees log into ESS.)

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

Yes , On (Dates):

Q1 Review Date: 12/6/21 Q2 Review Date: 1/27/22 Q3 Review date: 4/11/22 Q4 Review date: 5/18/22

The review was conducted with:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input checked="" type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>Deputy Commissioners</u> |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

III. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Through its Race Equity Initiative (REI), DCAS created an equity dashboard that contains indicators for diversity, equity, and inclusion such as employee demographics by race, gender, age, and job group, representation in leadership, underutilization, training completion rates, and number of EEO complaints, among other categories. On a quarterly basis, equity dashboards will be shared with leadership and meetings will be scheduled to discuss the content. Agency leadership will be asked to create goals for addressing underutilization and/or underrepresentation in the job groups where they have the opportunity to do so – either through discretionary hiring/diverse recruitment strategies or career development/advancement of existing employees.</p>	<p>The equity dashboard serves as a springboard for data-driven discussions regarding diversity and equity within each line of service. Leadership discussions took place during the first two weeks of May 2022. Topics covered included:</p> <ul style="list-style-type: none"> • Job Groups / Civil Service Titles utilized within the LOS • Representation (by gender and race) • Underutilization (by job group) • EEO Complaints (filed within the LOS during the last four years: FY2018 - FY2022) • Training Completions (required EEO, Diversity & Inclusion training) • Next Steps - Discussion on the LOS' Priority Hiring Needs and Succession Planning 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
The EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, we will alert HR and the hiring manager of the title and ask that the job be promoted in diverse recruitment resources. Since last quarter,					

one of our previously underutilized job groups – Transportation (underutilized in women) has dropped off the list. This is due to a decrease in the overall number of employees in that specific job group.

Below are the current job groups where underutilization still exists:

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
CRAFT	-25	-56		
OPERATORS	-4			
PARA PROFESSIONAL OCCUPATIONS	-19			
SCIENCE PROFESSIONALS	-14			
Grand Total	-62	-56	0	0

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none">• Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The “EEO In Your Borough” program was launched in 2019 to provide field staff an overview of their rights and responsibilities under the EEO Policy, their right to request reasonable accommodations, if needed; the importance of reporting EEO-related matters and seeking assistance, and that the EEO Policy protects	Due to competing priorities, the “EEO In Your Borough” program has been postponed until FY23.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>them from retaliation and harassment. Although originally slated to be an annual engagement, the program was suspended in FY21 due to the pandemic. It is our goal in FY22 to relaunch and enhance the program by holding our “meet and greet” sessions virtually and in-person, as well as ensure that our field supervisors are equipped with information and resources to effectively carry out their responsibilities within the City’s EEO Policy.</p>					
<p>In order to expand our outreach and create sustainability for the REI program, the “REI Champions” program will be open to all DCAS employees that have an interest and personal commitment to achieving an equitable work environment. As an REI Champion, an employee will receive "train-the-trainer" courses in unconscious bias, structured interviewing, and bystander intervention and will assist in the facilitation of these courses along with the REI taskforce, HR and EEO. REI Champions will also have quarterly roundtable discussions with the REI taskforce on topics from our learning series and have a chance to contribute to the programming of REI events for DCAS employees.</p>	<p>DCAS held an information session for the REI Champions program on 2/18/22 and invited employees that regularly attend REI events.</p> <p>Twenty (20) employees were selected for the program and a kick-off meeting was held on April 20, 2022. Of these employees, 8 volunteered to contribute to REI’s monthly learning series and 12 volunteered to become trainers.</p> <p>From May 23, 2022 to June 27, 2022, REI Champions participated in a “Creating and Delivering Powerful Presentations: course, as well as Train-the-Trainer courses in Unconscious Bias, Bystander training, and Structured Interviewing.</p> <p>The launch of agency training through the REI Champions program is expected to take place in Q1 of FY23.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					

- April 13, 2022 & June 29, 2022 – Attended “Building an Age Inclusive Environment” event, hosted by DFTA and DCAS
- April 27, 2022 & June 29, 2022 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations
- April 29, 2022 & June 28, 2022 – Attended CEI’s Best Practices Meeting

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>To provide services in an inclusive and equitable manner, the agency will utilize the functions of its Office of Citywide Recruitment (OCR) to conduct outreach and promote civil service jobs to diverse communities across the City; ensure that people with disabilities have an equal opportunity to enjoy all of the agency’s programs, services, and activities; and engage in the procurement from and promotion of minority and women-owned business for City government contracting and sub-contracting opportunities.</p>		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

DCAS Race Equity Initiative (REI) Learning Series - a monthly learning series that contains literature on how to address racial bias, equity, and related issues in personal and professional settings.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>In FY22, DCAS staff will continue to participate in OCR’s “Citytalk” panel discussions and recruitment volunteer program which allows DCAS staff to represent the agency at career fairs and other recruitment related events that cater to diverse populations such as youth, people with disabilities, veterans, and other ethnic demographics. We will also continue to share open opportunities in OCR’s monthly newsletter that is sent to career services professionals at community-based organizations and educational institutions, as well as to diverse job seekers.</p>	<p>DCAS actively places available, discretionary positions in OCR’s newsletter to conduct outreach to diverse communities across the City. Postings for Q3 included the following positions:</p> <ul style="list-style-type: none"> • Community Coordinator • Director of Public Relations • Architect • Special Examiner • Chauffeur Attendant • Director, Strategic Planning • Senior Advisor, Real Estate Services 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	25	(1) Black; (6) Hispanic; (8) Asian/Pacific Islander; (1) Native American; (6) White; (3) Two or more Races	M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	12	(2) Black; (1) Hispanic; (1) Asian/Pacific Islander; (1) Native American; (5) White; (2) Unknown	M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2021): 8 Q2 (12/31/2021): 8 Q3 (3/31/2022): 10 Q4 (6/30/2022): 8

During the 1st Quarter, a total of 0 [number] new applications for the program were received.
During the 1st Quarter 1 participants left the program due to [state reasons] resignation .

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.
During the 2nd Quarter 0 participants left the program due to [state reasons] .

During the 3rd Quarter, a total of 3 [number] new applications for the program were received.
During the 3rd Quarter 0 participants left the program due to [state reasons] .

During the 4th Quarter, a total of 0 [number] new applications for the program were received.
During the 4th Quarter 2 participants left the program due to [state reasons] resignation and deceased .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
2. Served as an information resource for the agency on the 55-a program application process.

3. Ensured that the 55-a program is included in the agency’s recruitment strategies by including DCAS’s job opportunities in diversity career fairs and the NYC ATWORK program.
4. Maintained an updated record of the agency’s 55-a Program participants.

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	DCAS Employee Relations unit also sends agency-wide notices for internal vacancies.
Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	DCAS has a Structured Interviewing guide for hiring managers to use in the creation of job descriptions and interview questions; review and selection of applicants for interview; and how to conduct interviews and complete candidate evaluations sheets. This guide is posted on our DCAS Connect site or can be obtained from the HR or EEO Office upon request.
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO and HR offices play an active role in the review of interview questions prior to interviews being conducted and keeps track of interview panels. The EEO Office also periodically reviews the demographics of applicant pools and selected candidates; and advises hiring managers to use diverse recruitment methods.

Analyzing the impact of layoffs or terminations on racial, gender and age groups	N/A for this quarter				
Other:					
During this Quarter the Agency activities included: <i>This information was obtained from CEEDS data, report 343.</i>		Q1 # _Unknown_	Q2 # _Unknown_	Q3 #_ Unknown	Q4 # _Unknown_
	# of Vacancies	# _Unknown_	# _Unknown_	#_ Unknown	# _Unknown_
	# of New Hires	# _81_	# _45_	# _59_	# _72_
	#of New Promotions	# _18_	# _53_	# _29_	# _39_

VII. TRAINING

Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

VIII. REASONABLE ACCOMMODATION

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: https://mspwwa-dcslnx01.csc.nycnet/Login.aspx

E. LOCAL LAW 101: CLIMATE SURVEY

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

<i>Describe any follow-up measures taken to address the results of the 2018 Climate Survey:</i> <hr/>
<i>Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):</i> <i>The 2020 Workplace Climate Survey was distributed to DCAS employees from November 5, 2020 until January 15, 2021 and DCAS provided the survey results on June 14, 2022. Upon review, the EEO Office noticed that our survey response rate is higher (30.7%) compared to the response rate in 2018 (26.4%). The majority of employees appeared to be familiar with the EEO Policy and its</i>

procedures and who the EEO Officer is at the agency. An interesting response is that half of the respondents (52.9%) reported learning about the EEO complaint process through training provided by the agency, followed by reading City/DCAS publications about EEO and through the onboarding process. In addition, a high percentage of respondents that have supervisory responsibilities (54% or higher) affirmed their awareness of how to report EEO violations and request a reasonable accommodation.

While 85% or higher of the respondents reported not personally experiencing discrimination in any of the protected classes, some reported experiencing discrimination in the following: Age (11.7%); Gender/Sexual Harassment (8.3%); Color (9.2%); National Origin/Ethnicity (10.5%); Pay/Salary History (12.6%); and Race (13.7%). An interesting observation is that respondents reporting that they experienced discrimination related to age, color, race, and national origin increase from 2018, while discrimination related to gender/sexual harassment has slightly decreased since that time. The percentage of respondents that experienced discrimination in these categories is similar, if not identical, to the percentage of respondents that reported witnessing these types of discrimination in the agency. However, the majority of respondents (75%) reported that when they personally experienced discrimination, they either mentioned it to a co-worker, or did not report it all, rather than report it to the EEO Office.

While about 70% or higher of the respondents reported that their rights are protected and discrimination is taken seriously and investigated, the percentage dips to 63% on those who agree that an adequate response is provided to those who submit claims of discrimination. The majority of respondents reported that they would like to see resources for open dialogue about race relations or systemic racism, transparency about the EEO complaint process, and mandatory diversity, equity, and inclusion training for supervisors and managers within the agency, as well as workshops on preventing systemic racism, civility and etiquette in the workplace, and microaggressions.

This information will be used to inform the development of the agency's FY23 Diversity & EEO Plan, specifically in the areas of training and transparency about the EEO complaint process, which will hopefully encourage more employees to report allegations of discrimination, whether they personally experience the discrimination themselves or witness discrimination occur to someone else. The EEO Office will also create measures to become more aware of agency culture surrounding age, gender, color, race, national origin, and pay/salary history, as those were the main categories that respondents either experienced or witnessed discrimination within the agency.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.

 - Attach the audit recommendations by NYC EEPC or the other auditing agency.
 - The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.

- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

APPENDIX: [DCAS] EEO PERSONNEL DETAILS
EEO PERSONNEL FOR __4__ QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.			2.			3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:
Employee's Name & Title							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:
For New EEO Professionals:							
Name & Title	4.			5.			6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title							
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):

Name & EEO Role	1. Belinda French	2. Milangely Lopez	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

DIVERSITY AND EEO STAFFING IN [DCAS] AS OF 4 QUARTER FY 2022 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Diversity & EEO Officer / Disability Rights Coordinator/Disability Services Facilitator/ADA Coordinator</u>	Belinda French	Deputy Assistant Commissioner	100%	bfrench@dcas.nyc.gov	<u>212-386-0297</u>
HR Director / Career Counselor / 55-a Coordinator	Vacant				
EEO Investigator	Milangely Lopez	Staff Analyst	100%	millopez@dcas.nyc.gov	212-386-0261
EEO Administrative Assistant / Training Liaison	Ashley Miller	Community Associate	100%	axmiller@dcas.nyc.gov	212-386-6399



FY 2022 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: Department of Citywide Administrative Services 4th Quarter FY 2022

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter X FY 2022 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Belinda French, Diversity & EEO Officer

DATE SUBMITTED: 8/15/2022 E-MAIL: bfrench@dcas.nyc.gov TEL #: 212-386-0297

1st Quarter (July-September) DUE October 29, 2021; 2nd Quarter DUE January 31, 2022;
3rd Quarter (January-March) DUE April 29, 2022; 4th Quarter (April-June) DUE July 29, 2022.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	481	216	2984	2045	5726

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	375	54	2937	1831	5197
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * * Offered beginning in Q2	0	0	896	469	1365
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0		896	469	1365
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0				0
2. EEO Awareness ** ** Offered only in Q1 and Q2	35	12	0	0	47
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	35	12	0	0	47
Administered by Agency [Enter data from internal training in this row]			0	0	0
3. D&I "Everybody Matters" ** ** Offered only in Q1 and Q2	34	11	0	0	45
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	34	11	0	0	45
Administered by Agency [Enter data from internal training in this row]			0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
4. Sexual Harassment Prevention	274	18	982	694	1968
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	274	18	982	694	1968
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
5. IgbTq: The Power of Inclusion	32	13	1059	648	1752
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	32	13	1059	648	1752
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
6. Disability Awareness & Etiquette	0	0	0	20	20
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0	20	20
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	106	162	47	214	529
7. New Employee Orientation (Only if includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	80	76	33	81	270
8. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training				
TOTAL PARTICIPANTS TRAINED				13	13
9. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED				10	10
10. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	26	86	14	72	198
11. Other Diversity/EEO Related	Specify topic >	Reasonable Accommodation Procedural Guidelines			
TOTAL PARTICIPANTS TRAINED				2	2
12. Other Diversity/EEO Related	Specify topic >	What Would You Do? Bystander Training TTT			
TOTAL PARTICIPANTS TRAINED				10	10
13. Other Diversity/EEO Related	Specify topic >	From Microaggressions to Microaffirmations			
TOTAL PARTICIPANTS TRAINED				26	26
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 84-86 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0

Agency: 868 DCAS
 Summary Period of EEO Complaints: 04/01/2022 - 06/30/2022
 Number, basis and type of resolution

	TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Failure to Reasonably Accommodate						
																												Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offense, Stalking			
INTERNAL	Complaints open at close of the period	23	4	-	-	1	-	-	2	1	1	1	-	1	6	-	1	4	1	-	-	9	5	7	1	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	17	3	-	-	-	-	-	2	1	1	-	1	4	-	-	3	1	-	-	7	4	5	1	-	-	-	-	-	-	-	-		
	Complaints filed during the period	6	1	-	-	1	-	-	-	-	-	1	-	2	-	1	1	-	-	-	-	2	1	2	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	1	1	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	1	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
EXTERNAL	Complaints open at close of the period	10	1	-	-	-	-	-	2	2	3	-	-	2	-	-	2	-	-	-	7	5	2	-	-	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	8	-	-	-	-	-	-	2	2	2	-	-	2	-	-	1	-	-	-	5	4	2	-	-	-	-	-	-	-	-	-	-	
	Complaints filed during the period	2	1	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	2	1	-	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

* The total basis of all complaints may exceed the total number of complaints
 ** Partnership Status Discrimination ** (aka PS) was deactivated on February 24, 2022. Now new category is Marital or Partnership Status (aka MS).

Agency: 868		DCAS			
Summary Period of EEO Reasonable Accommodation:		04/01/2022 - 06/30/2022			
Number, basis and type of resolution					
	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offence or Stalking
Reasonable Accommodations open at close of the period	17	16	1	-	-
Reasonable Accommodations filed during the period	44	36	3	5	-
Reasonable Accommodations resolved during the period	44	34	2	7	1
Granted as Requested	36	26	2	7	1
Modified Accommodation Granted	-	-	-	-	-
Denied	4	4	-	-	-
Withdrawn	-	-	-	-	-
Administratively Closed	4	4	-	-	-
Reasonable Accommodations appealed during the period	-	-	-	-	-

Summary Period of EEO Inquiry:		04/01/2022 - 06/30/2022									
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PR ACTICES/PROGRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	35	1	1	5	17	-	-	4	6	1	-
Inquiries filed during the period	161	2	2	10	106	3	2	17	3	16	-
Inquiries resolved during the period	153	2	2	10	98	3	2	17	3	16	-