

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES</u>			
☐ 1 st Quarter (July -September), due October 29, 2021		☐ 2 nd Quarter (October - December), due January 31, 2022	
☒ 3 rd Quarter (January -March), due April 29, 2022		☐ 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>May 2, 2022</u>			
<u>FOR DCAS USE ONLY:</u>		<u>Date Received:</u>	

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 (Distribution planned for Q4 – May 2022)
☐ 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:

Black History Month - February 2022

In recognition of Black History Month and this year's national theme of health and wellness in the Black community, DCAS highlighted Black American pioneers who have revolutionized the health and wellness of millions of people, held two viewings of the documentary, The Invisible Vegan, which explores the health and wellness benefits of plant-based diets and lifestyle choices within the Black community; and held a lunch and learn with Dr. Julian Watkins from the NYC Department of Health and Mental Hygiene. Dr.

Watkins about the history of disparities in healthcare and what we can do to address those challenges.

Women's History Month - March 2022

In recognition of Women's History Month and this year's national theme, Providing Healing, Promoting Hope, DCAS highlighted inspirational quotes from influential women who have played a pivotal role in our history, collected donations of travel size toiletries to support *The Coalition for the Homeless - First Step Program*, which is an organization dedicated to helping women who were formerly homeless prepare for jobs and job placement; and recognized women in DCAS who have kept our city running throughout difficult times and have supported the success of DCAS.

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

☐ Yes, On (Date): _____ ☐ Yes, again on (Date): _____ ☒ No (Expected for Q4)

☒ 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: _____

The review was conducted with:

☐ Human Resources
☒ Agency Head
☐ General Counsel
☐ Other _____
☐ Not conducted

☒ Human Resources
☐ Agency Head
☐ General Counsel
☐ Other _____
☐ Not conducted

☒ Human Resources
☒ Agency Head
☒ General Counsel
☐ Other _____
☐ Not conducted

☐ Human Resources
☐ Agency Head
☐ General Counsel
☐ Other _____
☐ 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. 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
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,	The dashboard will serve as a springboard for data-driven discussions regarding diversity and equity within each line of service. These discussions	☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred	☐ ☐ ☐ ☒ ☐	☒ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

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.	with leadership have been scheduled for the first two weeks of May 2022 and will highlight opportunities to enhance diversity across job titles/categories and enhance our recruitment, retention and engagement efforts.	☐ Completed	☐	☐	☐																																			
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, two of our previously underutilized job groups – Laborers (underutilized in women) and Technicians (underutilized in Black employees), have dropped off the list. This is due to the hiring of employees in the titles of Job Training Participant (JTP) and Investigator. Below are the current job groups where underutilization still exists: Underutilization of Women and Minorities in DCAS Workforce <table border="1"> <thead> <tr> <th>JobGroup</th> <th>Female</th> <th>Black</th> <th>Hispanic</th> <th>Asian</th> </tr> </thead> <tbody> <tr> <td>CRAFT</td> <td>-26</td> <td>-57</td> <td></td> <td></td> </tr> <tr> <td>OPERATORS</td> <td>-4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARA PROFESSIONAL OCCUPATIONS</td> <td>-19</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SCIENCE PROFESSIONALS</td> <td>-15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TRANSPORTATION</td> <td>-3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grand Total</td> <td>-67</td> <td>-57</td> <td>0</td> <td>0</td> </tr> </tbody> </table>						JobGroup	Female	Black	Hispanic	Asian	CRAFT	-26	-57			OPERATORS	-4				PARA PROFESSIONAL OCCUPATIONS	-19				SCIENCE PROFESSIONALS	-15				TRANSPORTATION	-3				Grand Total	-67	-57	0	0
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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. • 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 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.	Due to the EEO Office’s involvement in processing a large volume of reasonable accommodation requests related to the return to office and vaccination requirements, the EEO In Your Borough program has been postponed until Q4 (June 2022).	☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☐ ☒ ☐ ☐	☐ ☐ ☐ ☒ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
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	DCAS held an information session for the REI Champions program on 2/18/22 and invited employees that regularly attend REI events. Employees have been selected for the program and a training schedule is being coordinated for Q4. A kick-off meeting for the program is scheduled for April 20, 2022.	☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☐ ☒ ☐ ☐	☒ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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.					
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.					
- Facilitated monthly EEO Counselors meetings - February 15, 2022 – Attended ADA Audio Conference Series: The Intersection of Race and Disability - February 23, 2022 – Attended OCEI's Best Practices Meeting - February 24, 2022 – Attended EEOC online discussion on Preventing Retaliation and Securing Racial Justice in the Workplace - March 2, 2022 – Participated in DCAS's supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations - March 9, 2022 – Attended DCAS' Senior Management Forum: Building a Culture of Accountability (Presented by DCAS REI) - March 24, 2022 – Attended "Building an Age Inclusive Environment" event, hosted by DFTA and DCAS - March 25, 2022 – Facilitated a focus group to solicit ideas for the celebration of AAPI Heritage Month - March 28, 2022 – Attended Power Rising: Celebrating Black Women's Leadership in NYC					

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. Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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	focused on inclusion and cultural competency, while reflecting the variety of communities that are served.				
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.		☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
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.

REI Hosts Senior Management Forum on “Building a Culture of Accountability” - provided DCAS’ senior managers with greater insight on accountability in the workplace through a race equity lens. Senior managers learned about the various forms of accountability, tools for maintaining accountability, and the importance of accountability in creating an equitable workplace.

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
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.	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: - Confidential Strategy Planner - Architect	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

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 ___

Additional Comments:

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): 9 Q4 (6/30/2022):

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 [number] new applications for the program were received.

During the 4th Quarter participants left the program due to [state reasons] .

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	Q2	Q3	Q4
# of Vacancies	# _Unknown_	# _Unknown_	# _Unknown_	# _Unknown_	# _Unknown_
# of New Hires	# _81_	# _45_	# _59_	# _Unknown_	# _Unknown_
# of New Promotions	# _18_	# _53_	# _29_	# _Unknown_	# _Unknown_

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

- ☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- Q1 ☒ Q2 ☒ Q3 ☒ Q4 ☐
- ☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- ☒ 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.

Describe any follow-up measures taken to address the results of the 2018 Climate Survey:

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

The 2020 Workplace Climate Survey was distributed to DCAS employees from November 5, 2020 until January 15, 2021. A description of our efforts to analyze the results will be shared upon receipt of the survey responses.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by NYC EEPD 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 __3__ QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		☒ No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.	
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	
Employee's Name & Title				
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	
Date of Change in EEO Role	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	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	
Name & Title				
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ 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. Milangelly Lopez	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
2. EEO Awareness	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
3. Diversity & Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
4. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
5. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
6. Unconscious Bias	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
7. Disability Etiquette	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
B. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
C. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. EEO Awareness	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. Diversity & Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4. Sexual Harassment Prevention	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. IgbTq: The Power of Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Unconscious Bias	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. Disability Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
B. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
C. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

B. CONTACT INFORMATION (Please list ALL current EEO professionals)**DIVERSITY AND EEO STAFFING IN [DCAS] AS OF 2 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	212-386-0297
HR Director / Career Counselor / 55-a Coordinator	Monique Knoll	Administrative Community Relations Specialist	100%	mknoll@dcas.nyc.gov	212-386-0388
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
EEO Counselor	Althea Edwards	Administrative Investigator	5%	aedwards@dcas.nyc.gov	212-386-0563
EEO Counselor	Raymond Vinueza	Principal Administrative Associate	5%	rvinueza@dcas.nyc.gov	212-386-6287
EEO Counselor	Carmen Bello	Secretary to the Deputy Commissioner	5%	cbello@dcas.nyc.gov	212-386-0364
EEO Counselor	Latesha Parks	Administrative Staff Analyst	5%	lparks@dcas.nyc.gov	212-386-6313
EEO Counselor	Tanya Hall	Administrative Community Relations Specialist	5%	thall@dcas.nyc.gov	212-386-1702
EEO Counselor	Phillip Boyce	Principal Administrative Associate	5%	pboyce@dcas.nyc.gov	212-386-0329



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

AGENCY NAME: Department of Citywide Administrative S

Third 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:

5/2/2022

E-MAIL:

bfrench@dcas.nyc.g

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	0	3681

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	375	54	2937	0	3366
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * * Offered beginning in Q2	0	0	896	0	896
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0		896		896
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	0	1274
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	274	18	982		1274
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	0	1104
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	32	13	1059		1104
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	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
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	0	315
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		189
8. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training				
TOTAL PARTICIPANTS TRAINED					0
9. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	26	86	14		126
11. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
12. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
13. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
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: 01/01/2022 - 03/31/2022
Number, basis and type of resolution

																												Failure to Reasonably Accommodate						
		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	Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offence, Sex Stalking		
INTERNAL	Complaints open at close of the period	16	4	-	-	-	-	2	1	2	-	-	1	3	-	-	3	1	-	-	-	7	4	5	1	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	12	2	-	-	-	-	1	-	2	-	-	1	2	-	-	2	1	-	-	-	4	3	5	1	-	-	-	-	-	-	-	-	
	Complaints filed during the period	4	2	-	-	-	-	1	1	-	-	-	-	1	-	-	1	-	-	-	3	1	-	-	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	8	-	-	-	-	-	2	2	2	-	-	-	2	-	-	1	-	-	-	5	4	2	-	-	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	8	-	-	-	-	-	2	2	2	-	-	-	2	-	-	1	-	-	-	5	4	2	-	-	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	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:		01/01/2022 - 03/31/2022				
Number, basis and type of resolution						
		Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offense or Stalking
Reasonable Accommodations open at close of the period		17	14	-	2	1
Reasonable Accommodations filed during the period		63	53	2	5	3
Reasonable Accommodations resolved during the period		67	59	3	3	2
Granted as Requested		53	47	3	2	1
Modified Accommodation Granted		-	-	-	-	-
Denied		10	8	-	1	1
Withdrawn		3	3	-	-	-
Administratively Closed		1	1	-	-	-
Reasonable Accommodations appealed during the period		2	1	-	1	-

Summary Period of EEO Inquiry: 01/01/2022 - 03/31/2022											
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	27	1	1	5	9	-	-	4	6	1	-
Inquiries filed during the period	178	1	-	5	149	-	-	7	4	12	-
Inquiries resolved during the period	183	1	-	5	154	-	-	7	4	12	-