

DYCD FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

1st Quarter (July -September), due November 10, 2023

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

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FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

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 2023 DEI-EEO 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, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, 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 2023 DEI-EEO 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.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): **10.17.2022 / 07/12/2023** 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, equity, inclusion, and equal employment opportunity through the following:

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

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

- Participated in Mayor Eric Adams' Pride Month event, hosted at Gracie Mansion, to recognize and celebrate Pride Month.
- DYCD's Moms and Dads gala at Gracie Mansion, emceed by WABC-TV's Shirleen Allicot. DYCD's "The Thread that Holds Us Together" campaign recognized outstanding community moms and community dads, as well as caregivers who provide inspiration and support to families and communities.

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 500 Q2 (12/31/2022): 502 Q3 (3/31/2023): 498 Q4 (6/30/2023): 531

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

Yes (Date): 08/09/2022 Yes (Date): 11/06/2022 Yes (Date): 02/02/2023 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

III. 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: 09/23/22 Q2 Review Date: 12/27/22 Q3 Review date: 01/28/2023 Q4 Review date: 05/05/2023 and 06/09/2023

The review was conducted with:

Agency Head
 Human Resources
 General Counsel
 Other _____
 Not conducted

Agency Head
 Human Resources
 General Counsel
 Other _____
 Not conducted

Agency Head
 Human Resources
 General Counsel
 Other _____
 Not conducted

Agency Head
 Human Resources
 General Counsel
 Other First Deputy Commissioner
 Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Align diversity recruiting, internal candidate learning development, and equitable selection practices deliberately with contemporary employment needs.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

- DYCD continue to post all vacancies on agency intranet and internet to ensure accessibility to all.
- Quarterly discussion between EEO Officer, HR and Agency head using the Citywide Equal Employment Database System (CEEDS) report to verify where underutilization exists.
- EEO Officer and Chief Diversity Officer review agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is integrated.
- DYCD continue to meet agency head to discuss recruitment strategies designed to attract diverse workforce and best practices in addressing underutilization in job groups and titles which are underrepresented and not tied with civil service requirements.

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2. DYCD will continue to notify our employees of upcoming DCAS Civil Service exams as well as conduct informational sessions for staff.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

- The Human Resources unit proactively shared Civil Service information with staff on a regular basis. An all-staff email from HR Unit head on DCAS Civil Service 101 Information Session was shared with employees for the sessions on **05/08/23** and **05/09/2023**.
- Using the Citywide Equal Employment Database System (CEEDS) report to determine where underutilization exists.
- The EEO officer assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.

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Q4 Update:	<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

3. DYCD will expand its recruitment outreach on discretionary hires to improve the representation of women, minorities, persons with disabilities and veterans at all levels within the organization through targeted recruitment and employee development strategies.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

- DYCD continues to reach out to community college to determine opportunities to make connections with students to benefit from new and diverse talent.
- DYCD continues to hire and engage college aides and interns which helps to build our internal intergenerational diversity. They are provided opportunities to learn about issues that concern NYC Youth families and community-based organizations.

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4. DYCD will continue to conduct seminars internally intended to engage employees and promote cultural diversity and inclusion such as distributing Quarterly EEO newsletter to all staff and updating the cultural corner in EEO SharePoint Portal.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

- DYCD’s EEO Office disseminates quarterly and EEO Diversity and Inclusion newsletter to all staff. Each edition contains information on cultures and protected classes.
- The 4th quarter newsletter included information on Mental Health Awareness Month, World Autism Awareness Day, National Arab American Heritage Month, Asian-Pacific Islander Month, Older American Month, Haitian Heritage Month, Jewish American Heritage Month, Juneteenth and LGBTQ+ Pride Month.
- DYCD’s EEO SharePoint portal is also up to date with most current information related to EEO.

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❖ **Please 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.**

No underutilization has been found in workforce composition. Discussions have been held regarding increasing recruitment outreach to various populations: including persons with disabilities and veterans.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. DYCD will launch a survey to obtain employee feedback on the work environment and conditions.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

DYCD is working on the process of employee engagement survey. The agency is planning to review and analysis the results of the survey with agency head and senior leadership.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DYCD will disseminate contact information on the agency’s EEO Personnel and engage in respective and constructive dialogue.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

- DYCD disseminate all staff email including quarterly EEO & Diversity Inclusive newsletter with photos of the EEO personnel along with a one pager EEO Counseling Resources, dissemination of information on how to access the policy, dissemination of EEO policy statement.
- DYCD provided the opportunity for staff to attend Structured Interviewing and Unconscious Bias training. This training gave staff a broader understanding of unconscious bias and its impact on others.
- As part of the strategy to raise public awareness about our agency, we are opening “satellite” offices at select Cornerstone centers and other convenient locations in all five boroughs. The current spaces are Johnson Community Center in East Harlem, Ingersoll Community Center (Brooklyn), and the High School for Civil Rights (Brooklyn).

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Q4 Update:	<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

3. DYCD will bring a Quality of Work Life (QWL) and wellness initiative.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate the effectiveness of these actions?**

Quality Work Life Committee (QWL team continue to operate to enhance workplace culture, organize external and internal events, and inspire and motivate the DYCD staff to continue to promote our mantra “One DYCD”. With support the Chief Diversity Equity and Inclusion officer, DYCD participated in the 53rd annual Pride March. DYCD showed its true colors and support for our young people and the LGBTQIA+ community. DYCD commemorated Pride Month in the annual NYC Pride March on Sunday, June 25. The event was an opportunity for DYCD staff to demonstrate support for LGBTQ+ employees and SYEP Pride participants, as well as to promote diversity in our community.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed

4. Diversity and Inclusion training will be mandated to inform employees of their rights, responsibilities, and protections under the EEO policy and Human Rights Laws.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate the effectiveness of these actions?**

- DYCD ensure that all employees are following all the mandated Diversity and EEO Trainings.
- The Professional Development Unit reach out to staffs to remind them about the upcoming mandated Diversity and EEO Trainings also encourage the use of training to improve skills by sending our DCAS’ Citywide Training Center Seasonal Catalog via email and by sharing in HR SharePoint portal.

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Q4 Update:	<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

❖ 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 the activities, including the dates when the activities occurred.

- DYCD’s EEO Office disseminates quarterly and EEO Diversity and Inclusion newsletter. Each edition contains information on cultures and protected classes.
- DYCD celebrates heritage months to recognize key months that connect to promoting diversity and inclusion.
- The EEO officer sent an email to all staff to commemorate Mental Health Awareness Month, Juneteenth, Asian American and Pacific Islander Heritage month and Jewish American Heritage Month.
- For LGBTQ+ Pride Month, DYCD participated in the annual **NYC Pride March on Sunday, June 25th**. The event was an opportunity for DYCD staff to demonstrate support for LGBTQ+ employees and SYEP Pride participants, as well as promote diversity in our community.

C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. DYCD is conducting a citywide needs assessment to inform funding, siting, and other strategies for the agency. While historically focused solely on NDAs and CSBG funding, it has evolved to influence agencywide decision-making.
- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?

Release of the Community Needs Assessment (CNA) Report. This report will summarize the Community Needs surveys collected from New Yorkers last year. Policy Studies Associates is finalizing the draft of the public report and the report to the State. DYCD will finalize design and

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accompanying dashboards over the summer.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DYCD will continue to engage community residents in different forums such as Barbershop Talks with non-custodial fathers, public hears, in person interviews at our community sites.
- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**
- Summer Youth Employment Program (SYEP) began on Wednesday, July 5. We received 175,224 SYEP applications to date, with 91,357 currently enrolled. On June 23, NYC Unity Project, DYCD, and the Office of Equity kicked off SYEP Pride at this year’s Pride in Times Square, hosted by Playbill. Earlier today, the inaugural cohort of SYEP Pride visited Louis Vuitton to participate in a career panel. This Wednesday, July 5, I will speak at orientation of 700 SYEP NYPD participants at 1 Police Plaza. An SYEP Mayoral press kickoff event at Reel Works is tentatively scheduled for July 10. As part of SYEP’s 60th anniversary, Council Member Stevens was interviewed by DYCD about her SYEP experience, and how it led her to a career in youth services and public service.
 - DYCD received roughly 139,000 Summer Rising applications during the enrollment period. Applicants received enrollment information on Friday, May 12. Approximately 94,000 placements were communicated to families.
 - Deputy Commissioner Mike Bobbitt, Rong Zhang, and Kathleen Almanzar for representing DYCD at this fantastic event. Community Development was also busy organizing *Affirming Fatherhood: Building Stronger Families, Safer Communities*, a great day of learning and making new friends for dads/father figures from throughout NYC on June 2. Stayed tuned for more on our upcoming Community Moms and Dads celebration at Gracie Mansion, and Father’s Day with the Mets at Citi Field.
 - DYCD Celebrated 8th Annual Healing the Hurt Conference on May 8, 2023, both virtually and in person. This year's theme was **"Connecting Hope to Action,"** to explore ways to collectively enhance our impact toward healing our communities. Highlights included keynote, Dr. Jeff Gardere, expert guest speakers, interactive workshops covering Mental Health and Development Disabilities,

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Engaging Young Men of Color, Self-Care and Mindfulness, as well as supervisor learning labs.

- Summer Youth Employment Program (SYEP) celebrating the 60th anniversary of SYEP this year. DYCD kicked off a multi-month campaign marking the start of the program in 1963. We have been working with Community Affairs, Unity Project, and City Hall to develop an “SYEP Pride” cohort. Youth will self-select if they are interested in participating and will be matched with employers who commit to being affirming, safe places to work for this population. DYCD will be utilizing all of its communications platforms to publicize SYEP, including videos, LinkNYC, advertisements, social media, press, newsletters, and community partner channels.

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3. DYCD will engage community stakeholders to inform program designs in requests for proposals; survey participants to gather feedback on quality of services to raise the visibility of DYCD services in communities most in need, issues that impact communities of color. In addition, DYCD will partner with colleague agencies to build and strengthen transformative policies which will impact undeserved communities.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

- SYEP Pride is being launched for the Summer 2023 to offer LGBTQ+ youth additional programming to enhance their career exploration and professional learning while connecting them to diverse worksites that offer them opportunities to be supported by LGBTQ+ employees and allies. While the LGBTQ+ community has made enormous strides fighting for equal rights, homophobia and transphobia not only persist but are resurgent across the nation. LGBTQ+ youth face distinct challenges in the workplace, including the threat of and/or actualized discrimination, harassment, and isolation, hindering their enrollment and participation in workforce programs and the workforce. In the home of Stonewall, this initiative seeks to support and uplift the next generation of NYC LGBTQ+ youth in their career development.

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4. DYCD continue to plan to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate the effectiveness of these actions?**

DYCD's MWBE Officer attending the MWBE COMPSTAT Meeting in April and May.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> 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 the activities, including the dates when the activities occurred.**

DYCD disseminates a monthly newsletter which provides information on services and opportunities available to New York City's diverse populations.

- May 5: Site visit to Major Owens Health, Wellness, and Community Center to discuss 50 and Over Basketball League with a health screening component included in the program; a cultural awareness program connected to the celebration of Juneteenth, and a personal development and counseling program for our youth that will provide HBCU tour and prep sessions included in this effort.
- May 8: DYCD visited the MS 391 Angel Patri School in the Bronx to see the STEAM Afterschool Programs Pilot. DYCD and City College of New York (CCNY) are piloting a program where students from CCNY- School of Education, School of Engineering, and School of Architecture will be trained to facilitate Building the Future, and Coastal Resiliency, two experiential STEAM curricula for middle school afterschool program participants. The pilot, which began in early March, has 10 sessions through mid-May, at afterschool

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program sites Thurgood Marshall Academy for Learning and Social Change, Drew Hamilton Community Center, PS/MS 123 Mahalia Jackson, MS 391 The Angel Patri School, and Dos Puentes School. A culminating event will be held at the Bernard and Anne Spitzer School of Architecture on June 3.

- May 19: Healing the Hurt Conference. As part of National Mental Health Awareness Month, DYCD and Vibrant Emotional Health co-hosted the eighth annual Healing the Hurt Conference at UJA-Federation of New York. This year's virtual and in-person gathering, Connecting Hope to Action, focused on strengthening communities amid challenges with trauma, violence, and mental health. Keynote Address was delivered by renowned clinical psychologist, author, and television personality Dr. Jeff Gardere.
- DYCD participated in the 53rd annual Pride March. DYCD showed its true colors and support for our young people and the LGBTQIA+ community. DYCD will commemorate Pride Month in the annual NYC Pride March on Sunday, June 25. The event is an opportunity for DYCD staff to demonstrate support for LGBTQ+ employees and SYEP Pride participants, as well as to promote diversity in our community.
- On the subject of Pride, the NYC Unity Project, DYCD, and the Office of Equity kicked off SYEP Pride at this afternoon's Pride in Times Square celebration, hosted by Playbill. DYCD took the Piano Bar Stage on the corner of 46th Street and 7th Avenue, and included music, giveaways, and more.
- The Interagency Coordinating Council (ICC) on Youth held its annual LGBTQAI+ Competency Training at The LGBT Center. This marks the 12th consecutive year that The Center has administered the training for ICC members and City employees.

5. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. DYCD has established an Equity workgroup. The charge of the group is to increase the agency's recruitment efforts, ensure that there is promotability by occupational groups and increase awareness of equity issues and racial inequities.
 - ❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate the effectiveness of these actions?**
 - Office of Diversity, Equity and Inclusion organized the 53rd Annual Pride March. DYCD participated in the 53rd annual Pride March. DYCD showed its true colors and support for our young people and the LGBTQIA+ community. DYCD will commemorate Pride Month in the annual NYC Pride March on Sunday, June 25. The event is an opportunity for DYCD staff to demonstrate support for

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LGBTQ+ employees and SYEP Pride participants, as well as to promote diversity in our community.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. Re-evaluate the agency’s policies and practices to determine opportunities to embed an equity and anti-racism perspective.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate the effectiveness of these actions?**

DYCD hired a **Chief Diversity and Inclusion officer** started on January 3, 2023. Denise Ramirez as the agency’s Chief Diversity Officer per Mayoral Executive Order 59, which established the role at each city agency. The position helps ensure that DYCD will apply creative thinking and executive authority to increase M/WBE participation and realize the agency’s diversity and inclusion goals.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. Age Inclusive Initiatives

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

- During the month of Older Americans Month in May, DYCD celebrated with a culminating event for our multigenerational My NY Story on May 24,2023. My NY Story was a 10-week project-based learning initiative that encourages younger people and older adults to learn from one another, foster positive intergenerational relationships, and build community. The event showcased the power of these relationships, as well as our partnership with NYC Aging and MENTOR New York.
- DYCD ensures that the EEO Office reviews its recruitment and promotional efforts with an equity vision Ensure to train hiring managers

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on diversity and inclusion training such as unconscious bias and structured interviewing. In addition, DYCD will review job descriptions for ageist language in recruitment materials and update as needed.

- Review vacancy postings to safeguard elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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

In honor of the Sexual Assault Awareness Month in April, DYCD hosted several activities, including observance of Denim Day on Wednesday, April 26. On Denim Day, a rally was scheduled for Foley Square from noon until 1:30 pm, and DYCD staff was invited to wear jeans that day as a visible protest against the misconceptions that surround sexual violence. DYCS' EEO officer and Chief Diversity Officer along with other DYCD staff attended the event to raise awareness and demonstrate support for victims of sexual assault.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion 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).

1. DYCD ensures that the EEO Office reviews its recruitment and promotional efforts with an equity vision. DYCD disseminates information on rights and protections under the EEO policy. We make a concerted effort to attain a high compliance rate on the mandated Diversity and Inclusion efforts.
 - DYCD will continue to review policies, procedures, and practices connected to targeted outreach and recruitment. We will also utilize the Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion. This also helps us to develop strategic recruitment plans, review underutilization in job groups, identify resources to strengthen efforts aimed at increasing the efficiency of diversity recruitment, and accessible websites.
- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate the effectiveness of these actions?**
 - DYCD continues to post open positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside the Agency.
 - Explored LinkedIn, Indeed and Handshake as a means to increase the scope of this initiative. Preliminary assessment as feasible and can be utilized to increase agency reach.
 - DYCD hired a Recruitment and Career Readiness Coordinator to diversify our agency's recruitment outreach efforts.
 - DYCD continues to post open positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This would allow us the ability to recruit from a diverse population outside of the Agency.
 - Ensure that agency's hiring manager who are engaged in both the discretionary and the civil service hiring process have received Structured Interviewing training, and Unconscious Bias training.
 - To ensure the integrity of the hiring process NYCAPs has been enhanced to create greater transparency. Transparency will establish that the process was fair and bias free. HR provided information to all hiring managers on four (4) steps in the Recruitment process to assist them in utilizing eHire to screen a diverse applicant pool, schedule interviews, evaluate candidates and submit final recommendations.

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Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<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

2. The Department of Youth and Community Development will ensure employees are aware of vacancies by placing notices on the agency's intranet, DYCD website and City jobs.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate the effectiveness of these actions?**

- The Department of Youth and Community Development will continue to notify its employees of vacancies by placing notices on the agency's intranet, DYCD website and City jobs.
- For competitive class titles, the 55-a program eligibility information is included.
- The Department of youth and Community Development has a link to DCAS website announcing opportunities on our intranet.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Identify resources to strengthen efforts aimed at increasing the effectiveness of diversity recruitment.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate the effectiveness of these actions?**

- DYCD disseminates postings as appropriate to colleges, professional organizations serving minorities and women and through social media.
- On May 9, DYCD partnered with Bronx Community College (BCC) for an on-campus Job Fair to recruit prospective employees for the DYCD Senior Field Supervisor and the Call Center Representative positions.
- On May 16, DYCD partnered with Kingsborough Community College (KCC) for an on-campus commencement job expo to recruit graduating students for DYCD Senior Field Supervisor and Call Center Representative positions.

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- June 5, met with the Deputy Commissioner for Human Capital, Assistant Commissioner for Human Resources and the hiring managers from the Youth Services Division, Community Development Division, Administration Division and the IT Division to prepare for the onboarding of five Youth Apprentice who will be begin their three-year apprenticeship program at DYCD.
- DYCD will continue partnering with the City University of New York (CUNY) and other institutions to create a pipeline for talent for those interested in employment opportunities with the City of New York

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. **[Insert initiatives/strategies]**

- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate the effectiveness of these actions?**

DYCD continues to post open positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside the Agency.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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

- DYCD has increased its recruitment outreach efforts:
- **PATHWAYS FOR EMPLOYMENT:** For the month of June, we have been meeting with Community-Based Organizations (CBOs) to host the Pathway to Civil Service information session. The purpose of these workshops is to familiarize CBOs with potential City employment opportunities so their participants can learn how to research, find, and apply for NYC civil service jobs. Our goal is to assist these organizations in creating a pathway to employment for their participants and to also serve as an additional resource. We had the opportunity to complete training sessions with the following organizations: We have ongoing sessions scheduled for the upcoming months where other CBO's will be invited to participate:

CBO	PRESENTATION DATE
Bedstuy Gang Intervention	June 6, 2023
Blockpower	June 8, 2023
Community Association of Progressive Dominicans	June 13, 2023
LIFE Camp, Inc	June 13, 2023
Man Up! Inc.	June 20, 2023
Getting Out and Staying Out	June 21, 2023
Young Mens and Young Women Hebrew Association of Washington Heights and Inwood, Inc.	June 21, 2023
South Bronx Overall Economic Dev Corp	June 27, 2023

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B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

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 Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: **6***

Race/Ethnicity* [#s]: Black **2** Hispanic **Asian/Pacific Islander 4** Native American ___ White Two or more Races

Gender* [#s]: M **2** F **4** N-B ___ O ___ U ___

4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (specify) Total: **36****

Race/Ethnicity* [#s]: Black **20** Hispanic **7** Asian/Pacific Islander **5** Native American **0** White **1** Two or more Races **3**

Gender* [#s]: M **15** F **21** N-B ___ O ___ U ___

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- *During the 4th quarter DYCD hired **6** College Aids.
- **During the 4th quarter DYCD hired **36** SENIOR FIELD SUPERVISOR (SUMMER YOUTH EMPLOYMENT PROGRAM)

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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 (9/30/2022): _____0___ Q2 (12/31/2022): _____0___ Q3 (3/31/2023): ___0_____ Q4 (6/30/2023): _0

During the 1st Quarter, a total of __0__ [number] new applications for the program were received.

During the 1st Quarter ___ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of __0__ [number] new applications for the program were received.

During the 2nd Quarter ___ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.

During the 3rd Quarter ___ 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

Other: Job Postings

2. Information was disseminated to all staff via email on October 12, 2022

3. EEO Officer also share 55-a information to the staffs during different departmental staff meeting on 02/07/2023, 03/08/2023 and on 03/16/2023

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Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?**

- This is an ongoing effort of the agency. Career counselors continue to meet with employees to encourage training and development and promote awareness of various job opportunities.
- Encourage the use of training and development programs to improve skills, performance, and career opportunities.
- Explain the civil service process to staff and the importance of permanent civil service titles.

2. 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.

- All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DYCD continues to hire employees via civil service lists for new hire and promotional opportunities, to ensure provisional reduction and civil service list movement. The agency continues to post positions and conducts outreach towards underrepresented groups.

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3. 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 Office reviews interview materials and makes recommendations when warranted.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Work with Chief Human Resources Officer, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Support hiring managers if a reasonable accommodation request is needed during the interview.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

- The agency will use the DCAS Layoff Procedure as guidance should there be any layoffs, terminations, and/or demotions due to legitimate business/operational reasons.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 25	<u># 37</u>	<u># 6</u>
Q2	# 21	# 37	# 5
Q3	# 18	# 21	# 4
Q4	# 24	# 33	# 8

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VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. 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>

VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. 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

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- 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>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. **Increase employees’ familiarity with the EEO Policy.**
 - ❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**
 - In response to Local Law 101 of 2018, DYCD increased its efforts to inform staff of EEO Personnel, their rights and projections under the law, sexual harassment policy and prevention through the dissemination of an EEO contact resources materials with photos, quarterly EEO newsletter on rights and protections and creation of an EEO intranet page in Agency’s SharePoint Portal.
 - The EEO Officer also attends departmental staff meetings to inform employees about their rights and protections under the

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citywide EEO Policy.

2. Improve the EEO Office's visibility to the workforce.

The EEO Office will continue to share information to increase visibility with staff.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?

DYCD continue to disseminate all staff email including quarterly EEO & Diversity Inclusive newsletter with photos of the EEO personnel along with a one pager EEO Counseling Resources, dissemination of information on how to access the policy, dissemination of EEO policy statement. DYCD disseminate EEO Personnel Contact Memo to all staff and upload on EEO intranet page in Agency's SharePoint Portal.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

The EEO Office will continue to share information with staff throughout the year to improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate the effectiveness of these actions?

The EEO Officer and EEO counselor ensure that EEO policy, standards, and procedures are posted at the agency site and available alternative formats for accessibility for all staff including managers and supervisors.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

This information is provided during new hire employee orientation. Addition to that, the EEO Office ensures all staff including managers and supervisors, complete the city-mandated Sexual Harassment training.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?

The EEO Office will monitor the completion of Sexual Harassment training by all staff, including managers and supervisors DYCD ensures that all employees, regardless of level and work location receive Basic EEO and Sexual Harassment Prevention training. Both trainings are geared towards helping employees understand the law, identifying problematic behavior, and informing staff about where to go for assistance.

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5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

EEO Office will ensure managers and supervisors are aware of the measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?

All managers and supervisors participate on “Everybody Matters: EEO and Diversity & Inclusion Training”, this training has the resources and materials on how the managers and supervisors need to follow the EEO policies and procedures if an employee report any violations. Ensure managers and supervisors complete the city-mandated Sexual Harassment Prevention training.

6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

The EEO Office will ensure managers and supervisors are aware of who the EEO Officer and Counselors are, and where to direct employees who may want to discuss a complaint under the EEO Policy.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?

Maintain regular communication with all staff on a regular basis by email distribution on EEO policy so that employees are aware of the EEO policy. Allow staff to know their rights and protections and prohibited activities under the EEO policy and Human Rights law.

7. Other:

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate the effectiveness of these actions?

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (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 EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion 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.

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Appendix A: EEO Personnel Details

EEO Personnel For 4th Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1. Andrew Miller/EEO Counselor		2. Denise Ramirez/Chief Diversity Officer		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		
Date of Change in EEO Role	Start Date or Termination Date:		Start Date: 01/03/2023		Start Date or Termination Date:		
Employee's Name & Title	Derick Martinez/EEO Counselor						
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		
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. Ruma Debi/EEO Officer		5. Rosa Morales		6. Shakina Shaw		
EEO Function	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20%		<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20%		
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)		
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 %):		

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Ruma Debi	2. Shakina Shaw	3. Rosa Morales
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. 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
6. Microaggressions	<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. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4. Derick Martinez	5. Andrew Miller	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and 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. 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
3. lgbTq: 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
4. Disability Awareness & 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
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<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. 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
8. 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
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. 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

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:
123 William Street, 17th Floor, New York, NY 10038

Diversity and EEO Staffing as of 4th Quarter FY 2023*

<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>
EEO Officer/Director	Ruma Debi	Administrative Labor Relations Analyst	<u>70%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Denise Ramirez	Administrative Staff Analyst	<u>100%</u>	dramirez@dycd.nyc.gov	<u>646-343-6490</u>
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Renise Ferguson	Administrative Procurement Analyst	<u>20%</u>	referguson@dyc.nyc.gov	<u>646-343-6320</u>
ADA Coordinator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>

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Disability Rights Coordinator	Timothy Johnson	Administrative Community Relations Specialist	<u>20%</u>	tjohnson@dycd.nyc.gov	<u>646-343-6365</u>
Disability Services Facilitator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
55-a Coordinator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
Career Counselor	Kay Alleyne	Administrative Staff Analyst	<u>20%</u>	kaalleyne@dycd.nyc.gov	<u>646=343=6781</u>
EEO Counselor	Andrew Miller	Administrative Staff Analyst	<u>20%</u>	andmiller@dycd.nc.gov	<u>646-343-6738</u>
EEO Investigator					
EEO Counselor	Derick Martinez	Administrative Contract Specialist NM	<u>20%</u>	dmartinez@dycd.nyc.gov	<u>646-343-6157</u>
Investigator/Trainer					
EEO Training Liaison					
Other (specify) EEO Counselor	Rosa Morales	Administrative Community Relations Specialist	<u>20%</u>	romorales@dycd.nyc.gov	<u>646-343-6897</u>
Other (specify) EEO Counselor	Shakina Shaw	Administrative Manager	<u>20%</u>	shshaw@dycd.nyc.gov	<u>646-343-6107</u>

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.