

# DOT FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

**Agency Name:** DEPARTMENT OF TRANSPORTATION

☒ 1<sup>st</sup> Quarter (July -September), due November 10, 2022

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2023

☐ 3<sup>rd</sup> Quarter (January -March), due May 1, 2023

☐ 4<sup>th</sup> Quarter (April -June), due July 31, 2023

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**FOR DCAS USE ONLY:**

***Date Received:***

# DOT FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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# DOT FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 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): \_\_\_\_\_ ☐ No  
☐ By e-mail  
☐ Posted on agency intranet  
☒ Other New statement awaiting DCAS review and approval

### 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): DOT Employee Recognition Ceremony and Employee Resource Group (ERG) Events

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

- On September 20, 2022, DOT held its annual DOT Awards Ceremony where DOT employees were recognized for their exceptional service and achievements. DOT's Employee Resource Group leaders, comprised of member-elected officers, were recognized by the Commissioner for their support of DOT's diversity and inclusion goals.
- In the first quarter, DOT's ERGs held events in recognition of (1) the 32nd Anniversary of ADA, (2) Latin American Heritage Month, and (3) National Disability Employment Awareness Month.

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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): 5568 Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

☐ Yes On (Date): \_\_\_\_\_ ☐ Yes again on (Date): \_\_\_\_\_ ☒ No

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

☐ Agency's intranet site

☐ Newsletters and internal Agency Publications

☐ On-boarding of new employees

### 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: 11/01/2022 Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☒ Human Resources

☐ Human Resources

☐ Human Resources

☐ Human Resources

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ Other Performance Mgmt

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ 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:** Build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT's organizational mission.

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. **Workforce Profile Report: The HR Analytics Team along with the Performance Analytics Team release an annual internal Workforce Profile Report which details Agency Wide and Division specific workforce statistics. The annual report is shared with the Agency's Executive Staff as well as Division Heads at the time of the annual release. The report is used to measure performance of our initiatives and identify the annual list of "Titles of Interest" for which DOT's mandates "Structured Hiring" because of elevated levels of underutilization.**

❖ **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 effectiveness of these actions?**

The Agency's HR Analytics Team and Performance Management Team continued building on its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. DOT has been looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working dialogue with Agency leaders and senior staff. DOT also worked diligently with Citywide EEO to make the CEEDS data even more useful with its discussions around new title mapping groups and adding work unit codes to the workforce composition data. Additionally, this quarter, the Performance Management Team created a Performance Dashboard for the Deputy Mayor's Office which includes administration and EEO related metrics including

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workforce demographics, specifically in management. The Performance Management and EEO Teams are looking to add this information to as many high-level reporting platforms as possible to foster transparency and accountability as it pertains to the advancement of diversity within higher levels of the agency.

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 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 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

**2. Structured Hiring Initiative: The DOT's EEO Office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes detailed information starting with the basics of a structured interview and the steps to be taking pre-interview through post interview. While structured hiring is encouraged for all interviews, it is mandatory for the hiring of "Titles of interest".**

❖ **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 effectiveness of these actions?**

An updated version the guide was redistributed to employees involved in recruitment and hiring. This DOT also embarked on an agencywide demographic analysis of all interview panels to determine, in part, whether diverse panels are being utilized in all hiring situations.

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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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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

**3. Ensure alignment of diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs and in conjunction with our "Titles of Interest".**

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- ❖ **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 effectiveness of these actions?**

DOT encourages employees to participate in civil service exams to promote growth towards advancement by sending monthly e-mails with the DCAS Monthly Exam Schedule, providing the link to specific DCAS exams, and posting schedules and exam announcements on the Agency's intranet. DOT Human Resources emails civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their division's staff. Information on exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in the lower titles that are promotable. DOT Human Resources reaches out to non-traditional sources to generate applicant interest for underutilized titles. For underutilized titles of interest, HR posts external job vacancy notices on multiple recruitment websites which target underrepresented populations. HR also facilitates divisional participation in job fairs which target underrepresented populations and maintains a roster of recruitment sources which target underrepresented populations, and where possible, sends posting notices for titles of interest to those organizations.

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
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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

- ❖ **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.**

In addition to the above, DOT is now working on standing up a dashboard/data visualization platform to assist in understanding the diversity of applicant pools and to allow for measuring interview and candidate selection statistics. We expect this new dashboard/reporting tool to be operational by February of 2023.



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DOT Underutilization FY23 Q1																		
Job Group	HC	Female HC	Female Availability	Female Expected	Female Z-Score	Black HC	Black Availability	Black Expected	Black Z-Score	Hispanic HC	Hispanic Availability	Hispanic Expected	Hispanic Z-Score	Asian HC	Asian Availability	Asian Expected	Asian Z-Score	
Administrators	9	4	0.3841	3.5	0.47	1	0.1745	1.6	-0.55	2	0.1543	1.4	0.61	1	0.1123	1.0	-0.01	
Building Service P/T - 8	1	0	0	0.0	0.00	0	0	0.0	0.00	0	0	0.0	0.00	0	0	0.0	0.00	
Clerical	382	279	0.6776	258.8	3.89	192	0.5347	204.3	-1.84	64	0.1509	57.6	0.99	38	0.0716	27.4	2.19	
Clerical Supervisors	199	171	0.7769	154.6	5.91	108	0.5619	111.8	-0.82	38	0.1348	26.8	2.49	15	0.0511	10.2	1.60	
Craft	2030	99	0.0986	200.2	-7.93	490	0.3209	651.4	-9.31	314	0.1322	268.4	3.21	100	0.0686	139.3	-3.57	
Farming	6	0	0.2778	1.7	-1.79	2	0.3166	1.9	0.11	1	0.2661	1.6	-0.64	0	0.0498	0.3	-0.58	
Laborers	852	130	0.2356	200.7	-6.53	290	0.3027	257.9	2.87	179	0.2268	193.2	-1.32	15	0.0821	69.9	-7.16	
Lawyers	15	11	0.4738	7.1	2.78	6	0.131	2.0	3.31	1	0.102	1.5	-0.48	0	0.0721	1.1	-1.12	
Management Specialists	1081	436	0.4032	435.9	0.01	380	0.2958	319.8	4.78	164	0.1295	140.0	2.33	171	0.1301	140.6	2.94	
Managers	213	56	0.4206	89.6	-6.12	44	0.1889	40.2	0.73	16	0.1297	27.6	-2.54	39	0.1017	21.7	4.15	
Operators	19	1	0.1213	2.3	-0.98	2	0.174	3.3	-0.87	7	0.1385	2.6	3.13	1	0.0524	1.0	0.00	
Para Professional Occupations	226	116	0.5812	131.4	-3.20	60	0.2673	60.4	-0.07	44	0.2449	55.3	-2.02	56	0.0964	21.8	8.11	
Personal Services	23	8	0.4047	9.3	-0.72	12	0.2584	5.9	3.35	10	0.2881	6.6	1.84	0	0.0918	2.1	-1.60	
Police	9	2	0.2529	2.3	-0.24	1	0.3039	2.7	-1.51	2	0.2189	2.0	0.03	1	0.0487	0.4	0.89	
Public Relations	4	2	0.3401	1.4	0.83	0	0.1549	0.6	-0.93	0	0.117	0.5	-0.77	0	0.0851	0.3	-0.64	
Sanitation Workers	4	0	0.03	0.1	-0.36	2	0.2271	0.9	1.48	0	0.1676	0.7	-0.98	0	0.0134	0.1	-0.23	
Science Professionals	470	97	0.3131	147.2	-6.02	44	0.1762	82.8	-5.18	55	0.1023	48.1	1.11	166	0.2258	106.1	7.51	
Social Scientists	119	57	0.493	58.7	-0.43	6	0.1667	19.8	-3.73	12	0.0913	10.9	0.38	11	0.0957	11.4	-0.13	
Technicians	30	11	0.3662	11.0	0.01	10	0.3293	9.9	0.06	1	0.1923	5.8	-2.46	6	0.1005	3.0	1.91	
***Payroll Data from 09/30/2022																		
***Z-Score Formula: $(([\text{Focal Group}]-[\text{Expected}])/(\text{Sqrt}([\text{Expected}])*(1-[\text{Availability}])))$																		
Craft: Female, Black, Asian		Female: 5 Job Groups																
Laborers: Female, Asian		Black: 3 Job Groups																
Managers: Female, Hispanic		Hispanic: 3 Job Groups																
Para Professionals: Female, Hispanic		Asian: 2 Job Groups																
Science Professionals: Female, Black																		
Social Scientists: Black																		
Technicians: Hispanic																		

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- B. Workplace: Cultivate a flexible, collaborative, equitable, and inclusive work environment that leverages diversity and empowers all contributors. Promoting equity and building inclusiveness ensures that all employees feel included, connected, and engaged.**

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. Employee Resource Groups (ERGs): DOT's ERGs are employer-recognized groups of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. ERGs are instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. ERGs are responsible for establishing their own mission, goals, and annual activities, which must align with DOT's strategic goals.**

- ❖ **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?**  
DOT's ERGs held events in recognition of (1) the 32nd Anniversary of ADA, (2) Latin American Heritage Month, and (3) National Disability Employment Awareness Month. The EEO Office, in collaboration with the DOT's Diversity & Inclusion Committee, and ERG leaders, are presently developing an ERG evaluation tool that is expected to be completed by the end of 2022.

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
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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. EEO Liaisons Program – DOT's EEO Liaisons play an important role in assisting EDI and DOT to meet their EEO obligations through the regular referral of employee EEO-related concerns to EDI, assisting with the posting and maintenance of agency wide of EEO-related policies and memos, and serving as an on-the-ground resource for DOT employees without immediate access to EDI, or EEO online resources.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment**

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**which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

In July 2022, and in collaboration with the DOT's Human Resources Division, Performance Analytics Unit, and Division Personnel Coordinators, EDI expanded the liaison pool to 45, strategically placed throughout the agency, and also began developing data collection and reporting tools for liaison use. EDI expects to begin accepting EEO Liaison applications in December 2022, and complete selection and their introductions in early 2023.

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
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3. Future Leaders Program - In 2017, recognizing that the transportation and engineering fields, as well as the trades, are traditionally white male-dominated, which is often reflected in the Civil Service hiring process, DOT created the Future Leaders Program to specifically identify, nurture and promote a diverse cohort of employees from all divisions within the agency, with a particular focus on employees of color and women who might not ordinarily get exposure to agency leadership and the full range of agency functions and opportunities. This year-long fellowship provides 30 early to mid-career professionals from across every part of the agency the opportunity to develop networking, communication, and presentation skills and connect their work to the big picture. Future Leaders attend events such as guest speakers, panel discussions, interactive workshops, tours, and social events. Through conversations and interviews with their peers, Future Leaders exchange ideas and experiences and ask questions to learn more about the inner workings of DOT. The program includes up to a month-long rotation in another agency division and culminates with group presentations to pitch an idea to senior staff. The Future Leaders program complements the variety of professional development opportunities that DOT already offers. Diversity is one of the factors considered in the selection of candidates. Due to the pandemic, the program was suspended in 2020, but the program is planned to start again in late 2022, or early 2023, as a more robust program through an assimilation of the DOT Leadership Academy, which was also suspended in 2020 and 2021, and provided similar opportunities to seasoned employees in search of ways of advancing their careers.

- ❖ 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?

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

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Q3 Update:      ☐ Planned      ☐ Not started      ☐ Ongoing      ☐ Delayed      ☐ Deferred      ☐ Completed

Q4 Update:      ☐ Planned      ☐ Not started      ☐ Ongoing      ☐ Delayed      ☐ Deferred      ☐ Completed

4. **Equity & Inclusion in Planning Working Group:** In 2021, the Equity & Inclusion in Planning Working Group developed an Action Plan with five (5) outcomes and 17 strategies to advance transportation equity. The outcomes focused on mobility, project prioritization, public engagement, safety and security, and sustainability. A key strategy identified by the group was the development of Priority Investment Areas (PIAs) to focus transportation investments in areas with the greatest needs. The PIAs were established in 2021. DOT is now working to operationalize the use of the PIAs within programmatic areas. Another focus of the plan was on meaningful engagement with communities. In 2022, the working group launched the Community Ambassador Pilot Program. This program will leverage the knowledge of DOT employees, to provide input on projects early in the development process based on their lived experiences. Employees will have an opportunity to share ideas and community contacts/resources with project managers, as well as influence the public outreach process. The working group is also working on advancing several other strategies, including the development of an Equitable Public Engagement Framework & Toolkit, a Racial Equity Project Assessment Worksheet, and deepening relationships with community organizations.

- ❖ **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?**  
 The Equity & Inclusion in Planning Working Group has been pushing forward a few key strategies of the Action Plan: Community Profile Templates and the Community Ambassador Program. Staff created a template and examples of sample community profiles for DOT. They included key demographic data about neighborhood demographics and economic indicators, as well as insights from the Citywide Mobility Survey and the Mobility Management Travel Surveys of People with Disabilities and Low Income and Limited English Proficient Populations. The Community Ambassador Program, a pilot program to leverage the neighborhood expertise of DOT employees to inform projects at an early stage, launched this July. We onboarded 33 employees across TPM, representing 81 zip codes across the city. This quarter, the Community Ambassador Volunteers reviewed a citywide plan and gave feedback on a street improvement project to improve the pedestrian environment at an intersection.

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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5. **Equity In Enforcement Working Group:** Through a series of roundtable sessions held in 2020, NYCDOT identified key areas around the misuse of authority, protocol, and the impact of enforcement on DOT initiatives, and from this, explored strategies to address employee concerns and cultivate collaborative communication with agency partners.

- ❖ 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 effectiveness of these actions?

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

6. **Equity in Infrastructure Working Group:** This group works to define what equitable asset management decisions will look like and require, with the desired outcome of ensuring DOT's assets are distributed and maintained in an equitable manner.

- ❖ 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 effectiveness of these actions?

Over the past year, the team has supported the Performance, Data, and Asset Management unit (PDAM) in compiling data on the current state of some of the agency's key assets around the City. The data will be used to develop an internal tool to examine and track historical asset allocation. Additionally, there are on-going conversations with operating units on existing operating processes, as well as constraints to achieving equity.

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Q2 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
Q3 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
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

## DOT FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**7. Age-Inclusive Initiatives: Following NYC Department for Aging guidance and recognizing the need and opportunity for focused and increased age-inclusive practices and strategies at DOT, in FY2023 DOT is committed to creating and implementing age-inclusive initiatives and strategies in order to create an age-inclusive workplace.**

- ❖ **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 effectiveness of these actions?**

The EEO Office is exploring the formation of an Intergenerational Employee Resource Group and an Intergenerational Mentoring Initiative, and surveying DOT job titles to identify those where focused promotion of upskilling across all age groups is needed. The EEO Office is also working with DOT Human Resources and an MWBE to provide Ageism-based training to Agency staff involved in the hiring process and supervisors. The training, "Preventing Age Discrimination in the Workplace," is expected to launch by the end of 2022 or the start of 2023.

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 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 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

**8. Promote inclusivity through the modeling of inclusive language: In FY2023 the DOT's EEO Office expects to launch an agencywide initiative that will explain the reasons for and benefits of including preferred pronouns in agency correspondence.**

- ❖ **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 effectiveness of these actions?**

DOT's EEO Office is currently preparing a proposal for an agencywide campaign for DOT employees to add their gender pronouns, if comfortable doing so, to their email signatures. This initiative is expected to launch by the end of 2022 or the start of 2023.

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 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 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

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- ❖ **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.**
- Event: My Disability Roadmap
    - Film Screening & Discussion
    - July 19, 2022
    - In recognition of the 32nd Anniversary of ADA, DOT's Diverseabilities ERG hosted an in-person and virtual film screening and discussion.
  - Event: Designing an Inclusive Workplace - Learning Disabilities at Work: Assistive Technologies for Digital Inclusion
    - Guest Speaker and Q&A
    - July 26, 2022, virtual event
    - DOT's DiverseAbilities ERG hosted Neil Milliken, Global Head of Accessibility & Digital Inclusion at Atos, an international digital consultancy company.
  - Event: Talk Saves Lives: An Introduction to Suicide Prevention
    - Presentation and Discussion
    - September 13, 2022
    - In recognition of National Suicide Prevention Month, Hannah Moch, NYC DOT Digital Communications Manager, presented and led a discussion about suicide and suicide prevention. This event was held in person and virtually.
  - Event: Latin American Heritage Potluck Picnic
    - Potluck picnic celebrating Latin American Heritage
    - September 17, 2022
    - In recognition of Latin American Heritage Month, DOT's Organización Latino Americana (OLA) ERG hosted a potluck picnic in Astoria Park for DOT employees and their guests.
  - Event: Latinx Contributions at NYC DOT
    - Panel discussion with DOT Commissioner Ydanis Rodriguez
    - September 21, 2022
    - In recognition of Latin American Heritage Month, DOT's Organización Latino Americana (OLA) ERG hosted a virtual panel discussion celebrating Latinx contributions at NYC DOT.
  - Event: NDEAM - A Conversation with Claudia L. Gordon
    - Guest speaker and Q&A

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- October 12, 2022
- In recognition of National Disability Employment Awareness Month, DiverseAbilities hosted a conversation with Disability Rights Advocate Claudia L. Gordon. Claudia L. Gordon is the first deaf Black female attorney in the US, a former advisor to President Barack Obama, and currently the Senior Accessibility Strategy Partner at T-Mobile.
- Event: NDEAM - DOT Employee Roundtable
  - Virtual Panel discussion and Q&A
  - October 26, 2022
  - In recognition of National Disability Employment Awareness Month, DiverseAbilities hosted a DOT employee discussion about self-advocacy, disclosure, and creating a more inclusive workplace.



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### C. Community: Facilitate outstanding culturally competent public service while strengthening collaborative and community relationships through effective leadership and accountability.

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. Environmental Justice Interagency Working Group:** In 2017, NYC passed local laws 60 and 64, which required NYC to investigate historic and persistent environmental injustices and develop a plan to tackle these disparities. The legislation also aimed to advance equity and embed environmental justice into the fabric of the City's decision making. The Environmental Justice program is centered on three main products, which include the delivery of an Environment Justice ("E")J Study, Portal, and Plan. The EJ study will provide a comprehensive view of the present state of environmental justice in the City and inform the development and implementation of the remainder of the EJ program. The data and analysis from the EJ study will be used to create a public portal and mapping tool where New Yorkers can see what environmental justice looks like in their community. All of this work will lead to the creation of the City's Environmental Justice Plan, which will identify possible citywide initiatives for promoting EJ and outline a set of discrete recommendations for better imbedding equity and environmental justice into the City's decision-making processes. These products will be developed and implemented by three distinct teams, including the Mayor's Office of Climate & Environmental Justice, an Interagency Working Group comprised of staff from 18 City Agencies, and the Environmental Justice Advisory Board made up of EJ advocates and subject matter experts. DOT is one of the 18 agencies that comprise the Interagency Working Group.

- ❖ 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 effectiveness of these actions?

DOT staff provided input on the agency inventory, to further refine the list of programs and projects that would be included in the EJ study. DOT staff met with the Mayor's Office of Climate and Environmental Justice study to provide further clarification on DOT's efforts to advance equity and environmental justice. DOT staff also provided input on the development of a public facing portal, that will visualize City investments in EJ communities. Staff also coordinated internally to gather disaggregated data for programs to be evaluated as part of the geographic analysis for investments in EJ communities. DOT staff participated in monthly working group meetings and provided input on the development of the draft report.

**Q1 Update:**    ☐ Planned    ☐ Not started    ☒ Ongoing    ☐ Delayed    ☐ Deferred    ☐ Completed

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Q2 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
Q3 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
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. **Clean Trucks Program:** DOT's Regional & Strategic Planning (R&SP) unit is a subdivision of the Transportation Planning and Management Division. Established in early 2015, R&SP seeks to improve transportation from a broader lens, coordinating with partners at the regional level. R&SP leads the coordination around Accessibility, Congestion Management, Equity, Freight Mobility, Clean Vehicles & Fuels, Regional Planning, Transportation Demand Management, and Urban Mobility. R&SP's goals are to (1) increase adoption of clean vehicles and fuels as part of a broader sustainability vision; (2) identify intersectionality of programs to create synergy and momentum (BEV trucks & cargo bikes for last mile delivery); (4) work with industry to work toward mutual climate goals & create opportunities for success, and; (4) enhance the economic vitality and quality of life for all New Yorkers by providing for the safe, equitable, efficient, and responsible movement of goods. To obtain these goals, R&SP's Alternative Fuels Program and Electric Vehicle Policy Program collaborate on the development of incentives, policy, and funding mechanisms to increase adoption of clean vehicles and fuels in the public and private sector with the FY2023 focus on curbside/on-street and within DOT's garages and municipal fields, while also managing the NYC Clean Trucks Program. This program began in January of 2012 and is helping to reduce the impact of fleets operating in Hunt's Point, one of the City's heaviest concentration of delivery trucks, by encouraging truck fleets to replace older vehicles and vehicle components with clean technologies, especially those that use hybrid, battery electric and natural gas fuels.

❖ **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 effectiveness of these actions?**

Since the inception of the Hunts Point Clean Trucks program in 2012 until 2020, there were 592 truck replacements, 6 exhaust retrofits, and the voluntary scrappage of 24 trucks. Between 2020 and 2022, the program was expanded citywide as the New York City Clean Trucks Program. With the expansion, an additional 44 trucks have been replaced. Combined truck replacement for the entire program totals 636.

From June 2020 through June 2022, Truck replacement projects completed under the citywide NYC Clean Trucks Program resulted in verifiable emissions reductions through the replacement of older, diesel trucks with newer, cleaner diesel trucks. Emission reductions were calculated using the EPA's Diesel Emissions Quantifier (DEQ). The DEQ is a web-based tool that evaluates clean diesel projects and estimates baseline and reduced emissions for nitrous oxide (NOx), airborne particulate matter 2.5 microns and less (PM2.5), hydrocarbon (HC), carbon monoxide (CO), and carbon dioxide (CO2). As compared to the emissions generated from the older, diesel-fueled vehicles that were replaced, there was

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a 92% reduction in NOx. PM2.5 was reduced by 98%. HC saw a reduction of 96%. And there were reductions in CO and CO2 of 41% and 46%, respectively.

The NYC Clean Trucks Program focuses its truck replacement projects in certain New York City Industrial Business Zones (IBZs) located near Environmental Justice Areas (EJAs). These are communities that have historically been subject to a disproportionate share of environmental harms such as vehicle emissions and pollution. This program is a unique environmental initiative to promote sustainable transportation and a cleaner environment for these affected communities in NYC. The new truck must average a minimum of 5,000 miles/year for each year of a 5-year commitment to the program. The replacement truck must also operate within 0.5 miles of the program-approved IBZs at least 2 times per week and 70% of the total vehicle miles traveled must occur within the Tri-State Area. To enforce compliance, replacement trucks are required to have automatic vehicle locators installed. This also ensures that EJ communities receive the environmental benefits of this program.

For this past quarter, July 1 to September 30, 2022, we are negotiating a new contract to extend the program for 10 more years and continue the citywide expansion.

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Q3 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
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. Street Ambassador Program:** In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public's feedback and knowledge of DOT's Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.

- ❖ 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 effectiveness of these actions?

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Highlights for the push into 2023 will include a merchant survey along Flatbush Ave., for Transit Development, and the continued prioritization of the Environmental Justice Area metric in identifying low-income and minority communities for extended outreach efforts known as Deep Dives. The team is currently conducting the second phase of a Deep Dive effort in Coney Island Brooklyn and has begun conversations around launching a Deep Dive in Queens in 2023.

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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

4. **Summer Streets Program:** Launched in 2008, Summer Streets is an annual celebration of New York City's most valuable public space — our streets. On three consecutive Saturdays in August, from 7 AM to 1 PM, Summer Streets reclaims and transforms streets into public spaces for people to play, run, walk, and bike. Summer Streets encourages the use of sustainable forms of transportation, reducing traffic congestion, air pollution, and greenhouse gas emissions during the event. Without the congestion of cars, participants experience the built environment from new perspectives. Free event programming allows participants to participate in fitness and recreational activities and experience the rich and varied arts and cultural resources of New York City.

- ❖ **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 effectiveness of these actions?**

Following the successful completion of Summer Streets 2022, DOT conducted an evaluation of the program both internally and with our contract team. Information from this annual review will guide the development of the 2023 programming season. DOT has commenced internal meetings to determine the feasibility of further program expansion and integration with the citywide Open Streets program.

Overview: Summer Streets 2022 was hosted on three Saturdays: August 6th, 13th and 20th between 7 AM to 1 PM. With the expansion of the route, we had six rest stops with exciting programming, and an uptown expansion adding nearly two miles to the route from Battery Park to East Harlem at 109th Street. The goals and objectives of the 2022 program include: providing car-free space for New Yorkers to enjoy; creating a full day of fun and memorable experiences along the route and at each of the six key Rest Stops; partnering with community organizations to bring meaningful and engaging programming to participants; and sharing delightful giveaways, including refreshing snacks and beverages, completely free of charge.

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Key Metrics: Returned to 3 weekends; Lengthened route by nearly 2 miles; Added 2 new rest stops: Upper East & Uptown; Raised key funds through engaged sponsors, not just in-kind partnerships; Increased number of community partners and performers; Served approximately 130k attendees.

Key Learnings: Find strategic partners to help draw attendance to rest stops; Strong interest in expanding the route, review and options needed; Consider adding “Meeting Up Zones” for run clubs once they finish; Right-size paid staffing versus volunteers for route management; Maintain operational partners for labor, trucking, signage and staging; Continue to expand variety of cultural partners; Start sponsorship assignments in Q4, with goal of securing larger contributions across multiple programs

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
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Q3 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
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

5. **Mobility Management Program: The Mobility Management Program (MMP) was established in 2012 to improve transportation access for people with disabilities, older adults, low income, and limited English proficient populations. MMP provides DOT staff with education, guidance, data, and coordinating outreach to these target populations. MMP conducted monthly outreach with organizations serving the Mobility Management target populations, including persons with disabilities (PwD), older adults, low-income populations (LIP), and limited English populations (LEP) groups. Through monthly meetings, presentations and tabling outreach with community organizations, MMP seeks to strengthen relationships and communication with hard-to-reach populations and increase awareness of DOT’s accessibility initiatives and programs.**

- ❖ **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?**

In the first quarter, the Mobility Management Program (MMP) focused on capacity building efforts around accessibility and community outreach.

Capacity Building Efforts: The MPP held 13 trainings on creating accessible documents. These trainings discussed how to make documents accessible within the Office suite of programs and Adobe PDFs. Additionally, MMP created a resource to help teams conduct outreach to limited English proficient populations, which was promoted through the quarterly MM newsletter and posted on the DOT SharePoint.

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Community Outreach: The MMP is in the process of updating our facilities list, which is a list of all the organizations that serve the underserved populations. As we update this list, which includes location, population served, and contact information, we are meeting with some of the groups to connect and learn more about what they do. These meetings also include promoting the MM Resource Guide and clarifying questions about DOT's work and purview.

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
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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

**6. Minority and Women-Owned Business Enterprises (MWBEs) GROW Program: DOT is committed to promoting equitable contracting and procurement opportunities as an agency. Our goal has been to create a level playing field that attracts businesses of all sizes and provides opportunities for Minority and Women-Owned Business Enterprises. To reach our agency goal of 30% MWBE utilization and provide greater access to contracting opportunities for MWBEs to develop and grow, we have created an agency-wide MWBE mentoring program for FY 23. Our new mentorship program will see MWBEs GROW: Gain Resources, Opportunities & Wins within the goods, service, and construction industry while expanding capacity, technical knowledge, and establishing a relationship with DOT.**

❖ **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?**

On July 18, 2022, DOT hosted its first D/MWBE outreach event with the Department of Small Business Services and the Mayor's Office of Contract Services. The purpose of this event was to provide a venue for the Minority and Women-Owned Business Enterprises and other small firms to become acquainted with DOT projects, discuss contracting opportunities, and create an opportunity for them to meet with DOT prime contractors. Staff from DOT's divisions were present to discuss their division's top priority projects and provide information to prospective firms, and ACCO's office staff and SBS/MOCS were present to sign up new firms for MWBE certification or provide information on signing up in PassPort. Upon conclusion of this outreach event, prime contractors and small businesses who had attended left with information to prepare themselves for DOT's upcoming capital projects, to build partnerships with each other, and aid in the DOT's continued increase of MWBE utilization.

In cooperation with the NYC Department of Small Business Services, DOT is finalizing the MWBE mentorship program curriculum.

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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
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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

- ❖ **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.**

### **Language Access:**

CSLACU continues to play an important role in providing Limited English Proficient (LEP) communities with vital translations of the current COVID-related DOT service alerts.

CSLACU has initiated program improvements and process adjustments to its inclusive projects:

- Schedule meetings with the DOT Strategic Communications Office and IT to develop more complete language access linkage for LEP customers who are searching for service updates, or an LPR, as required by Local Law 30 (LL 30) mandate. This effort provides the following ongoing activities:
  - A unified presence for LL30 and Title VI objectives
  - Routine support and updates of Vote NYC and CFB initiatives
  - The ability to introduce current and future Mayoral Initiatives, new programs, program updates, and service updates translated into the top ten languages
  - Delivery of translated social media alerts to the public
  - Direct document access for the public, including translated information
  - The ability for the public to share their ideas with and provide feedback to DOT
  - Upgrading Language Access Database (LAD) for improved processing:
    - Direct access to translation services for agency operational managers
    - Direct access to multilingual and ASL interpretation services for agency operational managers
- Local Law 30 and LPR Compliance Provided by Language Access:
  - Training session will be re-scheduled as the public service centers (PSCs) reopen.
  - Voter Registration reminders are routinely updated and remain on DOT's web site.
  - Provided Interpretation support for the DOT Street Ambassador community outreach efforts. During F23-Q1, there were 22 Street Ambassador deployments in two boroughs (Brooklyn and Queens), versus 24 deployments in 4 boroughs during FY22-Q4.

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- Provided Interpretation support for Safety Education community outreach efforts. There were 6 helmet fittings in 4 boroughs.
- Plain Language Initiatives: DOT Operational Units are encouraged to use Plain Language to develop materials intended for public distribution and CSLACU edits materials sent for translation, when feasible. DOT's Language Access SharePoint lists Plain Language hyperlinks. In addition, the Hemingway Application (App) is also a valuable Plain Language tool.
- Desktop Publishing/Digital Graphics/Digital Signage:
  - LEP customers require vital access to DOT's Covid service updates, Mayoral initiatives, and LPRs. CSLACU's improved graphics on DOT's internal landing page increase visibility for translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation services. Increased visibility of DOT's programming affords the LEP customer equal participation by providing multilingual translation and interpretation, and ASL interpretation to DOT divisions responding to LEP issues. CSLACU's desktop publishing and digital graphic initiatives adhere to ADA-AA Compliance Guidelines on DOT's internal and external landing pages.
  - Language Access Newsletter- Fall 2022 Edition- This new addition to the Language Access toolbox reminds DOT staff of our mission to support DOT in expanding its outreach to all communities. Fall 2022 and all issues profile one DOT Language Bank Volunteer (LBV). Quarterly issues now highlight DOT events that feature translated materials and interpretation.
- During FY23-Q1, Covid restrictions were partially lifted. The Public Service Centers (PSCs) are partially re-opened and CSLACU has resumed routine visits to DOT PSCs to replenish documents and will continue to provide:
  - New LPR Posters
  - New PSAs were installed on the digital display at the 55 Water Street PSC in September 2022 and are continually updated, as needed.
  - Access to updated online DOT .Glossaries of Common Transportation Terminology in Spanish, Russian, Simplified and Traditional Chinese
  - Updated training of service center personnel to respond to Limited English Proficiency (LEP) customers.
- Agency Requests for Translated Content:
  - During F23-Q1, the number of translations requested dropped to 24 requests for 88 document translations, but the lower number of requests still resulted in a higher number of translated pages at 111 pages, compared to F22-Q4 with 33 document requests for 110 document translations, resulting in 95 pages.
  - Twenty-four (24) documents were translated into twelve (12) languages: Arabic, Bengali, Traditional/Simplified Chinese, French; Haitian Creole, Korean, Polish, Russian, Spanish, Urdu, Yiddish, and Punjabi.
  - Six (6) DOT Divisions requested translations in FY23-Q1: Transportation Planning and Management, Franchises / Concessions & Consents, External Affairs, Safety Education & Outreach, Sidewalk and Inspection Management, and Creative Services.
- Language Access Database (LAD) Document Translations:



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- During FY23-Q1 Language Access received 24. requests from various DOT Divisions to translate content. Each Division's document request was made for one or more translations.
  - None of the 88 documents were translated by Language Access Staff.
  - All 88 documents were sent to Language Solutions, DOT's language service provider for translation.

FY23-Q1 LAD Translations	
Language	# Requested
Spanish	16
Chinese (Traditional/Simplified)	15
Korean	8
Haitian Creole	6
Arabic	6
Bengali	6
Urdu	6
Russian	6
French	6
Yiddish	6
Polish	6
Punjabi	1
<b>Total</b>	<b>88</b>

- Secondary Reviews Recorded in Language Access Database (LAD):
  - CSLACU's standard operating procedure has always included conducting secondary reviews of all translations completed and reviewed by Language Translation Solutions (LLTS) and additional reviews by GV Solutions, when possible. Secondary (tertiary)

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reviews of the Covid-19 updates have been curtailed because of the need for swift turnaround time and cost containment. CSLACU will continue to conduct future secondary reviews of documents with fewer time restrictions.

- In the first quarter of FY23, CSLACU submitted no (0) documents for external tertiary review. None (0) of the requests received for the 88 translated documents underwent external tertiary linguistic review by multilingual DOT employees in this quarter. All eighty-eight (88) translated documents underwent secondary linguistic review conducted by multiple experts at LLTS during this quarter.

FV23-Q1 LAD Expert Linguistic Reviews		
GV Solutions	0	None
Language Access Staff	0	None
Language Bank Volunteers	0	None
<b>Total</b>	<b>0</b>	<b>None</b>

### ○ Agency Requests for Interpretations:

- Over the Phone/Telephonic Interpretation - During Q1, the number of calls on behalf of customers with Limited English Proficiency increased to 318 call and 2,293 minutes, up from FY22-Q4's 196 calls and 1,513 minutes. These calls were accessed by Traffic Operations- Parking Permits. In Q-1, Greek, Haitian Creole, Hebrew, Hungarian, Mandinka, Bengali, and Urdu were added to the languages requested., while Bengali, Turkish, and Ukrainian were dropped. LanguageLine has been conducting our telephonic interpretation since June 3, 2022 and is contracted to continue to do so through 2025.

FY23 -1st Quarter Over-the-Phone/Telephonic Interpretation				
Languages	Calls	Minutes	% Calls	Units
Spanish	198	1,427	62.3%	Traffic Operations- PPPD
Russian	70	534	23.3%	Traffic Operations- PPPD
Mandarin	22	163	7.1%	Traffic Operations- PPPD
Cantonese	10	61	2.7%	Traffic Operations- PPPD
Polish	2	8	.3%	Traffic Operations- PPPD
Haitian Creole	1	5	.2%	Traffic Operations- PPPD

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Hebrew	1	6	.2%	Traffic Operations- PPPD
Hungarian	1	9	.4%	Traffic Operations- PPPD
Italian	1	6	.3%	Traffic Operations- PPPD
Arabic	9	53	2.3%	Traffic Operations- PPPD
Greek	1	5	.2%	Traffic Operations- PPPD
Mandinka	1	7	.35%	Traffic Operations- PPPD
Urdu	1	7	.35%	Traffic Operations- PPPD
Report Total	318	2291	100%	

○ In-Person and Virtual Interpretation - American Sign Language

- During FY23-Q1, Language Access processed seven (7) ASL interpretation requests on behalf of the Franchises/Concessions & Consents Unit and Executive Division, both in-person meetings, as well as web conferences. The 7 requests for ASL interpretation resulted in a total of seven (7) interpretation events taking place online and in-person. The two Communication Access Realtime Translation (CART) interpretation requests resulted in a total of two (2) CART events taking place online.

FY23 – Q1 ASL & CART Requests			
#	Languages	Assignments	Interpreters
1	ASL Services	7	11
2	CART Services	0	0
<b>Total</b>		<b>7</b>	<b>11</b>

○ Multilingual Interpretation for LEP Customers:

- During FY23-Q1, CSLACU received 35 multilingual interpretation requests for Street Ambassador outreach events from Transportation Planning and Management, Helmet Fitting events from Safety Education, Summer Streets informational tent requests from Strategic Communications, a BQE Corridor-wide Kick-off Meeting for the Manhattan Borough Commissioner's Office and an Off-Hour-Delivery informational webinar from Freight Mobility. In this reporting period there were 35 requests for in-person and virtual interpretation, down from forty-five (45) requests in Q4.

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- During FY23-Q1 there were 24 Street Ambassador deployments in 2 boroughs. In Brooklyn for the Bikes Unit, there were Coney Island pedestrian and cyclist surveys conducted in Russian and Spanish, McGuinness Boulevard merchant surveys conducted in Polish and Spanish, and Parkside Plaza public surveys conducted in Haitian Creole and Spanish. In Queens for the Public Spaces Unit, there were 34th Ave infrastructure implementation surveys conducted in Spanish.
- For Safety Education, there were 6 helmet fittings in 4 boroughs. There was Spanish and Mandarin interpretation provided in Queens; Spanish interpretation provided in the Bronx; Spanish, Mandarin, and Cantonese interpretation provided in Manhattan; and Yiddish interpretation provided in Brooklyn.

FY23 – Q1 Multilingual Requests		
#	Requests/Events by DOT Divisions/Unit	
1	Transportation Planning & Management	24
2	Safety Education	6
3	Strategic Communications	3
4	Manhattan Borough Commissioner's Office	1
5	Freight Mobility	1
<b>Total</b>		<b>35</b>

FY23 – Q1 Multilingual Requests by Language			
#	Languages	Assignments	Interpreters
1	Spanish	35	47
2	Russian	11	19
3	Chinese (Mandarin & Cantonese)	11	19
4	Haitian Creole	3	3
5	Polish	3	3

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6	Yiddish	2	6
7	Arabic	1	1
<b>Total</b>		<b>66</b>	<b>98</b>

- Language Bank Volunteers (LBV) Citywide Database - During FY23-Q1, one (1) LBV requests were processed by DOT's LBV Project utilizing the services of NYCDOT language bank volunteers, down from five (5) requests in FY22-Q3. During this reporting period:
  - DOT LBVs accepted zero (0) Citywide Translation Requests
  - CSLACU processed zero(0) requests for document translation services
  - CSLACU processed one (1) request for interpretations
  - CSLACU processed zero (0) requests for ARTS related correspondence
  - A total of zero (0) requests were processed in the LBV Citywide Database

FY23 - Q1 Requests for LBVs			
Language	July	August	September
Chinese (Cantonese)	0	1	0
Spanish	0	0	1
<b>Total (2)</b>	<b>0</b>	<b>1</b>	<b>1</b>

- DOT Literature and Voter Registration Distribution:
  - DOT's literature requests originating from NYC311 are processed in 311 Dynamics. DOT has received requests for VR in English, Spanish, Chinese and Russian during FY23-Q1 . There is a DOT system in place to accommodate LEP customer requests. As stated in the biennial VR report submitted to MOO, it is important to differentiate between the numbers of VR distribution packets distributed and the actual number of voter registrations taking place. Prior to the pandemic, as now, DOT has no way of knowing whether the customers corresponding with DOT, or requesting DOT literature, are already registered to vote. DOT also has no way of knowing if a customer completes the VR forms and returns them to the Board of Elections (BOE). The PSC managers have, prior to Covid and once the PSCs reopen, will continue to encourage VR. Unless the customer fills out the VR forms at the PSC, we would not see the VR forms and have a way to return the VR forms to the BOE.

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- Voter Registration (VR) packet distribution numbers are identical to literature request numbers as they are mailed with each literature request. The numbers in the chart found on this page are aggregated for all literature requests.
  - CSLACU includes VR packets with every document request received from customers.
  - The DOT website has a "Register to Vote" icon/tile on its landing page. The hyperlink sends DOT customers directly to "NYC VOTES".

FY23 - Q1 Literature Requests and Voter Registration			
Language	Total SR*	Total # Literature Requested	Total # VR Sent*
English	1,606	2,097	1,606
Spanish	26	35	26
Chinese	4	9	4
Polish	1	1	1
Bangla	1	1	1
Russian	9	11	9
<b>Total</b>	<b>1,647</b>	<b>2,154</b>	<b>1,647</b>

\*During FY23-Q1, the total# of SR's (Service Requests), showing the total number of people requesting literature was 1,647, a slight increase from FY22-Q4, 1,559 requests. In response to customer service requests via 311, a total of 2,154 pieces of DOT literature were requested in multiple languages, a slight increase from Q4's 2,127:

\*1,647 - English

\*41 - Other languages, combined:-26 Spanish, 4- Chinese, 1- Polish, 1- Bangla, and 9 - Russian.

- Desktop Publishing/Digital Graphics (SharePoint): CSLACU's desktop publishing and digital graphic SharePoint initiatives increase DOT's employee awareness of the need for inclusivity of the diverse populations DOT serves and the availability of Language Access services for document translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation. DOT's internal SharePoint showcases LAD, the Language Access Database, a portal to translation and interpretation services. Telephonic (over-the-phone) interpretation is available by directly contacting LanguageAccess@dot.nyc.gov. CSLACU's diversity desktop publishing and digital graphic initiatives now adhere to ADA-AA Compliance Guidelines. During FY23-Q1, CSLACU has worked on:
  - Signage and Publications:

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- Public Service Center Welcome Signs, and Flyers/Lamination:
- Licenses, Permits, and Registrations (LPR) Quick Reference- Needs revision for new vendor - in progress.
- Language Bank Volunteer (LBV) Contact List and Language Access (LA) Contact List- under revision because of employee retirements.
- Great Service - Great City additional poster with ADA Compliance color scheme - in progress.
- Your Civil Rights (Title VI) metal sign, was revised by DOT Legal, translated into the top ten languages by Language Access, and submitted to the DOT Sign Shop - in progress: The signs will be installed at all DOT PSCs and ferry terminals.
- Licenses, Permits & Registrations (LPRs): "Need a Translated Application? Translations & interpretations available in the top 10 languages" - framed; awaiting distribution and installation.
- Corona Kiosk Event flyer - revised the Spanish translation.
- Digital Publications:
  - DOT LPR website and SharePoint are under revision to ensure ADA-AA color compliance for the visually impaired and color blind. Design completed. Uploaded to DOT's SharePoint site. Additional edits to SharePoint - in progress.
  - Language Access News Fall 2022 Digital Edition - (Accessible documents, ADA-AA Compliant). Final Fall Edition Draft is ready. We expect it to be completed and distributed through CSLACU's Language Access SharePoint during October 2022.
  - Language Access and LPR Training Manual: revisions - in progress.
- Digital Signage:
  - Created new digital signs and revised existing signs. There are 36 ADA-AA compliant digital slides of current and ongoing DOT initiatives, including digital signs for the new portal:
    - ADA Coordinator Edmund Asiedu; Summer Streets; Speed Cameras Save Lives 24/7 -(Vision Zero); NYC Open Restaurants; NYC Open Streets; NYC DOT Projects and Initiatives; and BQE Corridor Vision.
    - Vision Zero "Speeding Ruins Lives. Slow Down."
    - "What's Happening Here"
    - Current Holidays
  - These are displayed on the digital monitor at Permit Management and Construction Control PSC at 55 Water Street. Ensuring all digital sign information is ADA-AA color compliant - the 55 Water Street PSC digital display is up and running, as of September 2022. Digital signage at other DOT PSCs - the rest of the PSCs are still works in progress.

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### D. 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. **Workforce Profile Report: The HR Analytics Team along with the Performance Analytics Team release an annual internal Workforce Profile Report which details Agency Wide and Division specific workforce statistics. The annual report is shared with the Agency's Executive Staff as well as Division Heads at the time of the annual release. The report is used to measure performance of our initiatives and identify the annual list of "Titles of Interest" for which DOT's mandates "Structured Hiring" because of elevated levels of underutilization.**

- ❖ **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?**

Please refer to section IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023, part A.1.

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 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 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

2. **DOT Employee Resource Group (ERG) Initiative: DOT's ERGs are employer-recognized groups of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. ERGs are instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. ERGs are responsible for establishing their own mission, goals, and annual activities, which must align with DOT's strategic goals.**

- ❖ **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?**

Please refer to section IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023, part B.1.



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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 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 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. **EEO Liaisons:** DOT's EEO Liaisons play an important role in assisting EDI and DOT to meet their EEO obligations through the regular referral of employee EEO-related concerns to EDI, assisting with the posting and maintenance of agency wide of EEO-related policies and memos, and serving as an on-the-ground resource for DOT employees without immediate access to EDI, or EEO online resources.

- ❖ 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?

Please refer to section IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023, part B.2.

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 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 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

4. **Equity Working Groups:** COVID-19's disproportionate impact on historically disenfranchised communities, as well as the recent deaths of Black men and women during confrontations with law enforcement, have re-emphasized the need for open conversations around racial disparities and equity in all aspects of our society. Racial disparities and systematic racism are unfortunately, also a part of the present experiences of many members of the public, in their interactions with other government agencies throughout our nation, and this is particularly true for people of color. Consequently, it is pivotal that the work that we do and decisions we make as the city's Department of Transportation (DOT) focus on promoting racial and social equity. The agency has several efforts underway to advance this goal, including three staff-level working groups: the Equity & Inclusion in Planning Working Group, the Equity In Enforcement Working Group, and the Equity in Infrastructure Working Group. Each of these groups have a focused mission to address key areas of concern where policy change is needed. These groups provide further opportunities for staff engagement and to cohesively communicate the sum total of these efforts back to staff. Though temporarily put on hold in 2022, DOT expects to launch its Advancement of Black and Brown Women in DOT Working Group in FY2023.

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- ❖ **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?**

Please refer to section IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023, part B., #'s 4, 5, and 6, regarding the equity working groups.

This quarter the EEO Office has held meetings with individuals interested in the formation of and being a part of the DOT's Advancement of Black and Brown Women in DOT Working Group. Currently the group has a draft mission statement and work on a charter has begun. As part of this process, a Town Hall is under consideration to announce the formation of the group and provide employees opportunity to join.

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 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 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 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.**

- Event: Latin American Heritage Potluck Picnic
  - Potluck picnic celebrating Latin American Heritage
  - September 17, 2022
  - In recognition of Latin American Heritage Month, DOT's Organización Latino Americana (OLA) ERG hosted a potluck picnic in Astoria Park for DOT employees and their guests.
- Event: Latinx Contributions at NYC DOT
  - Panel discussion with DOT Commissioner Ydanis Rodriguez
  - September 21, 2022
  - In recognition of Latin American Heritage Month, DOT's Organización Latino Americana (OLA) ERG hosted a virtual panel discussion celebrating Latinx contributions at NYC DOT.

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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. Review policies, procedures, and practices related to targeted outreach and recruitment and utilize Inclusive Recruitment Guide issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.**

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

In Q2 of FY 2023, DOT HR will appoint a Director of Workforce Development to tackle these initiatives. The Director will collaborate with executive staff and hiring managers in the development of recruiting strategies to attract and retain a diverse workforce. They will increase outreach to organizations which represent populations who are underrepresented in various Agency titles. The Director will pursue opportunities to partner with citywide agencies, such as the Mayor's Office for Workforce Development and the Mayor's Office for People with Disabilities. They will use industry best practices to garner new approaches and procedures to implement Agency recruitment diversity goals and objectives.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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 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 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

**2. Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights.**

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

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effectiveness of these actions?

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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 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 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. Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included. Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

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

DOT HR reviews all DOT job postings to confirm that the new messaging is included. We also review the postings to ensure that the job descriptions are satisfactory and that other posting elements are relative to the position and unlikely to have an adverse impact on any group.

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 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 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

### 4. Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received (1) Structured Interviewing training, (2) Unconscious Bias training, and (3) Everybody Matters EEO and Diversity and Inclusion Training.

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

DOT HR regularly offers these trainings to all agency personnel identified as involved in both the discretionary and the civil service hiring process.

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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

❖ **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.**

In July 2022, DOT advertised engineering job postings with the following sources: Society for Women Engineers, National Society of Black Engineers, Society for Hispanic Professional Engineers, Society of Asian Scientists and Engineers.

In August 2022, DOT shared attorney job postings with 43 ethnic, minority, and women's bar associations.

In August 2022, in order to expand where all Agency job openings are posted, DOT contracted with the vendor, Circa. Circa provides automated job distribution of all our openings to their job board network of 600 local and national employment and diversity sites. This is in addition to the 13 diversity recruitment websites listed in DOT's FY 2023 annual plan. Additionally, Circa provides automatic outreach to more than 1,500 diversity organizations via their outreach management system. These organizations include underrepresented groups such as veterans, people with disabilities, minorities, women, and LGBT groups.

In September 2022, DOT shared various job postings and vacancy notices with the Mayor's Office for People with Disabilities to post on their job board.

### 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: 2

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White 1 Two or more Races 1

Gender\* [#s]: M 1 F 1 N-B \_\_\_ O \_\_\_ U \_\_\_

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### 2. Public Service Corps Total: 0

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: 14

Race/Ethnicity\* [#s]: Black 4 Hispanic 4 Asian/Pacific Islander 5 Native American 1 White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M 6 F 8 N-B \_\_\_ O \_\_\_ U \_\_\_

### 4. Summer Graduate Interns Total: 4

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

Gender\* [#s]: M 3 F 1 N-B \_\_\_ O \_\_\_ U \_\_\_

### 5. Other (College Aides) Total: 101

Race/Ethnicity\* [#s]: Black 13 Hispanic 18 Asian/Pacific Islander 45 Native American\_\_\_ White 20 Two or more Races 4  
Did not disclose 1

Gender\* [#s]: M 63 F 37 N-B 1 O \_\_\_ U \_\_\_

### 6. Other (DYCD Interns) Total: 75

Race/Ethnicity\* [#s]: Black 14 Hispanic 9 Asian/Pacific Islander 42 Native American\_\_\_ White 6 Two or more Races 4

Gender\* [#s]: M 55 F 20 N-B 1 O \_\_\_ U \_\_\_

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### 7. Other (NYC Automotive HS Interns) Total: 6

Race/Ethnicity\* [#s]: Black 1 Hispanic 3 Asian/Pacific Islander 2 Native American     White     Two or more Races    

Gender\* [#s]: M 63 F 37 N-B 1 O     U    

#### **Additional comments:**

In FY 2023, DOT submitted eight Urban Fellows applications, and two Fellows were placed with our agency.

In FY 2023, DOT will continue to recruit both College Aides and Summer Interns from local and regional schools and via posting on the City's website. In addition to participating in career fairs, DOT will also hold agency-specific info sessions at CUNY schools in order to attract a diverse intern candidate pool.

In FY 2023 Q1, the agency participated in the Department of Youth and Community Development (DYCD) Summer Youth Employment Program (SYEP), the Ladders for Leaders Program, the Intern & Earn Program, and the Transportation Career Mentoring Program. DOT will continue to participate in DYCD internship programs in the summer of 2023.

In FY 2023 Q1, DOT partnered with local high schools to provide internships to students through the NYC Automotive HS Internship Program. We will continue to participate in CTE HS programs in the summer of 2023.

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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): 20 Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

During the 1st Quarter, a total of 0 new applications for the program were received.

During the 1st Quarter 1 participant left the program due to permanent promotion.

During the 2nd Quarter, a total of \_\_\_\_\_ [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: \_\_\_\_\_

**2. Ensured that all competitive job postings included the 55-a language.**

**3. Participated in panels**



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## V. 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 effectiveness of these actions?**

DOT posts information on the agency's intranet site regarding job openings, civil service exams, DCAS resources, agency training and professional development, and online learning and training. HR emails all employees updates to this site, including all new job postings. Agency Personnel Coordinators ensure that employees without email receive the same information. The Career Counselor and the Training & Development Office continue to advise employees regarding promotional opportunities and career development, both through individual meetings and by conducting group info sessions.

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.

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

For interview panels of titles where underutilization exist, panels are strongly encouraged to consist of three interviewers but must be comprised of at least two people. The panel must also, except in very unusual circumstances, be significantly diverse (that is, the interviewers must be represented by more than one gender and ethnicity). The panels must utilize a uses a standardized rating scale and candidate scorecard for all interviews, and each interviewer completes ratings sheets for every candidate interviewed.

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In June 2018, DOT established a Promotion Review Committee (PRC) that is made up of the Executive Deputy Commissioner, the Chief Operations Officer (COO), the COO's Chief of Staff, the Commissioner's Chief of Staff, the Deputy Commissioner for Human Resources and Facilities Management, and the Assistant Commissioner for Equal Employment, Diversity and Inclusion. The PRC meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency's budget. High-level appointments and promotions are also required to follow DOT's Structured Hiring Guidelines.

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 and/or HR participate in oversight at resume selection stage by reviewing the resumes selected. The EEO Office and/or HR will hold the hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but, based on a review of their resume, they are determined to be otherwise qualified for the position sought.

The EEO Office and/or HR also confirms interview panels are compliant with the Structured Hiring Guidelines.

The EEO Office and/or HR approves interview questions.

The EEO Office and/or HR staff perform advisory role and conduct post-audit reviews.

The EEO Office and/or HR participate in oversight at interviews and candidate selection:

Review by HR and/or the EEO Office after first (and subsequent) round interviews.

HR will hold hiring process if upon review rating sheets from each round of interviews are not satisfactory and if applicants advancing are not otherwise qualified for the position sought.

The EEO Office will perform advisory role and will conduct post-audit review.

Review by HR and/or the EEO Office for final selection.

HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines.

The EEO Office will perform an advisory role and will conduct post-audit reviews.

As mentioned above, the DOT's EEO Officer is a member of the PRC, which meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency's budget.

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4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. There were no layoffs or terminations due to fiscal/operational reasons during this quarter.
5. Other: N/A

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>604</u>	# <u>197</u>	# <u>249</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

### 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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

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### 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 ☐

- ☒ 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”*

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*(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.**

DOT will annually conduct its own Climate Survey in alignment with Local Law 101 and utilizing the format of the 2020 survey to allow for continued, but internal, assessment of employees' general awareness and knowledge of the City's Equal Employment Opportunity (EEO) Policy, including but not limited to sexual harassment policies and prevention at city agencies, especially the DOT, including employee experience with and knowledge of reporting of prohibited acts. Data gleaned from these annual surveys will inform future Climate Survey Action Plans.

Every year, the EEO Office will circulate an agency wide email that will include, among other EEO resources, electronic copies of the revised EEO Policy.

Every six months, the EEO Office will post on DOT's SharePoint homepage a description of the agency EEO office and its office and staff contact information, with links to relevant intranet sites and resources, highlighting the revised EEO Policy, and providing a direct link to it. These posts will include either a refresher of current EEO protections or raise awareness to recent EEO developments.

EEO Liaisons will ensure that the revised EEO Policy is posted in their locations and provide hard copies of the same to staff upon request. The EEO Office will ensure that liaisons have sufficient supply of hard copies of the revised EEO Policy.

Annually, the EEO Office will review, and update accordingly, the EEO training provided to new hires, and ensure all new hires are adequately trained on and provided a copy of the revised EEO Policy.

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

The EEO Office began preliminary discussions about how to conduct its own Climate Survey. EEO Liaisons were tasked with posting within their respective areas all EEO-related postings.

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

Every six months, the EEO Office will circulate an agency wide email that will include, among other resources, office and staff contact information.

Twice every quarter, an EEO Office representative will visit a separate DOT location for an hour long “meet and greet” with supervisors, managers, and staff, during which time the EEO Office representative will provide EEO office and staff contact information, and also provide information and answer general questions about the EEO Office, and the EEO Policy, reporting complaints, and requesting reasonable accommodations. An emphasis will be placed on visiting the most isolated staff and locations ahead of those with more ready access to the EEO Office.

Introduction of returning and new EEO Liaisons to their respective areas. The EEO Liaison Program launched in 2018, with 28 liaisons dispersed across the agency. In July 2022, and in collaboration with the DOT's Human Resources Division, Performance Analytics Unit, and Division Personnel Coordinators, the EEO Office has expanded the liaison pool to 45, strategically placed throughout the agency, who will be provided with updated training and data collection and reporting tools. The EEO Office expects to begin accepting EEO Liaison applications in December 2022, and complete selection and their introductions in early 2023.

Every quarter, the EEO Office will circulate an agency wide newsletter that will include, among other resources and information, updates on both agencywide and citywide DEI initiatives.

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

This quarter the EEO Office met regularly with the EEO Liaisons and began finalizing the process for the launching and selecting new EEO Liaisons meant to provide more complete coverage of the agency.

The EEO Office's Diversity Specialist has begun development of an EEO-related newsletter with the expectation that a launch proposal be ready by the end of this year.

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### 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.**

EEO Liaison Complaint Process Training – Liaisons will receive training on the complaint process and serve as a resource for employees with questions about filing a discrimination complaint. EEO Liaisons will advertise this resource in a physical posting at their location. The EEO Office will provide the posting for them to do so.

Continuation and updating of the annual DOT EDI Talk. These are guided discussions DOT supervisors and managers are required to lead annually with their subordinates about, among other things, employee protections under the EEO Policy from discrimination, harassment, and retaliation because of their actual or perceived membership in a protected category, and the EEO complaint process. DOT requires that all managers and supervisors present the DOT EDI Talks to their direct reports orally during meetings, at least once each year using a script provided by the EEO Office, and employees are required to acknowledge having received the talk. DOT's second annual DOT EDI Talks launched in June 2022, and the third iteration is planned for June 2023. This June 2023 talk will be updated to include greater detail about the EEO Complaint Process.

Every six months, the EEO Office will circulate an agency wide email that will include, among other resources, the Complaint Process at a Glance sheet.

DOT is now in early stages of creating an EEO dashboard/visualization platform that will, among other things, provide DOT complaint data and trend analysis available for agency staff consumption. This data and trend analysis will include information of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. We expect this new tool to be operational by December of 2022.

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

The EEO Office's lead trainer has begun drafting a complaint process training for EEO Liaisons.

DOT's second annual DOT EDI Talks launched in June 2022, and concluded in September 2022 with a 91% agency wide completion, significantly greater than 2021's 69% completion.

This quarter the EEO Office held discussions with PDAM and IT&T regarding the launch of an internal EEO tracking and reporting tool (EEO

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dashboard/visualization platform – see above) that will provide appropriate EEO-related data to the agency at large, with a focus on transparency in the number of complaints and reasonable accommodations received and their outcomes. This application is in a preliminary stage but is expected to launch in early 2023.

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

Continuation and updating of the annual DOT EDI Talk. These are guided discussions DOT supervisors and managers are required to lead annually with their subordinates about, among other things, employee protections under DOT's sexual harassment prevention policies and the EEO Policy's protections from discrimination, retaliation, and harassment, with a focus on sexual harassment. DOT requires that all managers and supervisors present the DOT EDI Talks to their direct reports orally during meetings, at least once each year using a script provided by the EEO Office, and employees are required to acknowledge having received the talk. DOT's second annual DOT EDI Talks launched in June 2022, and the third iteration is planned for June 2023. This June 2023 talk will be updated to include greater detail about employees' protected rights and the prohibition of discrimination, including sexual harassment, in the workplace.

Annually, the EEO Office will review, and update accordingly, the EEO training provided to new hires, and ensure all new hires are adequately trained on employee protections under DOT's sexual harassment prevention policies and the EEO Policy's protections from discrimination, retaliation, and harassment, with a focus on sexual harassment.

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

DOT's second annual DOT EDI Talks launched in June 2022, and concluded in September 2022 with a 91% agency wide completion, significantly greater than 2021's 69% completion.

**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.**

Continuation and updating of the annual DOT EDI Talk. These are guided discussions DOT supervisors and managers are required to lead annually with their subordinates about, among other things, measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. DOT requires that all managers and supervisors present the DOT EDI Talks to their direct reports orally during meetings, at least once each year using a script provided by the EEO Office, and employees are required to acknowledge having received the talk. DOT's second annual DOT EDI Talks launched in June 2022, and the third iteration is planned for June 2023. This June 2023 talk will be updated to include greater detail about the measures that an employee may take to report any



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violations under the EEO Policy, including discrimination and sexual harassment.

EEO Training for Managers & Supervisors – Similar to the DOT EDI Talk given to subordinates, EDI will create and conduct an EEO training for managers and supervisors, that will include, among other EEO-related matters, the measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. The EEO Office expects this new training to launch by January of 2022.

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

DOT's second annual DOT EDI Talks launched in June 2022, and concluded in September 2022 with a 91% agency wide completion, significantly greater than 2021's 69% completion.

The EEO Office's lead trainer, in collaboration with the Assistant Commissioner of EEO, has started drafting an EEO training for managers and supervisors similar to the one they are required to give to their subordinates as part of the DOT EDI Talk.

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.**

Continuation and updating of the annual DOT EDI Talk. These are guided discussions DOT supervisors and managers are required to lead annually with their subordinates about, among other things, measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. DOT requires that all managers and supervisors present the DOT EDI Talks to their direct reports orally during meetings, at least once each year using a script provided by the EEO Office, and employees are required to acknowledge having received the talk. DOT's second annual DOT EDI Talks launched in June 2022, and the third iteration is planned for June 2023. This June 2023 talk will be updated to include greater detail about the measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

EEO Training for Managers & Supervisors – Similar to the DOT EDI Talk given to subordinates, EDI will create and conduct an EEO training for managers and supervisors, that will include, among other EEO-related matters, the measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. The EEO Office expects this new training to launch by January of 2023.

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

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### actions?

DOT's second annual DOT EDI Talks launched in June 2022, and concluded in September 2022 with a 91% agency wide completion, significantly greater than 2021's 69% completion.

The EEO Office's lead trainer, in collaboration with the Assistant Commissioner of EEO, has started drafting an EEO training for managers and supervisors similar to the one they are required to give to their subordinates as part of the DOT EDI Talk.

### 7. **Other: Reduce the incidents of workplace discrimination personally experienced and/or witnessed by employees.**

Expanded use of Structured Hiring beyond titles of interest, into titles to monitor with the goal of subjecting all hiring to structured hiring guidelines and requirements.

Targeted and focused EEO training and interventions where high rates of discrimination are being reported, specifically on the bases of Age, Sexual Harassment, Color, National Origin/Ethnicity, Pay/Salary History, and Race.

Enforcing and enacting the DOT's DE&I and EEO FY2023 Plan, to include the Climate Survey Action Plan.

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

This quarter, the EEO Office launched a demographic analysis of all interview panels to determine the extent of diversity within non-title of interest interview panels. This analysis is expected to be completed before the end of this year and the results applied to future interview panels.

The EEO Office is working with DOT Human Resources and an MWBE to provide Ageism-based training to Agency staff involved in the hiring process and supervisors. The training, "Preventing Age Discrimination in the Workplace," is expected to launch by the end of 2022 or the start of 2023.

### 8. **Other: Improve employee reporting of discrimination experienced to the agency EEO Office.**

Expand visibility of EEO Office through aforementioned semiannual agency wide email, EEO Office representative site visits, and the continuation and expansion of EEO Liaison program.

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Improve employees' knowledge of the EEO complaint process through aforementioned EEO Liaison complaint process training, continuation of the DOT EDI Talk, semiannual agency-wide circulation of the Complaint Process at a Glance sheet, and creation of the EEO dashboard/visualization tool to provide transparency in hopes of building employee confidence in complaint reporting.

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

This quarter the EEO Office met regularly with the EEO Liaisons and began finalizing the process for the launching and selecting new EEO Liaisons meant to provide more complete coverage of the agency.

EEO Liaisons were tasked with posting within their respective areas all EEO-related postings.

9. **Other: Improve employees' perceptions of workplace protections from EEO Violations.**

Improve transparency and accountability to foster improved experience and perception of workplace protections from EEO violations agency wide. This will be accomplished through the application of this annual plan and accompanying Climate Survey Action Plan. Agency wide, as regards EEO-related matters, transparency and accountability will be the driving policies.

Ensure the workforce is current and compliant with mandatory EEO and D&I trainings.

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

This quarter the EEO Office held discussions with PDAM and IT&T regarding the launch of an internal EEO tracking and reporting tool (EEO dashboard/visualization platform – see above) that will provide appropriate EEO-related data to the agency at large, with a focus on transparency in the number of complaints and reasonable accommodations received and their outcomes. This application is in a preliminary stage but is expected to launch in early 2023.

This quarter DOT completed its mandatory sexual harassment training and obtained 97% training completion rate. In order to reach this high completion rate, DOT made efforts to timely resolve new-employee ID issues that prevented them from accessing the training and tracked employees on leave to ensure those who returned to work during the training cycle were encouraged to take the training before the end of the cycle. For those employees with limited opportunity and/or access to computers, DOT made special arrangements to enable them to access the training, and regularly contacted division leaders to discuss measures to encourage their staff to take the training and arrange work schedules to allow time for it. DOT intends to improve upon and utilize these and other methods to ensure

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workforce compliance with future mandatory EEO and D&I trainings.

**10. Other: Improve employees' perceptions of racial equity in the workplace.**

Sponsor Town Halls on race, equity, and inclusion, where employees have the opportunity and are encouraged to pose questions, raise issues, voice their concerns, about internal racial dynamics at DOT, and provide suggestions for improving those dynamics – suggestions that will then, upon consideration, be put into action.

Annual agency-wide dissemination of DOT's Workforce Profile Report documenting, in part, racial equity in the workforce over time.

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

This quarter the EEO Office has held meetings with individuals interested in the formation of and being a part of the DOT's Advancement of Black and Brown Women in DOT Working Group. Currently the group has a draft mission statement and work on a charter has begun. As part of this process, a Town Hall is under consideration to announce the formation of the group and provide employees opportunity to join.

The latest version of the Workforce Profile Report (CY21) was released to the agency's executive staff as well as division heads in May of 2022, and then posted on the agency's internal Sharepoint page for employee access.

**11. Other: Address employees' training needs and desires.**

Encourage, and make available to all agency staff on an ongoing basis, trainings on EEO-related matters, with a focus on racial, cultural, and interpersonal competency trainings.

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

This quarter the EEO Office and HR have partnered with two MWBEs to develop Emotional Intelligence and Leadership trainings for current ERG leaders, and discussions are ongoing regarding the inclusion of past ERG leaders and current EEO Liaisons. These trainings are still in their development stage with an expected launch at the beginning of next year.

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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 \_\_\_\_ Quarter, FY 2023

### Personnel Changes

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name & Title	1. Christopher Lee	2.	3.
Nature of change	<input checked="" 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: 08/22/2022	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
Name & Title	4. Christopher Lee	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (Diversity)	<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 checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
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. Benjamin Graham, EEO Officer	2. Andrew Sonpon, EEO Investigator	3. Bellonne Pierre-Canel, EEO Investigator
<b>Completed EEO Trainings:</b>			
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 type="checkbox"/> Yes <input type="checkbox"/> No	<input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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	2. Christopher Lee, Diversity Specialist	3.	4.	
<b>Completed EEO Trainings:</b>				
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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:

### Diversity and EEO Staffing as of 1<sup>st</sup> Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Benjamin Graham	Executive Agency Counsel	90	bgraham1@dot.nyc.gov	212-839-6603
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Carlos Bannister	Administrative Procurement Analyst	100	cbannister@dot.nyc.gov	(212) 839-9421
ADA Coordinator	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50	easiedu@dot.nyc.gov	(929) 441-9658

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<b>Disability Rights Coordinator</b>	Benjamin Graham	Executive Agency Counsel	10		
<b>Disability Services Facilitator</b>	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50		
<b>55-a Coordinator</b>	Lianne Palacios	Administrative Staff Analyst	15	lpalacios@dot.nyc.gov	(212) 839-9516
<b>Career Counselor</b>	Peter Scavetta	Administrative Staff Analyst (NM)	25	pscavetta@dot.nyc.gov	(212) 839-9452
<b>EEO Counselor</b>					
<b>EEO Investigator</b>	Andrew Sonpon, Jr.	Agency Attorney	75	asonpon@dot.nyc.gov	(212) 839-6610
<b>EEO Counselor\ Investigator</b>	Bellonne Pierre-Canel	Agency Attorney	75	bpierre-canel@dot.nyc.gov	(212) 839-6606
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>	Carol Adamson	Principal Administrative Associate	10	cadamson@dot.nyc.gov	(212) 839-9495
<b>Other (Diversity Specialist)</b>	Christopher Lee	Community Coordinator	100	clee4@dot.nyc.gov	(212) 839-7151
<b>Other (Lead Trainer)</b>	Vincent DiGennaro	Community Coordinator	100	vdigennaro@dot.nyc.gov	(212) 839-4151

\* 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.