

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>CONSUMER & WORKER PROTECTION</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021	<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022		
<input checked="" type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022	<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022		
Prepared by: Diana Morales EEO Officer dmorales@dca.nyc.gov (212)436-0376			
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>4/29/22</u>			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

For Q2, Q3 and Q4 use previous quarter's submission to update, retaining all information for the prior quarters]

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

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

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

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

On October 5th Commissioner Hatch sent an agencywide email to thank everyone for the work and innovation he learned about during his first week being at the agency. He went on to highlight specific examples of dedicated efforts that he experienced throughout various divisions and the specific projects and initiatives that he witnessed. On October 8th, agency employees were thanked through our agency social media page in celebration of customer service week. On October 19th and agency wide email was sent from Commissioner Hatch to

thank everyone for providing the best customer service possible. In this communication he also announced the 2021 Excellence in Customer Service Award Winners. On October 19th the agency bought breakfast for designated staff from each division that were awarded with customer service awards.

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 365 Q2 (12/31/2021): 382 Q3 (3/31/2022): 395 Q4 (6/30/2022): _____

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

Yes , On (Date): 8/28/21 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

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

Yes , On (Dates):

Q1 Review Date: 7/13/21 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Propose the agency’s collaboration with LinkedIn Talent Solutions to work on our agency’s active recruitment efforts to increase our candidate pool among dormant applicants and expand agency service recognition.	Received our quote for LinkedIn Recruiter and submitted it onto our agency Financial Information Tracking system.	<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	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Encourage agency employees to take civil service exams	The Director of Human Capital sends agency wide communications whenever civil service exams become available, and the 55a program booklet along with FAQ’s regarding the civil services process are shared. There is also a section all about Civil Service exams that is included in New Hire orientation. Whenever staff members have questions on the process, they are encouraged to set up a meeting to discuss any specific questions that they have.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Promote Work Well events and initiatives with our workforce to ensure that staff are reminded of the fitness and meditation classes offered, the events to help us all de-stress and other resources made available to employees to help everyone stay informed on various topics.</p>	<p>We collaborated with WorkWell to host a flu and COVID-19 vaccination clinic on October 28th. On October 14th the agency shared information on Breast Cancer Awareness month and the Work Well NYC for Making Strides Against Breast Cancer Walk in Central Park.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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<p>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.</p>					
<p>The collaboration with LinkedIn Recruiter is a priority, we are working with the procurement team to ensure that this can be approved as soon as possible.</p> <p>In February the HC Director sent out an email promoting WorkWell initiatives and activities for employees to sign up for.</p> <p>In March for National Nutrition Month, the HC Director also sent out information to promote WorkWell challenges, programs, and activities for the month.</p>					

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ● Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Launch a pilot mentorship program where division heads will submit a designated mentor and mentee from their division to attend monthly sessions hosted by EEO and HC where mentorship skills will be developed, and progress will be evaluated for future topics.	Plan to compile training resources from LinkedIn Learning, podcasts, books, and other online materials. We also discussed that we need to meet monthly to put together the material we have found and create a theme for each month's session.	<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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continue promoting the use of LinkedIn Learning within divisions and send agency wide monthly recommendations to foster a culture of continued employee development.	<p>January's Recommended courses were on Unlocking Your Potential, Habits to Win Every day, Successful Goal Setting, Cultivating a Growth Mindset, Productivity: Prioritizing at Work, and Improving Your Focus.</p> <p>February's Recommendations were on Managing High Potentials, Sharing Your Best Self at Work, Coaching Yourself to Career Success, and Developing Your Professional Image.</p> <p>March's Recommended courses included Building Self Confidence, Building Resilience, Being and Effective Team Member, and Habits to Win Every Day. This month we also shared the Live Office Hours with Experts that were coming up.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Launch an internal onboarding survey that would help the agency assess how we can improve the onboarding process.</p>	<p>Update our new hire orientation to provide more information during onboarding while also reducing the time HR, DAO, EEO spend conducting orientation every week. We updated our presentation expanding the civil service, health benefits and other portions of the training to give new hires as much information as possible. We plan to conduct the orientation every 2 weeks now and have it over teams to accommodate the size of the group.</p>	<p><input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Send out monthly emails to celebrate diversity and cultural events</p>	<p>With the hire of a College Aide to our team, we will make sure to have this be a priority for them and will have to plan out what our year will look like. Interviews conducted to find the candidate.</p>	<p><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</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>After on boarding the additional staff member, this quarter we started developing and sending monthly emails to celebrate Diversity & Inclusion celebrations that occur throughout the year. The EEO Spotlight emails we sent included: Lunar New Year Celebration sent on 2/1/22: In our launch of this email series, we started by outlining our goal was behind these emails. We discussed cultivating a space where we could learn about one another’s background and foster curiosity and appreciation for the things that bond us together and make us unique. We then went on to explain the celebration and outline certain dishes that are eaten for their symbolic meaning. Lastly, we included a link to access activities taking place in NYC to celebrate.</p>					

Black History Month sent on 2/4/22: Described the origin behind this celebration, listed some Black History heroes and went into the great work that is being done by present-day black pioneers, including Kizzmekia S. Corbett, James P. Comer, and Andrea Jenkins. We also included a link to find events taking place throughout the month for staff to celebrate black history month.

Women's History Month sent on 3/1/22: The email started out by explaining the intent behind the month and we went out to spotlight women that have contributed to our society. We outlined the work of Maya Angelou, Malala Yousafzai, Mia Hamm, and Leymah Gbowee. In this email we also provided a link for staff to participate in events to celebration women history month. During this spotlight we also included a survey link for staff to provide us with feedback on how to improve our spotlight series as well on their thoughts on how we were doing.

St. Patricks Day sent on 3/17/22: Described the origin of the holiday and how it has evolved into a celebration of Irish culture. We also went on to describe some traditional foods and we included a link to an article for St. Patricks Day events.

Holi Festival of Colors sent on 3/18/22: We started off by outlining the significance of this tradition as well as customs and dishes that individuals prepare and partake in to celebrate. We also included a link to events that take place to celebrate Holi and the survey link to collect employee feedback regarding the email series.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Attend virtual career fairs to promote the mission of the agency and services provided along with the career opportunities available. Share our agency How to Apply for DCWP positions fliers with the External Affairs and Office of Financial Empowerment division for them to share during their outreach events.	As the recruitment team gets an additional team member, we plan to be able start attending career fairs to promote our vacancies.	<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	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Created a task force to promote vaccine equity in the city's vaccine efforts.	Promote information regarding vaccination as well as incentives that have become available through outreach efforts as well as across social media platforms.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Coordinate with different front facing divisions to learn about the current ways in which consumers/members of the public are informed of their ability to request reasonable accommodations and implement ways to improve the availability of this information.</p>	<p>We have the reasonable accommodation application and contact information on our agency website and we are interested in reviewing all the different areas online and in applications that this information on so that we can ensure the information is readily available for members of the public that do not have regular internet access.</p>	<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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Coordinate additional MWBE events for our divisions to interface with potential MWBE vendors/ partners</p> <p>Continuing to identify procurements opportunities where we can do business with MWBE vendors/partners</p> <p>Work with SBS to identify new MWBE’s that the agency can work with.</p>		<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>MWBE Quarter 1: July 1, 2021 – September 30, 2021</p> <ul style="list-style-type: none"> • Notable awards include MBE CompuLink Technology for Software Maintenance Program for \$256,660.34 on 7/21/21 • Internal OM/WBE meeting held 7/16/21 attended by Nick Rozza, Assistant Commissioner of Finance and Administration, Thatiana Wilkerson and M/WBE officer to review DCWP MWBE participation. <p>MWBE Quarter 2: October 1, 2021 – December 31, 2021</p> <ul style="list-style-type: none"> • Notable awards include DCWP awarded 2 vendors under the MWBE Small Purchase Method for 4 consultants <ul style="list-style-type: none"> ○ 86622W0005001 - Layer 7 Data Solutions LLC for \$201,600.00 					

- 86622W0005001 - Enterprise Management LLC for \$302, 400.00
- CDO Meeting and DCWP held on 10/20/2021 - Discussed; 4 bids were out and 1 was awarded; Capital project still in process pending approval by oversight agencies; CDWP made headway with Black Minorities, and targeting Hispanics.
- M/WBE Director's Meeting FY22/Q2 held on 12/22/2021 was attended by Jane Nopachinda, DACCO and Lalita Belgrave, MWBE Officer/Discussion on FY21 performance and accomplishments.

MWBE Quarter 3: January 1, 2022 – March 31, 2022

- DCWP appointed a new M/WBE Officer, Sherie Wallace on 2/22/22
- M/WBE Officer – Sherie Wallace attended the list of classes below:
 - P9044S - M/WBE Program Overview & Resources- 2/10/22
 - P9043S – M/WBE Best Practices for M/WBE Goal Setting – 3/10/22
- CDO Director's Meeting attended by Jane Nopachinda, Sherie Wallace, and Thatiana Wilkinson on 3/7/22
- Notable awards include an MWBE with CompuLink for Documentum services which were awarded in July and registered in January.
- The percentage awarded to M/WBE vendors in FY22 is 22%. Please note that this number will probably go up because we are currently pending registration for 5 MWBE's.

Throughout this quarter the agency promoted volunteering to become Free Tax Prep volunteers to aide in the agency's mission to help New Yorkers claim refunds and save tax preparation fees. There was also various information posted via ads, and posts on social media to remind everyone about the Free Tax Prep services available. During these months there were also webinars held to inform the public of this credit and about the Free Tax Preparation and Financial Counseling programs.

The agency also continued to promote the COVID-19 Child Vaccination Time for all domestic workers and workers at any size business or nonprofit in NYC. The agency highlighted the expansion of the NYC Paid Safe and Sick Leave Law to provide an extra four hours of paid leave per child under the age of 18, per vaccine injection.

In collaboration with Bed Stuy Restoration, NYC Financial Empowerment Center counselors Held Student Loan clinics in Brooklyn from January 11th – 13th.

After the January 9th Bronx Fire, the communications team shared information on the NYC Mayors Fund and Mayor Adams' effort to raise money to support victims.

The agency also continued to post information on the when to get tested for COVID-19, while sharing resources for finding testing sites and reminding the public about their ability to use sick leave for positive COVID-19 tests.

NYC Consumer & Worker Protection partnered with The Brave House to conduct free virtual financial workshops on Instagram live. There was a Paid Safe and Sick Leave Law session on January 19, a Fair Work Week Law session on February 2, and a Free Financial Counseling and Tax Prep session on February 16.

Throughout this quarter the agency also informed the public regarding Get Covered NYC to enroll in low and no-cost health insurance. Contact information to receive additional information via text, phone, and the website were provided.

On January 24th the agency announced that third party delivery apps will be required to have a DCWP license to operate in New York City. This law was designed to protect over 65,000 delivery workers, and over 20,000 restaurants. Throughout the quarter there was various information provided to outline who was protected and what workers right were under this law. Information on where to access more information on the law were also provided. Information was shared to the public in various languages.

On January 28th, the agency shared the NYC Speaks 2022 survey for the public to share idea on Health & Wellbeing, Economic vitality & workforce development, Public safety, housing & neighborhoods, education & youth development, Arts & culture, Climate & infrastructure, Equity & racial & gender justice.

On January 31st, the agency partnered with the Workers Justice Project and Los Deliveristas Unidos to educate delivery workers in the upper west side on new protections, including their right to know how much a customer tips each delivery, know total pay & tips for the previous day, and better access to restaurant bathrooms.

On February 11th, the agency joined Brooklyn leaders to announce the opening of Grow Brooklyn's free tax Preparation Hub and continue to get the word out about the Free Tax Prep we provide.

On February 15th, we joined Small Business Services to inform restaurants in Brooklyn about their new rights and responsibilities with the new laws to regulate online third-party food delivery apps.

On February 16th the agency conducted a Free Tax Prep and Financial Counseling Webinar that was livestreamed on Facebook.

On February 16th in collaboration with the Workers Justice Project, Los Deliveristas Unidos and Council Member Alexa Aviles our team was in Sunset Park Brooklyn to educate workers on new protections. The next day the agency partnered with Small Business Services to share resources with workers and restaurants in Fordham. On February 23rd the team was in the upper east side to educate delivery workers of their new protections as well as the additional rights starting on April 22, 2022, and January 1, 2023. On March 1st, the team went out to Hells Kitchen with the Workers Justice Project and Los Deliveristas Unidos to educate workers.

In this quarter the agency reminded the public of the fact that the temporary relief for federal student loan holders was scheduled to end on May 1st and that the Office of Financial Empowerment was available to provide free financial counseling to learn about repayment plans.

On February 24th the agency collaborated with the Fashion Workers Initiative for a Freelance Isn't free virtual session to educate everyone about their legal rights to timely payment, freedom from retaliation and more.

On March 10th the agency hosted a Know Your Rights webinar for freelance workers.

On March 11th the City's mobile unit was at Union Settlement in East Harlem with SingleStop to offer Free Tax Prep, career services, and information on other important city resources.

On March 28th the Day of Visibility for Domestic Workers, Commissioner Mayuga joined NYCCHR, the National Domestic Workers Alliance, NYC Immigrants, along with community advocates to inform the Brooklyn community about NYC Human Rights Law's employment protections now applying to all domestic workers.

On March 31st, Trans Day of Visibility the agency posted about being proud to celebrate transgender and gender non-conforming New Yorkers.

D. EQUITY and RACE RELATIONS INITIATIVES:

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

Continue developing and distributing our Quarterly EEO Newsletter to continually provide staff members with information regarding EEO rights and processes. During the Newsletter released in August focused on the protected categories included in the NYC EEO Policy. We provided a timeline detailing the dates when amendments were made to the EEO policy to include additional protected classes over the years, as well as the actions that we take to ensure that our practices are free from discrimination. In this newsletter we also reminded staff members to complete the Racial Justice Commission Agency Staff Survey to voice their ideas on how the City could advance racial justice.

The March Newsletter focused on the policy updates to the NYC EEO Policy and the Reasonable Accommodation Procedural Guidelines. This edition also focused on explaining the EEO reporting structure, the complaint process, how to meet with the EEO office, as well as documentation needed for reasonable accommodation requests, confidentiality and the appeals process.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Launch structured interview training and unconscious bias trainings for all hiring managers along with guidance on how to formulate interview questions.	We plan to use our LinkedIn Learning platform and other free resources to compile information that can be useful to hiring managers throughout the recruitment process.	<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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continue to share vacancies on College/University Career websites, with various Associations and with the resources provided in the inclusive recruitment guide.	Plan to expand the partnerships that we have so that our vacancies can be shared across new resources that we haven't utilized in the past.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.					

The expansion of partnerships with external resources is ongoing. Our recruitment team is always looking to build relationships with new partners that will help the agency expand the diversity of the talent pool available for our positions.

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M __ F __ N-B __ O __ U __
2. Public Service Corps	0		M __ F __ N-B __ O __ U __
3. Summer College Interns	5	White: 1 Black: 1 Hispanic: 3	M <u>3</u> F <u>2</u> N-B __ O __ U __
4. Summer Graduate Interns	0		M __ F __ N-B __ O __ U __
5. Other (specify):	0		M __ F __ N-B __ O __ U __

Additional Comments:

C. 55-A PROGRAM

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

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

Q1 (9/30/2021): 1 Q2 (12/31/2021): 1 Q3 (3/31/2022): 0 Q4 (6/30/2022):

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

During the 1st Quarter 0 participants left the program due to [state reasons] .

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] .

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 1 participants left the program due to [state reasons] Transferred to Office of Management and Budget.

During the 4th Quarter, a total of [number] new applications for the program were received.

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: Yes No
 in training sessions: Yes No
 on the agency website: Yes No
 through an agency newsletter: Yes No

2. _____

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

<p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)</p>	<p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p>
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<p>When new civil services exams are released, the recruitment team assesses if employees in certain divisions would benefit from taking the exam and the HC Director advises the division head to encourage staff members to consider taking exams.</p>
<p>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</p>	<p>For promotion requests division’s submit performance evaluations, the latest tasks & standards/management position descriptions, along with a draft of what the updated position entails, a justification for the change and the current and proposed division organization chart.</p> <p>For New Hires the internal personnel system requires hiring managers to submit the candidate’s resume and a justification for why they are the selected candidate.</p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>Currently the EEO Officer role is primarily involved post appointment when data is reviewed for trends and underutilization.</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>The impact of terminations on racial, gender and age groups is discussed during our EEO Swat Team review’s.</p>

Other:	The LinkedIn Learning platform provided for all personnel has various resources on resume preparation, effective interview techniques and plans for career growth. On a quarterly basis when sharing job vacancies with the agency, we plan to include a LinkedIn Learning Path containing this content for everyone to easily access.				
During this Quarter the Agency activities included:		Q1	Q2	Q3	Q4
	# of Vacancies	# <u>63</u>	# <u>51</u>	# <u>31</u>	# <u> </u>
	# of New Hires	# <u>20</u>	# <u>63</u>	# <u>50</u>	# <u> </u>
	# of New Promotions	# <u>36</u>	# <u>38</u>	# <u>58</u>	# <u> </u>

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

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

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

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

Provide the name and title of the new Chief MWBE Officer: Sherie Wallace, Chief MWBE Officer

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 Q2 Q3 Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

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

E. LOCAL LAW 101: CLIMATE SURVEY

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

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

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

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 3 QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title	1. Lalita Belgrave, Chief W/MBE Officer	2. Sherie Wallace, Chief W/MBE Officer	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" 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: 2/21/22	Start Date or Termination Date: : 2/22/22	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:
For New EEO Professionals:			
Name & Title	4. Kayla Flores, EEO Counselor	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input 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 checked="" type="checkbox"/> Other: (specify %): 5%	<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 %):

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

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

B. CONTACT INFORMATION (Please list ALL current EEO professionals)DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2022 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Diana Morales	<u>Customer Information Representative</u>	<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
<u>Deputy EEO Officer OR Co-EEO Officer</u>					
<u>Chief Diversity & Inclusion Officer</u>					
<u>Diversity & Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Sherie Wallace</u>		<u>25%</u>	swallace@dcwp.nyc.gov	<u>(212)436-0250</u>
ADA Coordinator	<u>Diana Morales</u>		<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
Disability Rights Coordinator					
Disability Services Facilitator					

55-a Coordinator	<u>Margaret Mateo</u>	<u>Admin Business Promotion Coordinator</u>	<u>25%</u>	mmateo@dcwp.nyc.gov	<u>(212)436-0338</u>
Career Counselor	<u>Margaret Mateo</u>	<u>Admin Business Promotion Coordinator</u>	<u>25%</u>	mmateo@dcwp.nyc.gov	<u>(212)436-0376</u>
EEO Counselor	<u>Rodger Hayes</u>	<u>Community Associate</u>	<u>5%</u>	rhayes@dcwp.nyc.gov	<u>(212)436-0241</u>
	<u>Juana Abreu</u>	<u>Community Coordinator</u>	<u>5%</u>	jabreu@dcwp.nyc.gov	<u>(212)436-0165</u>
	<u>Kayla Flores</u>	<u>Clerical Associate</u>	<u>5%</u>	kflores@dcwp.nyc.gov	<u>(212)436-0172</u>
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	<u>Diana Morales</u>	<u>Customer Information Representative</u>	<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
Other (specify) Reasonable Accommodation Coordinator	<u>Diana Morales</u>	<u>Customer Information Representative</u>	<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
Other (specify)					

* 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.