

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019
- 2<sup>nd</sup> Quarter (October - December), due January 30, 2020
- 3<sup>rd</sup> Quarter (January -March), due April 30, 2020
- 4<sup>th</sup> Quarter (April -June), due July 30, 2020

**Prepared by:**

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Name

Title

Telephone No.

Date Submitted: 07/30/2020

**FOR DCAS USE ONLY**

*Date Received:*

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' 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 the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by 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. Please save this Excel file as '**XXXX Quarter X FY 2020 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): 11/8/2019  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

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

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

\_\_\_\_\_

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Yes, On (Date): January 30, 2019  No

2. 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 (Date): November 12, 2019  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other Agency Attorney

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 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 <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The EEO Officer and Administrative Personnel Officer will explore ways to more fully utilize the Mayor’s Office of Appointments’ mentoring program, including outreach to identify the requirements for agency participation and forwarding relevant information to staff.	Currently, a portion of the agency’s staff are already on a distribution list to be notified of upcoming mentoring programs through the Mayor’s Office of Appointments and have taken advantage of this opportunity. The EEO Officer and APO will reach out to determine how all staff can have the opportunity to	<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"/> Ongoing <input type="checkbox"/> Completed	<input checked="" 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	participate in an existing program or whether something can be developed in coordination with DORIS that would suit our agency-specific requirements.				
Offer a minimum of four opportunities to cross-train per fiscal year for all staff.	The agency plans various events throughout the year to either provide specialized training to staff and/or offer opportunities for staff to learn from one another. This includes the following activities: all-day staff training; arranging shadowing opportunities amongst co-workers who are paired by HR and creating a professional development repository (accessible on the intranet) and presentation, where staff who have received specialized training through the agency are asked to share materials from the trainings and discuss their takeaways. In mid-March when the entire agency switched to telework plans, the agency trained 40 staff members to work on the agency's WomensActivism.NYC project, specifically conducting research and drafting stories.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The EEO Officer will work with the Administrative Personnel Officer to analyze essential operational roles and develop a succession planning strategy.	The EEO Officer met with the Agency Head, Administrative Personnel Officer and Agency Attorney to discuss this goal and agency-specific challenges, including staff numbers and relevant demographics.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>The agency will encourage staff to utilize City-funded training programs.</p>	<p>The APO currently shares material on city-wide training with all staff. Moreover, the EEO Officer and APO have begun outreach to identify additional training opportunities, including the utilization of the following services at the Center of Conflict Resolution at OATH: dispute systems design; conflict coaching; and group facilitation. Since the agency shifted all staff to telework plans, senior staff has compiled online training opportunities, which is regular circulated to all staff via email by the HR Administrator.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>The agency will also further engage the career development offices at various local schools (i.e., NYU Tandon School of Engineering) to have more substantial outlets for postings.</p>	<p>The agency currently works with several schools in various ways, including through internship programs, and plans to cultivate a deeper relationship in the future.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input checked="" type="checkbox"/>  <input 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"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>
<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 agency currently has underutilization in the following job groups: Clerical, Management Specialists, and Para Professional Occupations. The EEO Officer meets regularly with the agency head, HR Administrator, and Agency Attorney to discuss EEO concerns, including</p>					

identifying additional outlets for job postings. Several workforce and workplace goals aim to address the identified under-utilization through more sustained engagement of potential conduits for diverse candidates, including schools and professional organizations. During the 4<sup>th</sup> quarter, the agency hired one staff member in the following area: Administrative Public Records Officer (Job ID#426184).

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 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 <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The agency will develop ways to objectively measure its ability to attract and retain qualified and diverse staff, including the development of a brief survey for interviewees to gather more detailed information on how candidates hear about job postings.	The agency has utilized the following tools to assess agency-specific priorities in HR and EEO: exit survey; job satisfaction/engagement survey; and one-on-one staff interviews with an outside consultant to holistically assess the needs for the agency and develop a strategic plan to address them. The EEO Officer and APO will work to draft a post-interview survey that will assist the agency in addressing its under-utilization.	<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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In addition, the EEO Officer will explore whether the LinkedIn website can be utilized to address under-utilization in some areas.	The agency EEO officer will review and evaluate the resources available through LinkedIn to determine whether it can be utilized to address under-utilization in certain areas – specifically by expanding	<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"/> <input type="checkbox"/> <input checked="" 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	targeted outreach efforts.	<input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
In FY 2020, the agency is continuing extensive plans to improve the workspace environment. As part of this renovation, the agency is currently planning upgrades to our two off-site locations in Brooklyn and Queens, which will involve the creation of new office structures and a move to a climate-controlled setting.	The agency is continuing to work with the administrators of the offsite warehouse spaces to coordinate improvements, which is being overseen by the agency's Director of Operations who visits the sites on a weekly basis.	<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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other EEO-related activities 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>During the third quarter, the agency has worked with all staff members to develop appropriate telework plans as the City deals with coronavirus concerns. During the fourth quarter, the agency has worked with staff members responsible for essential tasks to create reconstitution plans that addressed safety concerns and limited staff time onsite, while keeping the bulk of staff teleworking. To support essential staff and address any concerns, members of senior staff are scheduled to work at the agency's work locations. In the 4<sup>th</sup> quarter, the EEO Officer worked with the Quality of Work Life (QWL) committee to draft an employee survey to assess desire to have a discussion on race and racism at the agency. The QWL committee continued to plan regular virtual social hours to allow staff to engage with one another and share coping strategies for living and working during the pandemic.</p>					

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 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 <b>Community Goal(s)</b> set/declared in your plan. ○ <b>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 vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The agency will build on outreach efforts to various communities in the five boroughs, including the continuation of the <i>WomensActivism.NYC</i> and <i>Neighborhood Stories</i> projects.	In this quarter, the agency hosted public programs and an exhibit in connection with its <i>WomensActivism.NYC</i> project including the following: (3) digital storytelling workshops on National Tell A Story Day and Mother’s Day weekend, Ordinary People, Extraordinary Lives Virtual Gallery, as well as a panel discussion.	<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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The agency is also working to expand its collaborations with local K-12 by adding curriculum aides to its website for use by educators, partnering with local schools to participate in #20000by2020 campaign, and providing tours to elementary students of our Brooklyn Bridge materials.	In this quarter, the agency worked with the Futures and Options program to engage to high school interns to work on the <i>WomensActivism.NYC</i> project this summer. In addition, the agency conducted interviews a selected a volunteer outreach coordinator who will be tasked with creating/expanding on materials available to	<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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



<p>In this effort, the agency has engaged interns for educational and community outreach projects through the following programs: CUNY Service Corp, Futures and Options, and PENCIL.</p>	<p>During this quarter, the agency engaged interns to work on WomensActivism.NYC's efforts to gather stories.</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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**V. RECRUITMENT**

<p>List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 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):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.</p>	<p><b>Q1 Update</b></p>	<p><b>Q2 Update</b></p>	<p><b>Q3 Update</b></p>	<p><b>Q4 Update</b></p>
<p>Advising employees of opportunities for promotion and career development</p>	<p>The HR Administrator serves as the agency's career counselor and has weekly office hours designated to assist staff with questions, aid, or information about various career options. In addition, the HR Administrator emails all agency staff to notify them of upcoming civil service examinations. When the agency staff began teleworking in mid-March, the HR Administrator continued to assist staff with information about career options via email, and phone calls. In the 4<sup>th</sup> quarter, the administrative unit began working in the office one day a week to assist staff and complete essential tasks.</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"/> Ongoing <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 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>The agency uses a structured interviewing process for all new hires, including discretionary roles and those from a civil list. The agency's process includes EEO observers on hiring panels and training for all panel members in structured interviewing and unconscious bias.</p> <p>All openings are posted internally.</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"/> Ongoing  <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"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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"/>  <input type="checkbox"/></p>
<p>Increasing the positions filled through civil service lists</p>	<p>The agency assesses the tasks required for upcoming positions when selecting the appropriate titles. If there is an existing list, the agency will move forward with hiring through it. In addition, the agency encourages employees to take eligible civil service exams and are emailed notifications of the upcoming DCAS schedule by the HR Administrator/career counselor.</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"/> Ongoing  <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"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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"/>  <input type="checkbox"/></p>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	2	White 2	M ___ F 2 N-B ___ O ___ U ___
3. Summer College Interns	6	Asian 1 Black 2	M 2 F 4 N-B ___ O ___ U ___

		Hispanic 2 White 1	
4. Summer Graduate Interns	6	Asian 1 Black 1 Hispanic White 4	M ___ F_6_ N-B ___ O ___ U ___
5. Other (specify):	27	Asian 15 Black 1 Hispanic 3 White 8	M_13 F_14 N-B ___ O ___ U ___

*Additional Comments:*

The agency continues to partner with the following programs annually, in addition to other internship programs throughout the year: Summer Youth Employment Program (in prior years and hopefully next year), PENCIL, Futures and Options, CUNY Service Corp, CUNY Internship Program, and Public Service Corp. The agency is working with Futures and Options, City Service Corp and CUNY Service Corp to bring on interns beginning in summer 2020. The agency also partners with RESERVE which places retired workers at organizations.

**C. 55-A PROGRAM**

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

Currently, there are   0   [number] 55-a participants.

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

During this Quarter   0   participants left the program due to [state reasons]   N/A  .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

e-mail  Yes  No

training sessions  Yes  No

agency website  Yes  No

agency newsletter  Yes  No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No

3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

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

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	The HR Administrator serves as the agency’s career counselor and has weekly office hours designated to assist staff with questions, aid, or information about various career options. In addition, the HR Administrator emails all agency staff to notify them of upcoming civil service examinations.	<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"/> Ongoing <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 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	<p>The agency uses a structured interviewing process for all new hires, including discretionary roles and those from a civil list. The agency’s process includes EEO observers on hiring panels and training for all panel members in structured interviewing and unconscious bias.</p> <p>All openings are posted internally.</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"/> Ongoing <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 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;	The agency uses a structured interviewing process for all new hires, including discretionary roles and those from a civil list. The agency’s process includes EEO observers on hiring panels and training for all panel members in structured interviewing and unconscious bias.	<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"/> Ongoing <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 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"/>

	All openings are posted internally.				
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 agency uses a structured interview process for all new hires, including discretionary roles and those from a civil list. The agency’s process includes the following best practices, among others: the inclusion of an EEO observer on all panels, the review of all interview questions by the APO and EEO Officer, expanded outreach for all postings, and training for all panel members in structured interviewing and unconscious bias.	<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"/> Ongoing <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 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"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	The last time the agency had layoffs was in 2009, so the EEO Officer has not assessed any impact on a particular group. Over the past four years, the agency has terminated a small number of staff members. The agency EEO Officer will review the information available in oversight systems on a quarterly basis to assess the impact, in coordination with the HR Administrator.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed	<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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<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"/> <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"/>

**VII. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**VIII. REASONABLE ACCOMMODATION**

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

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

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

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about

pay history.

- All personnel involved in job interviews is required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:*  
\_\_\_ All initiatives identified have been completed or are ongoing.

*Risk 2: Cultural and Language Differences in the Workplace:*  
\_\_\_ No specific actions are necessary at this time due to low to no risk in this specific area of risk.

*Risk 3: Workplaces with Significant Power Disparities:*  
\_\_\_ All initiatives identified have been completed or are ongoing

*Risk 4: Isolated Workplaces:*  
\_\_\_ All initiatives identified have been completed or are ongoing

*Risk 5: Decentralized Workplaces:*  
\_\_\_ All initiatives identified have been completed or are ongoing



### E. 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 as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

### F. LOCAL LAW 101: CLIMATE SURVEY

**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 climate survey:*

The results of the climate survey were discussed by the EEO Officer with other members of senior staff. Overall, the agency's results were positive or neutral. Senior staff acknowledged results and discussed ways to build on the strengths identified.

## **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 or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR \_2nd\_ QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b> 1
<b>Employee's Name &amp; Title</b>	Alejandra Figueroa		
<b>Nature of change</b>	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 2/28/2020	Start Date or Termination Date:	Start Date or Termination Date:

**NOTE: Please attach CV/Resume of new staff to this report**

**For Current EEO Professionals:**

Name & Title	LaTonya Jones	Urmi Udeshi	Michael Lorenzini
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: 30 %:	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (8 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (4 %):
<b>Attended EEO Professional On-Boarding at DCAS</b>	<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
<b>Completed Trainings:</b>	<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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input 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 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 type="checkbox"/> No <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

<b>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *</b>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
LaTonya Jones	Community Coordinator	EEO Officer	30%	<a href="mailto:LCJones@records.nyc.gov">LCJones@records.nyc.gov</a>	212.341.6022
Naomi Pacheco	Administrative Manager M1/M2	ADA Coordinator	2%	<a href="mailto:napacheco@records.nyc.gov">napacheco@records.nyc.gov</a>	212-788-8622
Naomi Pacheco	Administrative Manager M1/M2	Disability Rights Coordinator	5%	<a href="mailto:napacheco@records.nyc.gov">napacheco@records.nyc.gov</a>	212-788-8622
Raul Flores	Community Coordinator	Disability Services Facilitator	2%	<a href="mailto:rflores@records.nyc.gov">rflores@records.nyc.gov</a>	212.341.6027
Naomi Pacheco	Administrative Manager M1/M2	55-a Coordinator	1%	<a href="mailto:napacheco@records.nyc.gov">napacheco@records.nyc.gov</a>	212-788-8622
Naomi Pacheco	Administrative Manager M1/M2	Career Counselor	5%	<a href="mailto:napacheco@records.nyc.gov">napacheco@records.nyc.gov</a>	212-788-8622
Urmi Udeshi	Public Records Aide	EEO Counselor	8%	<a href="mailto:uudeshi@records.nyc.gov">uudeshi@records.nyc.gov</a>	212-788-8634
Michael Lorenzini	Associate Staff Analyst	EEO Counselor	4%	<a href="mailto:mlorenzini@records.nyc.gov">mlorenzini@records.nyc.gov</a>	212-788-8576
Wai Yu (Julie) Chau	Clerical Associate	EEO Counselor	3%	<a href="mailto:wchau@records.nyc.gov">wchau@records.nyc.gov</a>	212-788-8619
Naomi Pacheco	Administrative Manager M1/M2	Training Liaison	5%	<a href="mailto:napacheco@records.nyc.gov">napacheco@records.nyc.gov</a>	212-788-8622

\* Please indicate changes (i.e. if new personnel is filling a 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, please indicate it on the chart.