

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES

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

Prepared by:

LaTonya C. Jones Director, Community and External Affairs/EEO Officer 212-341-6022

Name Title Telephone No.

Date Submitted: 03/27/2020

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

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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

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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

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

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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:

<p>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 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):</p>	<p>Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan.</p> <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. 	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
<p><u>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.</u></p>	<p><u>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</u></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"/> Ongoing <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"/> <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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

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	<u>participate in an existing program or whether something can be developed in coordination with DORIS that would suit our agency-specific requirements.</u>			
<u>Offer a minimum of four opportunities to cross-train per fiscal year for all staff.</u>	<u>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.</u>	<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 type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>The EEO Officer will work with the Administrative Personnel Officer to analyze essential operational roles and develop a succession planning strategy.</u>	<u>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.</u>	<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 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"/>
<u>The agency will encourage staff to utilize City-funded training programs.</u>	<u>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</u>	<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"/> <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"/>

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	<p><u>utilization of the following services at the Center of Conflict Resolution at OATH: dispute systems design; conflict coaching; and group facilitation.</u></p> <p><u>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.</u></p>	<input type="checkbox"/> Completed <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"/>
<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><u>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 identifying additional outlets for job postings. A number of the workforce and workplace goals aim to address the identified underutilization through more sustained engagement of potential conduits for diverse candidates, including schools and professional organizations.</u></p>					

B. WORKPLACE:

<p>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 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ 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. 	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
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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.

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 targeted outreach efforts.

In addition, the EEO Officer will explore whether the LinkedIn website can be utilized to address under-utilization in some areas.

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.

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.

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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.

The agency held an all-staff training day, which included the following components: the Department of Investigation's Corruption Prevention Awareness; Conflicts of Interest Prevention; Right to Know; Video Display Terminals; and Workplace Violence. The following job postings were issued this quarter: Custodial Services #420268 [\(11/1/19\)](#); Director, NYC Records Management #420202 [\(11/1/19\)](#); and Public Records Aide #420265 [\(11/1/19\)](#).

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C. COMMUNITY:

<p>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 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> o 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. 	<table border="1"> <thead> <tr> <th>Q1 Update</th><th>Q2 Update</th><th>Q3 Update</th><th>Q4 Update</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>	Q1 Update	Q2 Update	Q3 Update	Q4 Update	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><u>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.</u></p>	<p><u>In this quarter, the agency posted and conducted interviews for the coordinator of the <i>WomensActivism.NYC</i> project. In addition, the agency engaged institutions and individuals for the <i>Neighborhood Stories</i> project, through outreach to and through Brooklyn Public Library's Macon Branch, Green Thumb, and NYC Department of Parks and Recreation.</u></p>	<table border="1"> <thead> <tr> <th>Q1 Update</th><th>Q2 Update</th><th>Q3 Update</th><th>Q4 Update</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>	Q1 Update	Q2 Update	Q3 Update	Q4 Update	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><u>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.</u></p>	<p><u>In September 2019 – CUNY Service Corp members began working at the agency on the educational outreach and community outreach projects. As part of their work, they have done the following: conduct outreach to specific schools about the materials in the collections of the</u></p>	<table border="1"> <thead> <tr> <th>Q1 Update</th><th>Q2 Update</th><th>Q3 Update</th><th>Q4 Update</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>	Q1 Update	Q2 Update	Q3 Update	Q4 Update	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ongoing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<p><u>Municipal Library and Archives; finalize a primer on the WomensActivism.NYC's #20000by2020 project, which was distributed through the Department of Education's e-newsletter to educators around the city.</u></p>				
<p><u>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.</u></p>	<p><u>During this quarter, the agency employed 27 interns over the summer to work on various projects in the library, digital programs, research room, external affairs, and I/T.</u></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"/>

V. RECRUITMENT

List **Recruitment Strategies and Initiatives** 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):

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

<u>Advising employees of opportunities for promotion and career development</u>	<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.</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
<u>Reviewing the methods by which candidates are selected for new hiring and promotion</u>	<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><u>All openings are posted internally.</u></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

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[Increasing the positions filled through civil service lists](#)

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.

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

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	<u> </u>	F	<u> </u>	N-B	<u> </u>	O	<u> </u>	U	<u> </u>
2. Public Service Corps	<u>2</u>	<u>White</u> <u>2</u>	M	<u> </u>	F	<u>2</u>	N-B	<u> </u>	O	<u> </u>	U	<u> </u>
3. Summer College Interns	<u>6</u>	<u>Asian</u> <u>1</u> <u>Black</u> <u>2</u> <u>Hispanic</u> <u>2</u> <u>White</u> <u>1</u>	M	<u>2</u>	F	<u>4</u>	N-B	<u> </u>	O	<u> </u>	U	<u> </u>

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4. Summer Graduate Interns	<u>6</u>	<u>Asian</u> <u>1</u> <u>Black</u> <u>1</u> <u>Hispanic</u> <u>White</u> <u>4</u>	M ____ F <u>6</u> N-B ____ O ____ U ____
5. Other (specify):	<u>27</u>	<u>Asian</u> <u>15</u> <u>Black</u> <u>1</u> <u>Hispanic</u> <u>3</u> <u>White</u> <u>8</u>	M <u>13</u> F <u>14</u> N-B ____ O ____ U ____
<u>6. None</u> <input type="checkbox"/>			

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, PENCIL, Futures and Options, CUNY Service Corp, CUNY Internship Program, and Public Service Corp. Additionally, the agency has partnered with CUNY Service Corp, Public Service Corp, and Futures and Options to bring on interns during Fall 2019 and Winter 2020.

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C. 55-A PROGRAM

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

Currently, 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 Selection Strategies and Initiatives 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 Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	<p><u>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.</u></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 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><u>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.</u></p> <p><u>All openings are posted internally.</u></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 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"/>

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<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p><u>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.</u></p> <p><u>All openings are posted internally.</u></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>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><u>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.</u></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>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p><u>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</u></p>	<p><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</p>

	coordination with the HR Administrator.				
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"/> <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://mspwva-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.

Commented [JL(1): Please confirm whether there were any request in the second 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:

N/A

Risk 2: Cultural and Language Differences in the Workplace:

N/A

Risk 3: Workplaces with Significant Power Disparities:

N/A

Risk 4: Isolated Workplaces:

N/A

Risk 5: Decentralized Workplaces:

N/A

Commented [JL(2): There has been so much going on but we should plan to work on this soon. I believe the relevant parties were HR and EEO for some and HR/Archives/Records Management for others.

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://mspwa-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 was 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.

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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

Personnel Changes this Quarter:	<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
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:

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

For Current EEO Professionals:

Name & Title	LaTonya Jones	Urmi Udeshi	Michael Lorenzini
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 30 %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 8 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 4 %):
Attended EEO Professional On-Boarding at DCAS	<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
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <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 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
Training Source(s):	<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)

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



		<u>Counselor</u>			
<u>Wai Yu (Julie) Chau</u>	<u>Clerical Associate</u>	<u>EEO Counselor</u> <u>EEO Counselor</u>	<u>3%</u>	<u>wchau@records.nyc.gov</u>	<u>212-788-8619</u>
<u>Alejandra Figueroa</u>	<u>Procurement Analyst</u>	<u>EEO Counselor</u> <u>EEO Investigator</u>	<u>1%</u>	<u>afigueroa@records.nyc.gov</u>	<u>212-788-8623</u>
<u>Naomi Pacheco</u>	<u>Administrative Manager</u> <u>M1/M2</u>	<u>Training Liaison</u> <u>EEO Counselor/ Investigator</u> <u>Investigator/ Trainer</u> <u>EEO Training Liaison</u> <u>Other (describe)</u>	<u>5%</u>	<u>napacheco@records.nyc.gov</u>	<u>212-788-8622</u>

* 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.

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