

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES

☐ 1st Quarter (July -September), due November 17, 2023

☒ 2nd Quarter (October – December), due January 30, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☐ 4th Quarter (April -June), due July 30, 2024

Prepared by:

LaTonya Jones Director, Community and External Affairs/EEO Officer lcjones@records.nyc.gov 212.341.6022 _____

Name	Title	E-mail Address	Telephone No.
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Date Submitted: 3/13/2024

FOR DCAS USE ONLY:

Date Received:

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].
Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).
Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II 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.**

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 12/18/2023 ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

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

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

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

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 62 Q2 (12/31/2023): 59 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

☒ Yes On (Date): 12/20/2023 ☐ Yes again on (Date): _____ ☐ No

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

☐ Agency's intranet site

☐ On-boarding of new employees

☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 10/6/2023 Q2 Review Date: 1/8/2024 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☒ Human Resources

☐ General Counsel

☒ Other Agency Attorney

☐ Not conducted

☒ Agency Head

☒ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Through the agency's LinkedIn site, the agency will engage potential employees and partner organizations as part of an outreach effort to expand more equitable recruitment.

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

The agency began working to update the agency's LinkedIn platform but has encountered a problem due to recent updates to the platform's policy, which require that individuals be designated as administrators of the site and submit documentation verifying their identity. The identification submitted by the HR administrator was not initially accepted. The EEO Officer will continue to work with the HR team to gain access and other agency units to develop engaging content.

Workforce Goal #1 Updates:

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

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Continue to expand distribution lists for job postings in underutilized job categories, including recruiting from all the established archives and library training programs in the country.

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

In quarter 2, the agency had 13 vacancies, five of which were in areas of under-utilization. The HR administrator distributed those positions to an expanded distribution list, which includes all library and archival programs in the United States, amongst other sources. The agency also posted all job postings on its website and on social media platforms.

Workforce Goal #2 Updates:

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

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Participate in outreach events to increase the diversity of our candidates, including attending job fairs, presenting to local Library and Information Sciences programs, etc.

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

In Quarter 2, the EEO Officer shared upcoming job fairs with HR and the agency head to determine whether the agency could

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

participate.

The agency also signed up to participate in CUNY Spring Forward program, which places CUNY students who have not had the opportunity to participate in an internship before at local agencies, nonprofits, and businesses. The agency submitted several positions and had 8 roles accepted by the program. This program, amongst others, generally brings in a diverse group of interns into the agency – many of whom have gone on to be hired as staff post-graduation. In Quarter 2, all intern supervisors participated in a citywide hiring event to fill the 8 roles and successfully matched with 8 interns who will begin in March 2024.

Workforce Goal #3 Updates:

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

4. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

In Quarter 2, the agency head, Director of Administrative Operations, and EEO Officer met for the quarterly review of EEO and workforce statistics on December 7, 2023. Ongoing under-utilization in the management specialists job group was discussed, as well as the impact of two recent hires on the next quarter's workforce statistics. The agency worked to promote the remaining job opportunities on the agency's website, social media, in the DCAS newsletter, and in an e-blast from the Director of Administrative Operations.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

1. [Copy Workplace goal from FY 2024 DEI-EEO plan]

- All employees will participate in training sessions that explain how principles of inclusion can be used to review and update descriptions of archival and library materials.

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

In Quarter 2, the agency's Diversity, Equity, and Inclusion AmeriCorps Member continued researching, assessing, and developing a sustainable Diversity Equity and Inclusion initiative that will focus on capacity building for a strategic program at DORIS. This work includes broadening access to library and archival collections, as well as educating and engaging staff in best practices for inclusive description. Once the DEI AmeriCorps Member's assessment is complete, a plan for remediation and professional development will be finalized.

Workplace Goal #1 Updates:

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

2. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Each quarter, all agency staff will complete one of three 50-minute workshops offered by WorkwellNYC on the following subjects: implicit bias; ergonomics, and meditation.

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

On November 30, 2023, the agency held its all-staff training day. The day included trainings related to the following themes: Conflict of Interest Board, Department of Investigation, cybersecurity, ergonomics, meditation, safe-lifting techniques in the workplace. In

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

addition to trainings, presentations were provided by all division heads.

Workplace Goal #2 Updates:

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

3. [Copy Workplace goal from FY 2024 DEI-EEO plan]

The EEO Officer will use DORIS' historical collections to promote interest in the agency and for recruitment.

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

The agency is finalizing materials that would be needed for outreach and community presentations about DORIS and its collections, including an agency pamphlet.

In Quarter 2, the agency hosted or participated in the following public programs and community events to promote the collections of the Municipal Archives and Library, as well as various projects at the agency:

- Archives Week Tour (October 16, 2023)
- Shirley Chisholm Recreation Center community event in E. Flatbush (October 24, 2023)
- Genealogy Presentation (African Atlantic Genealogy Group) (October 26, 2023)
- Uniting the Boroughs Exhibit Opening (October 26, 2023)
- Women Creating Change Event (tabling) (November 1, 2023)
- Brooklyn Bridge presentation @ PS 256 Benjamin Banneker (November 22, 2023)
- Industry City Tour (Newmark Journalism School) (November 27, 2023)

Workplace Goal #3 Updates:

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

In Quarter 2, the agency hosted or participated in the following public programs and community events to promote the collections of the Municipal Archives and Library, as well as various projects at the agency:

- Archives Week Tour (October 16, 2023)
- Shirley Chisholm Recreation Center community event in E. Flatbush (October 24, 2023)
- Genealogy Presentation (African Atlantic Genealogy Group) (October 26, 2023)
- Uniting the Boroughs Exhibit Opening (October 26, 2023)
- Women Creating Change Event (tabling) (November 1, 2023)
- Brooklyn Bridge presentation @ PS 256 Benjamin Banneker (November 22, 2023)
- Industry City Tour (Newmark Journalism School) (November 27, 2023)

Commented [JL(1): I am not sure if this actually fits here. Is there anything else we should include? Should we include the training day event?

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community goal from FY 2024 DEI-EEO plan]

In accordance with guidance provided by the NY State Historical Records Advisory Board, the Municipal Archives and Library will work to better document underrepresented people in the State's documentary heritage. This initiative will involve the following actions, among others: conducting a systematic review of collections to confirm use of inclusive and up-to-date descriptive terms to ensure finding aids, catalog records, and other metadata represent communities in a respectful manner; engage partners from marginalized communities in identifying BIPOC voices and stories in our holdings; and host facilitated conversations amongst staff, volunteers, and the communities you serve that address bias and systemic racism. The agency has recruited an AmeriCorps Member – who began in September 2023 - to help coordinate this effort.

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

In Quarter 2, the Diversity, Equity, and Inclusion AmeriCorps Member began working at the agency in September of 2023. The Diversity, Equity, and Inclusion AmeriCorps Member began researching, assessing, and developing a sustainable Diversity Equity and Inclusion initiative that will broaden access to library and archival collections, as well as educate and engage staff in best practices for inclusive description.

Community Goal #1 Updates:

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

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. [Copy Community goal from FY 2024 DEI-EEO plan]

The agency will build on outreach efforts to various communities in the five boroughs, including the continuation of the WomensActivism.NYC and Neighborhood Stories projects – which have transitioned to virtual formats. The agency is also working to expand its collaborations with local K-12 schools by adding curriculum aids to its website for use by educators, partnering with local schools to gather 10,000 stories of inspiring women in the digital archive, and providing virtual tours of our Brooklyn Bridge materials to elementary students. In this effort, the agency has engaged a Volunteer Outreach Coordinator and two Educational Outreach Coordinators to work on the above projects, through the NYC Service and Silver Stars programs.

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

In Quarter 2, a Volunteer Outreach Coordinator and a second Educational Outreach Coordinator began at the agency, who were recruited through the AmeriCorps program. The two Members began working with the rest of the External Affairs teams to conduct outreach and recruit volunteers for various projects, including the WomensActivism.NYC and Neighborhood Stories projects. In Quarter 2, the agency recruited trained 104 volunteers for its various community outreach and engagement projects.

Community Goal #2 Updates:

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

3. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs,

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

In Quarter 2, the agency hosted or participated in the following public programs or community events:

- Presentation at Four in One Block Association meeting at Wyckoff Farmhouse Museum (September 9, 2023)
- Archives Week Tour (October 16, 2023)
- Shirley Chisholm Recreation Center community event in E. Flatbush (October 24, 2023)
- Genealogy Presentation (African Atlantic Genealogy Group) (October 26, 2023)
- Uniting the Boroughs Exhibit Opening (October 26, 2023)
- Women Creating Change Event (tabling) (November 1, 2023)
- Brooklyn Bridge presentation @ PS 256 Benjamin Banneker (November 22, 2023)
- Industry City Tour (Newmark Journalism School) (November 27, 2023)

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency will continue to offer expanded training opportunities aimed at improving staff skills, particularly in ways related to the agency's diversity and inclusion goals. This will include requiring expanded diversity, equity, and inclusion training opportunities for all senior staff members and encouraging all agency staff to take courses as well. Trainings will include topics such as: Department for the Aging's age inclusive strategies for the workplace and community series, Department of Citywide Administrative Services' Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations training, etc.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

In Quarter 2, beginning on September 26, 2023, seven staff members attended the 2023 HR/EEO Conference at DCAS, including the EEO Officer, Director of Administrative Operations, Agency Attorney, and four EEO Counselors. Trainings offered included topics, such as: workplace accountability, intergenerational conflict and communication, intersectionality, recruitment and retention, etc.

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

On November 30, 2023, the agency held its all-staff training day. The day included trainings related to the following themes: Conflict of Interest Board, Department of Investigation, cybersecurity, ergonomics, meditation, safe-lifting techniques in the workplace. In addition to trainings, presentations were provided by all division heads.

In December 2023, senior staff worked with all staff, consultants, and interns to ensure they had completed required cybersecurity trainings.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency has also used the ReServe program for the past four years– which connects retirees 50 years or older to part-time positions that allow them to remain active and serve their community. The ReServist works in the Community and External Affairs unit as a marketing consultant and will be working with the agency's Volunteer Outreach Coordinator and Educational Outreach Coordinator to recruit retired educators in ReServe and similar programs to the agency's volunteer program.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

In Quarter 2, the agency requested that the Office of Management and Budget continue its contract with the marketing consultant engaged through the ReServe program. This request was ultimately approved at the end of the second quarter; however, the ReServist – amongst other consultants – had to suspend work at the agency for several weeks while the agency awaited a determination from OMB.

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
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DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency has used the Silver Stars program at DCAS to recruit recent retirees from the City for critical roles across the agency.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

The agency retained three staff members in the Administration and External Affairs units, who were hired through the Silver Star program. The three staff members requested that their contracts be extended beyond the initial year agreed-upon by the program. Our Director of Administrative Operations reached out to DCAS to confirm whether this was possible. The request was approved, and the agency agreed to renew their contracts for another year.

Equity, Inclusion and Race Relations Initiative #3 Updates:

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

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration,

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

The agency uses a structured interviewing process, which includes EEO involvement at each stage of the hiring process and includes the following: all hiring managers must be trained in structured interviewing and unconscious bias; interview questions are reviewed by both the Agency Personnel Officer and EEO Officer; all hiring panels include an assigned EEO observer; the Administration Unit and the EEO Officer work together to ensure all postings – particularly those in underutilized job categories – are broadly distributed.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

In quarter 2, the agency had 13 open positions. For all panels, an EEO observer was assigned, interview questions were approved by the Administrative Personnel Officer and the Equal Employment Opportunity Officer, and postings were disseminated to the expanded distribution lists. In addition, the agency promoted all postings on social media and its website.

Recruitment Initiatives/Strategies #1 Updates:

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

2. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Additionally, the agency attorney, Administrative Personnel Officer, and EEO Officer meet monthly to review overlapping concerns and the agency's overall effort to implement best practices around HR and EEO. The EEO Officer circulates workforce statistics to the agency head, agency attorney, and HR administrator for review on a quarterly basis. The EEO Officer also meets weekly with the agency head. The agency head, agency attorney, Agency Personnel Officer, and EEO Officer develop strategies to address underutilization collaboratively at the regular meetings.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

effectiveness of these actions?

During Quarter 2, various meetings convened involving the agency attorney, agency head, Director of Administrative Operations, and/or EEO Officer. These meetings addressed ongoing matters in HR, EEO, and legal areas. Notably, the agency head actively participated in the quarterly review of EEO and workforce statistics on December 7, 2023. Subsequently, in the latter part of the second quarter, the agency attorney departed from the agency. Consequently, moving forward, monthly meetings will exclusively feature the HR administrator and the EEO Officer.

Recruitment Initiatives/Strategies #2 Updates:

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

3. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

In the second quarter of FY24 the agency conducted outreach to every college program offering archival degrees to identify the career counseling contact. The contact information for these individuals was added to a database. They are provided every posting for archival and library employees.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Outreach was conducted for all open positions at the agency, via email, agency website, and social media. In Quarter 1, the EEO Officer also circulated information for upcoming career fairs at local colleges to the Director of Administration, agency attorney, and agency head.

Recruitment Initiatives/Strategies #3 Updates:

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

The agency prepared to participate in a citywide hiring event with the City University of New York Spring Forward program which places CUNY students who have not had the opportunity to complete an internship and local organizations. The agency was approved to host 8 interns and all supervisors attended a training on the recruitment process in December 2023.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Commented [JL(2)]: Naomi, can you please enter any all-DORIS emails you shared about upcoming civil service exams?

Quarter #	Event Date	Event Name	Borough

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0			
Brooklyn	\$0			
Manhattan	\$0			
Queens	\$0			
Staten Island	\$0			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (Q2)

1. The agency uses the Handshake website to connect with local schools, amplify job postings, and recruit a more representative workforce from amongst the diverse student population of New York City.
2. The agency provides all job postings for broader distribution to Mayor's Office for People with Disabilities, as part of its 55A outreach efforts.
3. The agency distributes postings to online listings and list services targeting various communities, including ARMA International website, Simmons College, Long Island University, CUNY placement offices, all archival and library programs nationally, and historically black colleges and universities. This is part of the agency's efforts to address underutilization in the management specialists and clerical job titles by race and gender.
4. The agency provides all job postings in the Management Specialist titles to the Society of American Archives - Archives and Archivists of Color as part of an effort to address underutilization based on race.

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. The agency provides all job postings in the Management Specialist titles to the Society of American Archives - Latin American and Caribbean Cultural Heritage Archives (LACCHA) as part of an effort to address underutilization based on race.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. **[Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total: 1

Race/Ethnicity* [#s]: Black___ Hispanic_1__ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M _1__ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

4. Summer Graduate Interns Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

5. Other (specify) Total: 3

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander_2___ Native American___ White_1___ Two or more Races___

Gender* [#s]: M_1___ F_2___ N-B ___ O ___ U ___

Additional comments:

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

E. 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 (9/30/2023): 0 Q2 (12/31/2023): 0 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

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

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

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

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

During the 3rd Quarter participants left the program due to [state reasons] _____.

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

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

The 55-a Coordinator has achieved the following goals:

Commented [LCJ3]: Naomi, please confirm this is accurate.

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☒ No

in training sessions: ☐ Yes ☒ No

on the agency website: ☒ Yes ☐ No

through an agency newsletter: ☐ Yes ☒ No

Other: 55A content is shared on the agency intranet.

2. _____

3. _____

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

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

The agency's Career Counselor promotes awareness of opportunities for promotion and transfer within the agency through regular emails of vacancy announcements, upcoming DCAS exam schedule, professional development training opportunities, upcoming DCAS civil service training dates, etc. The Career Counselor also offers weekly office hours and by-appointment meetings, where staff can get guidance on HR matters.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

The EEO Officer works closely with the Agency Personnel Officer to ensure that staff on hiring panels have received required training in Equal Employment Opportunity practices, structured interviewing and unconscious bias. The EEO Officer or one of the agency's EEO counselors serve as an observer on all agency hiring panels, including mid- and high-level discretionary positions. Additionally, all interview questions are reviewed and approved by both the Agency Personnel Officer and the EEO Officer. The agency works to ensure that hiring panels are composed of staff from diverse backgrounds. The agency will train hiring managers in the use of the NYCAPS Applicant Interview Log reports; the Agency Personnel Officer and EEO Officer will use the reports to track applicant sources and identify the best sources of applicants.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

Commented [LJ4]: [Redacted Name (Redacted)], please let me know if you have any updates.

Commented [P(5R4)]: I don't have any updates

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The EEO Officer works closely with the Agency Personnel Officer to ensure that staff on hiring panels have received required training in Equal Employment Opportunity practices, structured interviewing and unconscious bias. The EEO Officer or one of the agency's EEO counselors serve as an observer on all agency hiring panels, including mid- and high-level discretionary positions. Additionally, all interview questions are reviewed and approved by both the Agency Personnel Officer and the EEO Officer. The agency works to ensure that hiring panels are composed of staff from diverse backgrounds. The agency will train hiring managers in the use of the NYCAPS Applicant Interview Log reports; the Agency Personnel Officer and EEO Officer will use the reports to track applicant sources and identify the best sources of applicants.

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

The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>11</u>	# <u>1</u>	# <u>0</u>
Q2	# <u>13</u>	# <u>3</u>	# <u>2</u>
Q3	# <u> </u>	# <u> </u>	# <u> </u>
Q4	# <u> </u>	# <u> </u>	# <u> </u>

VII. Training

Please provide your training information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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://mispwva-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☒ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1 ☒

Q2 ☒

Q3 ☐

Q4 ☐

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

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☒ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		☒ No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.		
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion		
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:		
Employee's Name & Title					
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ 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.	5.	6.		
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):		
Name & Title					
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):		

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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. LaTonya Jones	2. Gerald Rosero	3. Urmi Udeshi
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgBTq: The Power of Inclusion	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
4. Disability Awareness & Etiquette	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
5. Unconscious Bias	☐ Yes ☒ No	☒ Yes ☐ No	☐ Yes ☒ No
6. Microaggressions	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
8. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
9. Essential Overview Training for New EEO Officers	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
10. Understanding CEEDS Reports	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4. Michael Lorenzini		5. Ridhdi Patel		6.	
Completed EEO Trainings:	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☐ No
1. Everybody Matters-EEO and D&I	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☐ No
2. Sexual Harassment Prevention	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☐ No
3. lgbTq: The Power of Inclusion	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☐ No
4. Disability Awareness & Etiquette	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☐ No
5. Unconscious Bias	☐ Yes	☒ No	☒ Yes	☐ No	☐ Yes	☐ No
6. Microaggressions	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes	☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☐ No
8. EEO Officer Essentials: Reasonable Accommodation	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☐ No
9. Essential Overview Training for New EEO Officers	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☐ No
10. Understanding CEEDS Reports	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☐ No

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS: 31 Chambers Street, Suite 305, New York, NY 10007

Diversity and EEO Staffing as of 1 Quarter FY 2024*

<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>
Agency EEO Officer [indicate if 'Acting' or 'Interim']	LaTonya Jones	Community Coordinator	30%	LCJones@records.nyc.gov	212.341.6022
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Lisa Velasquez	Agency Attorney III	5%	lvelasquez@records.nyc.gov	212-341-6036
ADA Coordinator	Naomi Pacheco	Administrative Manager M1/M2	2%	napacheco@records.nyc.gov	212-788-8622
Disability Rights Coordinator	Naomi Pacheco	Administrative Manager M1/M2	5%	napacheco@records.nyc.gov	212-788-8622
Disability Services Facilitator	Gerald Rosero	Administrative Manager M1/M2	2%	grosero@records.nyc.gov	212-788-8610
55-a Coordinator	Naomi Pacheco	Administrative Manager M1/M2	1%	napacheco@records.nyc.gov	212-788-8622

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Career Counselor(s)	Naomi Pacheco	Administrative Manager M1/M2	5%	napacheco@records.nyc.gov	212-788-8622
EEO Training Liaison(s)	Naomi Pacheco	Administrative Manager M1/M2	1%	napacheco@records.nyc.gov	212-788-8622
EEO Counselor(s)	Michael Lorenzini	Associate Staff Analyst	4%	mlorenzini@records.nyc.gov	212.788.8576
EEO Counselor(s)	Urmi Udeshi	Public Records Aide	8%	uudeshi@records.nyc.gov	212.788.8634
EEO Counselor(s)	Gerald Rosero	Administrative Manager M1/M2	4%	grosero@records.nyc.gov	212-788-8610
EEO Counselor(s)	Ridhdhi Patel	Computer Specialist Software	4%	rpatel@records.nyc.gov	212.788.8599

* 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.