

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>CONSUMER & WORKER PROTECTION</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021	<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022	<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022		
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>11/15/21</u>			
FOR DCAS USE ONLY:		<i>Date Received:</i>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

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

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

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

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

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

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

III. WORKFORCE REVIEW AND ANALYSIS

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

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

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

Yes , On (Date): 8/28/21 Yes , again on (Date): _____ No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes , On (Dates):

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

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Propose the agency’s collaboration with LinkedIn Talent Solutions to work on our agency’s active recruitment efforts to increase our candidate pool among dormant applicants and expand agency service recognition.	Had a meeting with a LinkedIn representative to learn more about the recruitment features and how our agency would be able to tailor our candidate search for specific skills/experience.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/>
Encourage agency employees to take civil service exams	The Director of Human Capital sends agency wide communications whenever civil service exams become available, and the 55a program booklet along with FAQ’s regarding the civil services process are shared. There is also a section all about Civil Service exams that is included in New Hire orientation. Whenever staff members have questions on the process, they are encouraged to set up a meeting to discuss any specific questions that they have.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote Work Well events and initiatives with our workforce to ensure that staff are reminded of the fitness and meditation classes offered, the events to help us all de-stress and other resources made available to employees to help everyone stay informed on various topics.	On September 15th we shared Work Well's invitation to register for Steptember and the agency had a team of 12 staff members across all levels participate in our first Steptember.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.					

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none">• Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Launch a pilot mentorship program where division heads will submit a designated mentor and mentee from their division to attend monthly sessions hosted by EEO and HC where mentorship skills will be developed, and progress will be evaluated for future topics.	Plan to compile training resources from LinkedIn Learning, podcasts, books and other online materials. We also discussed that we need to meet on a monthly basis to put together the material we have found and create a theme for each month's session.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input 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"/>
Continue promoting the use of LinkedIn Learning within divisions and send agency wide monthly recommendations to foster a culture of continued employee development.	<p>July's Recommended courses were on the topics of Data Visualization, Leading Projects, Building a High Performance Team, and Increasing Collaboration in one's Team.</p> <p>August's Recommendations were on Mentorship skills, courses included Being a Good Mentor, Mentoring Others, Coaching and Developing Employees, Coaching Skills for Leaders and Managers, and How to be a Good Mentee and Mentor.</p> <p>September's Recommended courses included Managing Your Energy, Deep Work: Rules for Focused Success in a Distracted World, Social Success at Work, and Your Brain at Work</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/>

Launch an internal onboarding survey that would help the agency assess how we can improve the onboarding process.		<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/>
Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.					

C. COMMUNITY:

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

<p>Coordinate with different front facing divisions to learn about the current ways in which consumers/members of the public are informed of their ability to request reasonable accommodations and implement ways to improve the availability of this information.</p>	<p>We have the reasonable accommodation application and contact information on our agency website and we are interested in reviewing all the different areas online and in applications that this information on so that we can ensure the information is readily available for members of the public that do not have regular internet access.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Coordinate additional MWBE events for our divisions to interface with potential MWBE vendors/ partners</p> <p>Continuing to identify procurements opportunities where we can do business with MWBE vendors/partners</p> <p>Work with SBS to identify new MWBE’s that the agency can work with.</p>		<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>Informed the public of the Just Cause law going into effect on July 4, 2021 and what this law means for fast food workers. Throughout this quarter there were outreach days where our external affairs team visited fast food restaurants throughout the city to remind everyone of the Fair Work Week and Just Cause</p> <p>In collaboration with the Freelancers Hub, the agency hosted a webinar on July 8, 2021 to discuss the Freelance Isn’t Free law and the protections that are in place to protect freelancers.</p> <p>Throughout this quarter, the agency informed the public of the Child Tax Credit payments beginning on July 15, 2021 and the steps to take depending on everyone’s filing status. The agency also reminded everyone that the agency’s Financial Empowerment Counselor’s can help them open safe and affordable bank accounts if they did not have one.</p> <p>The agency hosted a webinar for non-food General Venders on July 19, 2021 to discuss who needs a vending license to sell food or non-food items in public spaces, the different types of vending licenses and permits and information on zone restrictions. The webinar was livestreamed on facebook and a phone number was provided for Spanish audio.</p>					

In collaboration with the Urban Justice Center and the Street Vendor Project, the agency hosted a Mobile Food Vendors webinar on July 20, 2021.

Attended the City Resource Fair on August 24, 2021 during City Hall in Your Borough: Staten Island Week as well as the City Resource Fair on September 23, 2021 during Queens week to share information on free financial counseling, information on workplace laws, inspection checklists for businesses, consumer tips, and more.

Attended NYS assembly member Khaleel Anderson's Mobile Office Hours event on August 26, 2021 to connect with residents in Arverne and inform them of our free financial counseling, alert working families about the Child Tax Credit and remind workers about important workplace laws.

On August 31, 2021 started informing the public that under the CARES Act, federal student loan payments would continue to be suspended, without interest or penalties until the final extension of January 31, 2022. The agency also reminded the public that they could consult a Financial Empowerment counselor to learn about payment options such as the Income Driven Repayment plans.

The agency accepted solution input from members of the public for unbanked and underbanked communities across the city to the NYC[x] Moonshot: Financial Inclusion Challenge by August 30, 2021.

In the month of September, the agency launched a campaign to inform consumers to beware of price gouging related to Hurricane Ida home repairs. There were also outreach efforts during this month where staff went door to door throughout communities to inform them of this issue and provide them with information on how to file a complaint.

On September 22, 2021 the agency collaborated with Nice 4 Workers for a Let's Talk Money webinar in Spanish to discuss the Advance Child Tax Credit payments, NYC Free Tax Prep Services and the Free Financial Counseling available to all New Yorkers.

On September 29, 2021 attended the South Bronx Street Vendor Resource Fair to provide members from the community with information on the various services offered through our agency

D. EQUITY and RACE RELATIONS INITIATIVES:

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

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

V. RECRUITMENT

A. RECRUITMENT EFFORTS

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

B. INTERNSHIPS/FELLOWSHIPS

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

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows			M __ F __ N-B __ O __ U __
2. Public Service Corps			M __ F __ N-B __ O __ U __
3. Summer College Interns	9	Asian: 3 White: 1 Black: 1 Black/Hispanic: 1 Hispanic: 3	M <u>4</u> F <u>5</u> N-B __ O __ U __
4. Summer Graduate Interns	4	White: 4	M <u>1</u> F <u>2</u> N-B <u>1</u> O __ U __
5. Other (specify):			M __ F __ N-B __ O __ U __

Additional Comments:

C. 55-A PROGRAM

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

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

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

During the 1st Quarter, a total of 0 [number] new applications for the program were received.
 During the 1st Quarter 0 participants left the program due to [state reasons] .

During the 2nd Quarter, a total of [number] new applications for the program were received.
 During the 2nd Quarter participants left the program due to [state reasons] .

During the 3rd Quarter, a total of [number] new applications for the program were received.
 During the 3rd Quarter participants left the program due to [state reasons] .

During the 4th Quarter, a total of [number] new applications for the program were received.
 During the 4th Quarter participants left the program due to [state reasons] .

The 55-a Coordinator has achieved the following goals:

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

VI. SELECTION (HIRING AND PROMOTION)

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

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

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

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

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

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

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

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

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

Q1 Q2 Q3 Q4

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

The agency ensures that complaints are closed within 90 days.

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

E. LOCAL LAW 101: CLIMATE SURVEY

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

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

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

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

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

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title	1. Johanna Bonny Research Assistant	2.	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 10/3/21	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4. Ginna Vargas-Otero Principal Administrative Associate	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Reasonable Accommodation Coordinator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 25%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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

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

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

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Diana Morales	<u>Customer Information Representative</u>	<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
<u>Deputy EEO Officer OR Co-EEO Officer</u>					
<u>Chief Diversity & Inclusion Officer</u>					
<u>Diversity & Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Lalita Belgrave</u>		<u>25%</u>	lbelgrave@dcwp.nyc.gov	<u>(212)436-0238</u>
ADA Coordinator					
Disability Rights Coordinator					
Disability Services Facilitator	<u>Ginna Vargas-Otero</u>	<u>Principal Administrative Associate</u>	<u>25%</u>	GVargas@dcwp.nyc.gov	<u>(212)436-0199</u>

55-a Coordinator	<u>Margaret Mateo</u>	<u>Admin Business Promotion Coordinator</u>	<u>25%</u>	mmateo@dcwp.nyc.gov	<u>(212)436-0338</u>
Career Counselor	<u>Margaret Mateo</u>	<u>Admin Business Promotion Coordinator</u>	<u>25%</u>	mmateo@dcwp.nyc.gov	<u>(212)436-0376</u>
EEO Counselor	<u>Rodger Hayes</u> <u>Juana Abreu</u>	<u>Community Associate</u> <u>Community Coordinator</u>	<u>5%</u> <u>5%</u>	rhayes@dcwp.nyc.gov jabreu@dcwp.nyc.gov	<u>(212)436-0241</u> <u>(212)-436-0165</u>
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	<u>Diana Morales</u>	<u>Customer Information Representative</u>	<u>25%</u>	dmorales@dcwp.nyc.gov	<u>(212)436-0376</u>
Other (specify) Reasonable Accommodation Coordinator	<u>Ginna Vargas-Otero</u>	<u>Principal Administrative Associate</u>	<u>25%</u>	GVargas@dcwp.nyc.gov	<u>(212)436-0199</u>
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.