

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

**AGENCY NAME:** DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

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

**Prepared by:**

Felicia Thornton                      Diversity and EEO Officer                      (646) 343-6782

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Name	Title	Telephone No.
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**Date Submitted:** \_\_\_\_\_

**FOR DCAS USE ONLY**

**Date Received:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019**

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.

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2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as ‘**XXXX Quarter X FY 2019 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): January 8 2019  No  
EEO Policy Statement, Sexual Harassment Prevention Policy Statement and EEO Resource Guide

**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
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): DYCD had a banner at the PRIDE parade on June 28, 2019

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.  
 Yes, On (Date): 1/21/2019 and 7/19/2019  No

The agency informed employees that the revised self-ID form now includes new race categories.

- Yes, On (Date): 1/21/2019  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  Yes, On (Date): various  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other DC for Administration and Chief of Staff

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	<b>Status Update</b>
<ul style="list-style-type: none"> <li>Enhancing internal and external applicant pools to address underutilization</li> <li>Integrate succession planning in the agency activities</li> </ul>	<ul style="list-style-type: none"> <li>No underutilization was found. DYCD will be exploring advertisements of its discretionary hires,</li> <li>Cross training and shadowing is occurring within several divisions to address hiring</li> </ul>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed  Other - please describe

Citywide Administrative Services

<ul style="list-style-type: none"> <li>Identify best practices to retain mature employees</li> </ul>	<p>freeze and separations</p> <ul style="list-style-type: none"> <li>The EEO Officer, Counselors and Agency Advocate attended the EEOC annual conference</li> <li>The EEO Office disseminates a quarterly newsletter providing information on rights, protections and diversity initiative</li> </ul>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <p>Other - please describe</p>
	<ul style="list-style-type: none"> <li>DYCD has committed resources to the training and development for all program staff. Initiative will be expended</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <p>Other - please describe</p>
	<ul style="list-style-type: none"> <li>On April 23, 2019, DYCD conducted “Sexual Assault Awareness Symposium” the workshop provided families with healthy, emotional tools to garner respect</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <p>Other - please describe</p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>		
<p><b>No underutilization exists.</b></p>		

**B. WORKPLACE:**

Citywide Administrative Services

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	<b>Status Update</b>																
<ul style="list-style-type: none"> <li>• Citywide Onboarding survey</li> <li>• Engagement/Job Satisfaction and Employee Moral Survey(s)</li> <li>• Citywide Exist Survey for non-represented employees</li> </ul>	<ul style="list-style-type: none"> <li>• On boarding surveys are given to every newly hired employee and existing managers</li> <li>• DYCD conducted civil service 101 sessions for all provisional employees and their managers.</li> <li>• Notices were sent to staff on upcoming exams</li> </ul>	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2"><b>Other – please describe</b></td> </tr> <tr> <td><input checked="" type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2"><b>Other – please describe</b></td> </tr> </table>	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	<b>Other – please describe</b>		<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	<b>Other – please describe</b>	
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<b>Other – please describe</b>																		
<ul style="list-style-type: none"> <li>• DYCD will conduct training for its leadership: Bias Free Performance evaluations, civil service 101 workshops</li> <li>• EEO Personnel will continue to meet with managers and supervisors to provide guidance on staffing decisions</li> </ul>	<ul style="list-style-type: none"> <li>• On May 17, DYCD and Vibrant Emotional Health hosted the 6th annual Healing the Hurt Conference. The symposium launch in response to a surge of community violence involving youth</li> </ul>	<table border="0"> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input type="checkbox"/> Ongoing</td> <td><input checked="" type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2"><b>Other - please describe</b></td> </tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Completed	<b>Other - please describe</b>									
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<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Completed																	
<b>Other - please describe</b>																		

		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.		

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	<b>Status Update</b>
<ul style="list-style-type: none"> <li>Continue to plan to promote diversity and EEO outreach and government services and participation with minority and women owned business enterprises</li> <li>Identify best practices for establishing a brand of inclusive customer service</li> </ul>	<ul style="list-style-type: none"> <li>DYCD disseminates “Youth Connect E-Blast” newsletter which provides information to youth people on: services, employment opportunities, scholarships, activities and resources</li> <li>DYCD hosted a College and Career Day for high school Mentoring participants.</li> </ul>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other – please describe Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed Ongoing      X Completed

Citywide Administrative Services

V.

		Other – please describe
<p><b>R E C R U I T M E N T</b></p> <ul style="list-style-type: none"> <li>Undertake initiatives for improved community relations, community awareness and to engage communities being served in recruitment efforts, service development and delivery</li> </ul>	<ul style="list-style-type: none"> <li>DYCD and the National Book Foundation encourages adults to read through its Raising Readers program.</li> <li>DYCD co hosted a Free Book Giveaway for NYCHA residents thorough age 18. Over 62,000 books were distributed</li> </ul>	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b> Planned <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>  Other - please describe
		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>
Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2019 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 <b>Recruitment Goal(s)</b> set/declared in your plan.	<b>Status Update</b>



Mayor's office for People with Disabilities ACCESS VR Mayor's Office of Veteran Affairs	DYCD recently began exploring opportunities to expand its outreach for	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Job Fairs  Diverse Newspapers		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019:			
<b>Type of Internship\Fellowship</b>	<b>Total</b>	<b>Race/Ethnicity [#s]</b>	<b>Gender [#s]</b>
1. Urban Fellows			Male: ___ Female: ___
2. Public Service Corps			Male: ___ Female: ___
3. Summer College Interns			Male: ___ Female: ___
4. Summer Graduate Interns			Male: ___ Female: ___

5. Other (specify):		Male: ___ Female: ___
<i>Additional Comments:</i> Ladders for Leaders Program, Asian 8, Black 5, Hispanic 3 and 2		

**55-A PROGRAM**

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

Currently, there are 2 [number] 55-a participants. During this Quarter, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter.  Yes  No
2. **Information is available on the intranet**
3. **Information on the 55-a program was circulated via newsletter**

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

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2019 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> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	<b>Status Update</b>
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Citywide Administrative Services

<p>Advising employees of opportunities for promotion and career development</p>	<p>DYCD conducted</p> <ul style="list-style-type: none"> <li>• civil service 101 workshops</li> <li>• Individual career counseling sessions</li> <li>• Provided information on upcoming exams. Met with staff on exam eligibility</li> </ul>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other – please describe             </p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<ul style="list-style-type: none"> <li>• Candidates education and experience were assessed based upon a standard set of criteria</li> <li>•</li> </ul>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>
<p>Increasing the positions filled through civil service lists</p>	<ul style="list-style-type: none"> <li>• DYCD conducted two hiring pools for Procurement Analysts</li> <li>• Staff were appointed though the DP 72 process</li> </ul>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other – please describe             </p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<ul style="list-style-type: none"> <li>• No terminations or layoffs occurred during this reporting period</li> </ul>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                  Other - please describe             </p>

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
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**VII. TRAINING**

*Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

**VIII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:  
<https://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 the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

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

**The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.**

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

*Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

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

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

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

*Risk 1: Homogenous Workplace: DYCD has a cultural diverse workforce all of which has input into the decisions made within the agency*

*Risk 2: Cultural and Language Differences in the Workplace: DYCD has a cultural diverse workplace in which their culture and language are welcomed into the workplace.*

*Risk 3: Workplaces with Significant Power Disparities: The senior management of DYCD is diverse.*

*Risk 4: Isolated Workplaces: No isolated workplaces*

*Risk 5: Decentralized Workplaces: DYCD operates from three locations in lower Manhattan. The Commissioner and Chief of Staff have offices in two of the three locations.*

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**E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

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- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that (**internal**) complaints are closed within 90 days.

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

**F. LOCAL LAW 101: CLIMATE SURVEY**

**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 climate survey:  
Results were reviewed. Some items have been implemented*

**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

**XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]**

**Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to [ocei@dcas.nyc.gov](mailto:ocei@dcas.nyc.gov). Thank you for your thoughts!**

*Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?*

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

EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2019

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name			Kenneth Scott
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
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: June 30, 2019 OR Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For Current EEO Professionals:</b>			
Title	Felicia Thornton	Ruma Debi	Andrew Miller
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 50 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 25%):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 25%):
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No



Citywide Administrative Services

<b>Unconscious Bias Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 \***

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b><u>Felicia Thornton</u></b>	<b><u>Admin Staff Analyst</u></b>	<b><u>EEO Officer/Director</u></b>	<b><u>50%</u></b>	<b><u>lthornto@dycd.nyc.gov</u></b>	<b><u>6463436682</u></b>
		<u>Deputy EEO Officer</u>			
<u>Felicia Thornton</u>	<u>Admin Staff Analyst</u>	<u>ADA Coordinator</u>			
<u>Felicia Thornton</u>	<u>Admin Staff Analyst</u>	<u>Disability Rights Coordinator</u>			
<u>Felicia Thornton/Ruma Debi</u>		<u>Disability Services Co - Facilitator</u>	<u>10%</u>	<u>lthornto@dycd.nyc.gov</u> <u>rdebi@dycd.nyc.gov</u>	<u>646343-6722</u>
<u>Felicia Thornton</u>	<u>Admin Staff Analyst</u>	<u>55-a Coordinator</u>			
		<u>Career Counselor</u>			
<u>Ruma Debi</u>	<u>Admin Labor Relations</u>	<u>EEO Counselor</u>	<u>25%</u>	<u>rdebi@dycd.nyc.gov</u>	<u>6463436722</u>
		<u>EEO Investigator</u>			
<b><u>Andrew Miller</u></b>	<b><u>Admin Staff Analyst</u></b>	<b><u>EEO Counselor\ Investigator</u></b>	<b><u>25%</u></b>	<b><u>amiller@dycd.nyc.gov</u></b>	<b><u>646 343 6738</u></b>
		<u>Investigator/Trainer</u>			
		<u>EEO Training Liaison</u>			

\* Please 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  
Just indicate it on the chart.