

FY 2023 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: NYC OFFICE OF MANAGEMENT AND BUDGET☐ 1st Quarter (July -September), due November 6, 2022☐ 3rd Quarter (January -March), due April 30, 2023☐ 2nd Quarter (October - December), due January 29, 2023☒ 4th Quarter (April -June), due July 31, 2023

Prepared by:

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Date Submitted: August 7, 2023

FOR DCAS USE ONLY:**Date Received:****INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2023****[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]**

1. Please save this file as '**XXXX Quarter X FY 2023 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 the attached Excel file. Under Section 10 ("Other"), 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 2023 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): 10/31/2022 ☐ 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 (9/30/2022): 398

Q2 (12/31/2022): 408

Q3 (3/31/2023): 409

Q4 (6/30/2023): 407

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

☒ **Yes - On (Date):** May 13, 2022, October 28, 2022. ☐ **No**

The agency will include a reminder to all employees to update self-ID information regarding race/ethnicity, gender, and veteran status as part of the agency's weekly Personnel Management and Administration email, at the start of the next fiscal year.

The agency's new employee orientation, now held monthly, also includes information about how to use ESS to update self-identification information. This orientation is conducted live, and new employees are also provided with a soft copy of the slide deck after the presentation.

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 – October 6, 2022
Q2 – February 2, 2023
Q3 – April 13, 2023
Q4 – August 3, 2023

The HR Director and EEO Officer meet weekly to discuss various EEO/DEI related issues, including those pertaining to workforce composition. Note that the HR Director also discussed issues relating to demographic data and trends with the Chief of Staff and Agency Head as necessary.

	Q1	Q2	Q3	Q4
The review was conducted with:	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other <input type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other _____ <input type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other _____ <input type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other (Chief of Staff) <input type="checkbox"/> Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2023 - 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 2023 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. ○ 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
<p><i>Hiring Practices</i></p> <p>A central workforce goal is for OMB to secure, support, and maintain a high-performing and diverse workforce.</p>	<p>This new fiscal year, OMB continued its ongoing efforts to recruit from a diverse, qualified group of applicants. Including discussing options for developing a more effective recruitment and hiring system, continue to train hiring managers in best practices and recommending necessary changes to make the workforce more inclusive. The agency is in the process of implementing a new HRIS which will help us better track details about job applicants and current employees. This system will tentatively launch next fiscal year.</p> <p>The EEO/DEI Officer works closely with the HR Director and other agency leadership as necessary to implement DCAS's Diverse and Inclusive Recruitment Best Practices, as established by DCAS in the first quarter of FY 2022 and add additional practices as necessary</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	<p>to help build a diverse and inclusive workforce. The EEO/DEI Officer and HR Director meet on a weekly basis to discuss diversity efforts in recruitment and retention, amongst many other issues relating to their work.</p> <p>OMB continues to recruit employees from a diverse group of schools. OMB posts job openings using Handshake which reaches a large pool of applicants. This fiscal year, the Recruitment team began using a list compiled by the EEO/DEI Officer of additional organizations with a focus on diversifying the pool of qualified applicants (e.g., affinity groups within colleges and universities, HBCUs, etc.). The Recruitment team met with the EEO/DEI Officer on December 16, 2022 to discuss how to best utilize this contact list.</p> <p>As part of efforts to enhance the hiring process at OMB, the agency began working with the Mayor's Office of Veteran's Services to participate in the VetConnect program last fiscal year and continue to build upon those efforts in FY2023.</p>				
<p><i>Promotion and Retention Processes</i></p> <p>Continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year.</p>	<p>This quarter, the agency continued its analysis of the composition of its workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency.</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	<p>The agency is in the process of developing a new HRIS system, which will include the ability to better track internal data. This new system will provide better mechanisms for administering the employee evaluation process, helping standardize certain elements of the employee review process – and, in turn, play a role in ensuring that promotional opportunities are given in an equitable manner. This HRIS is tentatively planned to launch Fall/Winter 2023, after a beta stage that will hopefully start next quarter.</p> <p>The agency also continued to engage in efforts such as work with EquityNYC (including requirements under Executive Order 34) and performing additional analysis of workforce composition, including a review of promotion practices, professional development opportunities, and other issues relevant to this workforce goal.</p>				
<p><i>Mentorship Program</i></p> <p>One agency goal is to update its mentorship program to strengthen its efforts while supporting the existing mentor/mentee connections.</p>	<p>The existing program pairs together senior managers with less experienced staff to share perspectives, values, and experiences. It also provides an opportunity for staff to explore areas of interest outside their assigned portfolio. To allow for greater participation throughout the agency, each year preference is given to mentees who have not participated in program.</p> <p>The mentorship program relaunched last</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	<p>quarter, in December 2022. This program includes mentorship opportunities between employees at varying levels, providing more opportunities for leadership and skill building throughout the agency. This fiscal year, mentors and mentees have been meeting on a quarterly basis. This quarter, the mentorship program identified diversity in the workplace as the topic for participants' focus in June 2023.</p>				
<p><i>Professional Development Opportunities</i></p> <p>Significantly expanding professional development opportunities is another key workforce goal for this fiscal year.</p>	<p>The agency's Chief Learning Officer, who began her work last fiscal year, is in the process of building up a formal learning and development program for the agency. The L&D program will include training for employees at all levels, initially targeting managers and analysts.</p> <p>This quarter, the L&D team continued its work to build a new training program focused on managers first. This program, OMB Catalyst, is a comprehensive development program customized to help OMB managers supervise people more effectively, achieve managerial excellence, and improve process and operations. The first half of the year-long program focuses on Foundations and Growth. OMB Catalyst will launch next quarter, consisting of its first class of 30 Unit Heads and Deputy Assistant Directors.</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
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.					

The job groups where underutilization was identified in the DCAS quarterly workforce reports were Management Specialists (Black, -52) and Managers (Black, -1), a slight improvement from the previous quarter (Black, -55) and Managers (Black, -10).

The following steps were taken to address underutilization as identified in the Q4 workforce reports:

1. Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment, including finalizing a list of additional contacts to help diversify the pool of qualified applicants.
2. Continuing to inform and encourage applications for the upcoming civil service examinations.
3. Continue to use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
4. Strengthen professional development opportunities to better train existing staff to grow into more senior-level positions, including those that fall under the Managers categories. The agency's first Chief Learning Officer will continue to work in partnership with HR and EEO where appropriate to develop these opportunities.
5. Expanding efforts to cultivate an inclusive workplace that enables full participation encourages collaboration, flexibility, and fairness, including starting consistent DEI-related activities. See *Workplace* section below for full list of details on the agency's DEI-related activities for this 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 2023 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. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue to track, measure, evaluate, and improve employee job satisfaction.	OMB continues to provide exit surveys to all exiting employees. The survey includes a question asking whether our agency provided a work environment that was inclusive and values employee differences. This quarter, like the preceding quarters	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	<p>continue to identify the main factors for leaving the agency as (1) for a better position, (2) for a change in career, (3) financial compensation, and (4) lack of remote work.</p> <p>Whenever EEO-related issues arise in the exit surveys, the HR unit immediately notifies the EEO Officer.</p>				
Continue to ensure that all new employees complete all the City's required Computer Based Trainings.	<p>Continued efforts to achieve 100% employee participation in the DCAS Computer Based Training modules including, but not limited to, EEO Awareness, Diversity and Inclusion; lgbTq: The Power of Inclusion; Sexual Harassment Prevention; DOI Corruption Prevention Awareness; and Conflicts of Interest Prevention Training. Computer-based training details are sent to all new employees and HR follows up to ensure completion.</p> <p>The EEO/DEI Officer has implemented a process, with the assistance of other staff (including one employee who was specifically designated to help with EEO/DEI training compliance efforts), to consistently track training completions and engage additional measures to encourage staff to complete the trainings prior to their deadlines, including individualized emails, outreach to supervisors, and phone calls.</p> <p>Last quarter, the agency worked diligently to get 100% compliance with the Everybody</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	<p>Matters training by the end of the training cycle, which happened this quarter.</p> <p>This quarter, the agency pivoted to work on compliance with the annual sexual harassment prevention training and identified additional steps to take next quarter to achieve 100% compliance. The EEO/DEI Officer met with a fellow OMB employee twice this quarter (April 5, 2023; June 26, 2023) to discuss and create a plan on how to increase the agency's training completion rate prior to the August 31, 2023 deadline.</p>				
Continue to distribute and highlight the City's EEO Policy.	<p>OMB provides EEO training in New Employee Orientations (which highlights the EEO Policy, amongst other topics relating to EEO) in addition to providing all new employees with a copy of the City's EEO Policy when they first start at the agency.</p> <p>Last quarter, the EEO/DEI Officer provided an Introduction to EEO Training during the New Employee Orientation held on January 31, 2023. This quarter, the EEO/DEI Officer provided this EEO Training on May 12, 2023. There was also a summer internship training that included this curriculum, which took place on June 14, 2023. Beginning next quarter, these trainings will be led by other staff on a monthly basis. The training will contain the same introductory EEO training as created by the EEO/DEI Officer earlier.</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

<p>Keep employees connected throughout the agency and keep all up to date on key issues relevant to EEO and DEI, as well as the agency's work – the budgeting process - to keep all staff up to date on important work related topics.</p>	<p>As stated earlier, in Q1 of FY2023, OMB launched a new intranet, called OMB Hive. The intranet features an EEO/DEI section with subpages highlighting the following topics: (1) EEO, (2) DEI, (3) Cultural and DEI Events, (4) EEO and DEI Training and Resources, (5) Domestic and Gender-Based Violence Information and (6) Reasonable Accommodations and Disability Rights.</p> <p>The EEO/DEI Officer continues to work with staff to update these pages as needed monthly. The monthly DEI emails began being uploaded to the OMB Hive in newsletter form earlier this fiscal year, using the Sway program to present the information to staff in a more visually stimulating way.</p> <p>The agency held the OMB Institute in Q1 this fiscal year. This program consists of trainings open to all employees which are led by OMB senior management and aim to educate employees on current budget issues. This event took place in the previous quarter, with 18 unique events focusing on issues including "Vision for OMB and the Challenges and Opportunities Ahead," "Bond, not James Bond: An Introduction to Municipal Bonds," and "COVID-19 Impacts." The OMB institute will again take place in Q1 of next fiscal year.</p> <p>OMB's Data Science Huddle, which is a group organized by employees that focuses</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
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	<p>on various issues relating to data science relevant to employees' work at the agency and issues of general interest that impact people who live in NYC. The Data Science Huddle provides positive educational opportunities in a less-formal setting and across taskforces/divisions. The group also creates an environment where employees can explore data-related issues that may have personal meaning to them and explore tools that they might not use in their day-to-day work but might incorporate in the future. At times, the Data Science Huddle also hosts events with a focus on equity-related issues. Overall, the DSH contributes greatly to the agency and efforts relating DEI and overall community. A list of the events put on by this group is below.</p>				
<p>Improve workplace by strengthening the existing employee resource group and mentorship programs.</p>	<p>Earlier this fiscal year, the EEO Officer finalized the employee equity group toolkit in partnership with an employee volunteer. An EEG launch meeting took place earlier this fiscal year. The EEG program is open to all interested employees but focuses on groups that may fall under the City's EEO Policy, as well as groups that have been identified as underutilized based on DCAS reporting. The EEGs are intended to put on events and address the myriad of issues to help enhance equity at the agency and continue and strengthen existing efforts such as the mentorship program, and events to address broader issues relating to race relations.</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	<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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	As of this quarter, OMB launched its Pride EEG, with one of our employees stepping up as the EEG leader. This quarter, the Pride EEG partnered with the EEO/DEI Officer and staff volunteers to hold a successful event in recognition of Pride Month, which is explained in greater detail below.				
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

There were numerous meetings, trainings, and other activities relating to EEO and DEI efforts during the 4th quarter of FY2023.

OMB DEI Events

This quarter, OMB held four large DEI-related events in celebration of the following occasions: (1) Earth Day, (2) AAPI Heritage Month, (3) Pride Month, and (4) Caribbean American Heritage Month.

These events required multiple planning meetings and significant volunteer work prior to holding the events.

A summary of each of these four large DEI-related events is as follows:

1. **Earth Day** (April 20, 2023): This year's event featured a presentation by OMB's Environmental Sustainability and Resiliency taskforce. The presentation focused on the soon-to-be released updated long-term sustainability plan for the City of New York: [PlaNYC](#). Originally released in 2007 and updated every 4 years, PlaNYC is the sustainability plan for NYC, intended to present a climate action strategy to reduce and adapt to the impacts of climate change while strengthening the City's economy and enhancing the quality of life for all New Yorkers. In addition to providing an overview of the sustainability plan, the presentation also touched on OMB's role in integrating climate decision-making into the City's budget process. The event featured an Earth Day-themed trivia game led by the ESR taskforce, as well as a group plant/vegetable propagation activity.
2. **AAPI Heritage Month** (May 25, 2023): OMB's celebration of Asian American Pacific Islander Heritage Month featured a sampling of food from multiple AAPI cultures, as well as two guest presenters: [Kam Mak](#) (AAPI [illustrator](#) who is also a professor and the Assistant Chairperson of the Department of Illustration at the Fashion Institute of Technology) and [Stephanie Meta Meyer](#) (AAPI co-founder of [Nary Resort](#), an ethical and sustainable clothing brand). The event

also visually highlighted the art and culture of multiple AAPI countries.

3. **Pride Month** (June 22, 2023): OMB's celebration of LGBTQ+ Pride Month featured an LGBTQ+ History and Culture Exhibition (highlighting Stonewall and related events, various elements of queer culture, anonymous "coming out" stories, banned LGBTQ+ books, etc.) and ice cream sandwiches provided by Coolhaus, a LGBTQ+ Women run business.
4. **Caribbean American Heritage Month** (June 16, 2023): The Budget Director provided welcome remarks for this event. The rest of the event featured a Caribbean-themed team trivia competition, card/domino games tutorial, and a Caribbean cuisine tutorial video. Attendees were encouraged to wear a t-shirt or other clothing representative of a Caribbean country. A sampling of Caribbean food was also provided.

Each of these events reached maximum capacity or more due to the room size (65 – 80 people per event).

This quarter, OMB also hosted a presentation by the Mayor's Office of Community Mental Health for all staff, which highlighted various efforts by the Office and its partners with respect to mental health care for all New Yorkers. Participation in this event led to OMB requesting to host the NYC Department of Health as they provide a full-day Mental Health First Aid course. This event will take place next quarter. The MHFA is a groundbreaking public education program that teaches the skills needed to identify, understand, and respond to signs of mental health and substance abuse challenges and crises. This 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect persons to the appropriate professional, peer, social and self-help care. Like CPR, MHFA prepares participants to interact with a person in crisis and connect the person with help. OMB believes that providing mental health-related resources is an important part of DEI and HR-related work, to provide more holistic support for all of our staff.

OMB DEI Newsletters

The EEO/DEI Officer continued to draft and distribute a monthly DEI newsletter this quarter. The newsletter is distributed to all agency employees via email and is also posted to the agency's intranet. Each month features various DEI-related celebrations and commemorations. The intent of these newsletter is to highlight key DEI-related occasions to highlight issues that may resonate to some of the agency's employees and serve as an educational tool.

This quarter, OMB highlighted numerous DEI-related events:

- April: Women's History Month, National Developmental Disabilities Month, International Women's Day, and International Transgender Day of Visibility
- May: Asian American Pacific Islander Heritage Month, Cinco de Mayo, International Day Against Homophobia, Biphobia, and Transphobia, and Memorial Day
- June: Pride Month, National Caribbean American Heritage Month, Juneteenth, and World Refugee Day.

OMB EEO/DEI Meetings and Trainings

This quarter, OMB held a meeting where PMA (Personnel Management and Administration) analysts met with the EEO Officer to discuss the annual EEO data analysis of demographic details of OMB job applicants and current staff, prior to performing the analysis for FY2023.

Additionally, the EEO/DEI Officer attended meetings hosted by DCAS and other City partner agencies: (1) the April EEO Best Practices meeting on April 4, 2023; (2) GEIP Webinar: An Overview of Catalyst on May 11, 2023; (3) Recruiting with an Intersectional Lens on June 8, 2023; (4) GEIP Strategic Learning Webinar: DEI Strategy Creation and Evolution; (5) CEI June Learning Series – Intersectionality and EEO Investigations; (6) Bystander Intervention to Stop Anti-Asian and Xenophobic Harassment: May 24, 2023; and (7) BAX Gender Identity, Expression & Inclusion Workshop (via Zoom): June 2, 2023.

Data Science Huddle

This quarter, the Data Science Huddle hosted two events this quarter, all aimed at providing technical data education opportunities to all staff. These events are intended to provide unique educational opportunities to all interested staff, while helping to build community by bringing together employees who might not normally collaborate in their everyday work. The Data Science Huddle also ensures that at least some of their events center on an equity-based topic.

The full list of Data Science Huddle events for this quarter are as follows:

- April 14, 2023: How Can Open Data on School Buses Improve the Health of NYC Students?
- April 21, 2023: Visualizing Performance Data with Python

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 2023 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. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue to make OMB's public-facing work accessible to the diverse population of NYC.	<p>OMB will continue to work with the Mayor's Office of Immigrant Affairs to coordinate our agency's language access policy and implementation plan. Per the Mayor's executive order, the agency has and will continue to work with DOITT to make our website and its publications on the City's budget more accessible to all New Yorkers.</p> <p>Earlier this fiscal year, the agency's ACCO consulted with the EEO/DEI Officer about recommended best practices with respect to web accessibility standards to ensure that an agreement with a vendor contained language that addressed this issue, as the agency website would be upgraded soon. Last quarter, the ACCO confirmed that those details were included in the contract.</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

Actively utilize qualified M/WBE vendors.	OMB attends M/WBE outreach events and procurement fairs hosted by various city agencies. In keeping with past precedent and dependent on available events, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach to qualified M/WBE vendors.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
Continue to incorporate equity principles into the agency's work.	This quarter, the agency continued to work with EquityNYC on efforts to incorporate equity into the agency's broader budgeting work, continued strong use of purchasing from MWBEs, and through methods such as the future employee equity groups, and working toward a more diverse workforce and inclusive culture (including through efforts outlined above), which would drive a better understanding of the needs and relevant expectations of the community.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
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.					
The nature of OMB's work is not directly community-facing, but the agency does make efforts to integrate Community-directed activities where appropriate as outlined above.					

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2023 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
As part of the agency's recruitment strategies and initiatives, continue active outreach within the agency.	OMB notifies its employees of all discretionary vacancies within the agency by emailing job notices agency-wide and requiring all hiring managers to interview any eligible internal candidates during the initial hiring period. All job notices are listed internally for 10 business days. All job notices are posted on the agency's website and on E-Hire. In addition, OMB's Office of Personnel Management actively works with staff interested in expanding or changing their portfolio.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
Identify additional resources to diversify the pool of candidates.	To identify a more diverse pool of candidates, OMB will continue to review and its recruiting efforts, particularly at CUNY and SUNY schools as well as at HBCUs. Earlier this fiscal year, the agency created a list of additional diversity-related contacts to help the agency better engage affinity groups,	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

	including at colleges and universities, in our recruitment efforts.				
Partner with other City agencies and non-profit organizations to help diversify the pool of candidates, including for senior-level positions.	OMB is actively working with other partners in City government and in the non-profit sector, to help identify candidates for senior level vacancies. Note that the Mayor's Office of Appointments no longer provides the service of identifying potential candidates, so OMB is unable to continue to reach out to MOA for their assistance with this task.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
Identify ways to better train managers and others involved in the recruitment process on DEI-related topics.	<p>This quarter, the Learning and Development Officer continued to find additional training opportunities for managers that would strengthen their skills, including issues such as providing constructive feedback, handling difficult conversations, and other topics important for effective and equitable management. As mentioned above, the agency will be launching an official management training program next fiscal year.</p> <p>Earlier this fiscal year, the Learning and Development Officer consulted with the EEO/DEI Officer on potential case studies to discuss during an upcoming course for managers titled "Building Relationships & Expanding Your Conflict Toolkit."</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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2023:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	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	26	Asian (10), Black (3), White, non-Hispanic (8), 2+ Races (incl. Hispanic (2)), Hispanic (1), Undisclosed (1), Native American/Alaskan Native (1)	M _11_ F _13_ N-B __1_ O ___ U _1_
4. Summer Graduate Interns	8	Asian (3), Black (1), White(2), 2+ Races (inc. Hispanic) (2))	M _4_ F _3_ N-B ___ O ___ U _1_
5. College Aide	6	Asian (3), White, non-Hispanic (1), White, Hispanic (1), 2+ Races (1)	M _1_ F __5_ 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

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Currently, there are __0__ [number] 55-a participants.

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

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2023 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 Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; notification of promotion/transfer opportunities.	All OMB employees are advised of current openings within the Agency as they become available. Staff are notified via an email sent to all employees; all employees are located at one facility and have access to a computer and email. Each position is posted internally for a minimum of 10 business days and all hiring managers are required to interview any eligible internal candidates during that period. In addition, hiring managers are strongly encouraged to interview approximately 5 – 10 candidates. Job notices are also posted on the agency's website and on E-Hire. Resumes received via outside sources are screened for education and experience minimum qualification requirements prior to being posted for hiring managers to review.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.	All new candidates are reviewed by Human Resources and Chief of Staff, as well as the hiring team's manager. This fiscal year, the agency will determine whether a more formal role for the EEO/DEI Officer in selection and promotion actions	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing	<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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred

	<p>would be appropriate and feasible.</p> <p>Currently, the agency's Chief of Staff and HR Director review all requests for promotion and hiring before approval. Personnel Action Request packets submitted include a detailed explanation for the request along with interviewer's supporting documentation, which include an interviewer's report and each candidate's resume. Each candidate selected for an interview is asked to submit an Applicant Interview Form on which they can self-identity.</p>	<input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists.	OMB does not fill positions through a Civil Service list; however, all employees are encouraged to take relevant Civil Service exams.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	Director of HR is part of the EEO staff and reviews selection of candidates for appointment or promotion. The agency consults with the EEO/DEI Officer about EEO/DEI-related issues that arise during the appointment or promotion process.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed

Analyzing the impact of layoffs or terminations on racial, gender and age groups	If there is a potential situation for layoffs or terminations, the Citywide process for reviewing impact on race, gender, and age will be followed.	<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"/> 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"/> 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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed
During this Quarter the Agency activities included:	# of Vacancies (budgeted headcount)	28	18	17	17
	# of New Hires	42	31	16	15
	# of New Promotions	66	51	54	80

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://mispwva-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. 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).

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

D. 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:

The HR Director and EEO/DEI Officer reviewed the results from the 2020 Climate Survey in Q4 of FY2022. The results of the survey were provided to the agency that quarter on June 21, 2022. They identified and discussed the potential areas of improvement based on the survey results, but also noted that the survey was done in 2020, during the thick of the pandemic, and with only 30 out of 394 employees responding (7.9%). Since the survey was distributed, the agency hired a full-time EEO/DEI Officer, who is tasked with playing a role in addressing many of the issues raised in the survey. The agency will continue with its strong commitment to ensuring adherence to the City's EEO Policy, including focusing on (1) employee familiarity with the EEO Policy and EEO complaint/inquiry process, (2) potential workplace discrimination, and (3) supervisor/managerial knowledge of EEO policies and procedures.

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: NYC Equal Employment Practices Commission (audit is currently active)
- ☐ 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 2024.

APPENDIX: OMB EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2023

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes			
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For New EEO Professionals:			
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)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): <5%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Completed Trainings:			
EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<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 OMB AS OF 2nd QUARTER FY 2023 ***

<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>
Chief Diversity Officer	Latonia McKinney			MckinneyL@omb.nyc.gov	212-788-6420
Chief EEO and DEI Officer	Danica You			YouD@omb.nyc.gov	212-788-6030
Deputy EEO Officer	N/A				
ADA Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Disability Rights Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Disability Services Facilitator	Danica You			YouD@omb.nyc.gov	212-788-6030
55-a Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Career Counselor	Lauren Wittels			WittelsL@omb.nyc.gov	212-788-6371
EEO Counselor	Angel Acevedo, Donna Brathwaite, Kara Kirchhoff, Kathryn Johnson			AcevedoA@omb.nyc.gov BrathwaiteD@omb.nyc.gov KirchhoffK@omb.nyc.gov JohnsonK@omb.nyc.gov	212-788-2984 212-788-6291 212-788-6348 212-788-6432
EEO Investigator	Danica You			YouD@omb.nyc.gov	212-788-6030
EEO Counselor/Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Danica You			YouD@omb.nyc.gov	212-788-6030
Other (describe)					

* 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.