

[Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

<b>Agency Name:</b> <u>NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 4, 2022		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October – December), due January 30, 2023	
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due May 1, 2023		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31, 2023	
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> <u>5/2/2023</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><i>Date Received:</i></b>	

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

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

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO 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.

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## Part I: Narrative Summary

### I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?  Yes, On (Date): 12/7/2022  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, equity, inclusion and equal employment opportunity through the following:**

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

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

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 56 Q2 (12/31/2022): 61 Q3 (3/31/2023): 47 Q4 (6/30/2023):

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

Yes On (Date): 11/9/2022 Yes again on (Date): No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
Agency's intranet site
Newsletters and internal Agency Publications
On-boarding of new employees

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

Yes On (Dates):

Q1 Review Date: 11/4/22 Q2 Review Date: 1/5/2023 Q3 Review date: 4/25/2023 Q4 Review date:

The review was conducted with:

- Agency Head
Human Resources
General Counsel
Other Agency Attorney
Not conducted

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## 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, Equity, Inclusion and EEO Plan for FY 2023.

### A. Workforce:

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

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

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

The agency will identify LinkedIn contacts to follow, including existing partners, similar institutions, and work groups/organizations which may provide access to qualified candidates in underutilized areas. In the third quarter, the EEO Officer posted promotional content on 13 open positions at the agency, including four in areas of underutilization.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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- 2. Create college aide job postings in areas where the agency experiences underutilization (specifically management specialists and clerical job titles) and engage college aides with the work of those areas and requirements for job titles.

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

The agency developed job postings for college aides – as well as part-time positions – in under-utilized job categories in the second quarter. These staff members will be working primarily in the Archives unit – in roles adjacent to titles where the agency has consistently experienced underutilization. This is part of a long-term strategy to cultivate a diverse pool of candidates for the agency’s management specialist titles. The postings were approved in January 2023 and are currently being filled.

<b>Q1 Update:</b>	<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>Q2 Update:</b>	<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>Q3 Update:</b>	<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>Q4 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

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

In the third quarter, the agency head, administrative personnel officer, agency attorney and EEO Officer worked together to broaden

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distribution for job postings.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## 4. [Insert goal]

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please 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.

In the third quarter, meetings were held with the agency head, director of Administrative Operations, agency attorney, and EEO Officer to review agency practices, existing and historical under-utilization, assess prior strategies and develop new ideas to address on-going development areas. The agency is working to expand distribution of its job postings in the following ways: sharing postings to expanded list of library and archives academic programs, including postings in the DCAS newsletter, adding information to LinkedIn page, adding postings to Idealist website, and participating in upcoming DCAS job fairs.



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## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. All senior staff members will be required to complete Microaggressions to Microaffirmations training and all employees will be encouraged to complete it as well.

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

In the third quarter, the EEO Officer circulated upcoming dates for the Microaggressions to Microaffirmations training to all senior staff members. All senior staff members who had not completed the training previously were registered to attend the upcoming session. The EEO Officer will continue to notify staff of future training dates. In addition, the EEO Officer, Administrative Personnel Officer, agency attorney and four EEO counselors registered to attend the HR/EEO Conference.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The EEO Officer – who serves as a Workwell wellness ambassador – will work with the QWL Committee to offer expanded wellness

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programs at the agency.

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

The EEO Officer met with Workwell NYC representatives about upcoming offerings and circulated agency-wide emails on the health and wellness initiatives, including the upcoming step challenge.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

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

In the first quarter, the director of the Archives attended meetings with the New York State Historical Records Advisory Board to obtain guidance on the ways that libraries and archives across the United States were working to better document underrepresented people in heritage collections. The director of the Archives also met with the Director of Community and External Affairs/EEO Officer – individually and along with the rest of senior staff – to discuss how this can best be undertaken at DORIS.

In the second quarter, an all-staff training day was held on December 12, 2022. The agency announced that, with guidance from the New

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York State Historical Records Advisory Board, the agency would begin working to better document underrepresented people in the collections of the Municipal Archives and Library.

In the third quarter the agency applied and was awarded an AmeriCorps member to work on the Archives' Diversity, Equity, and Inclusion initiative.

<b>Q1 Update:</b>	<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>Q2 Update:</b>	<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>Q3 Update:</b>	<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>Q4 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## 4. [Insert goal]

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

<b>Q1 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
<b>Q2 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
<b>Q3 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
<b>Q4 Update:</b>	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

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## C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. In accordance with guidance provided by the NY State Historical Records Advisory Board, the Municipal Archives and Library will work to better document underrepresented people in the City's documentary heritage. This initiative will involve the following actions, among others: conducting a systematic review of collections to confirm use of inclusive and up-to-date descriptive terms to ensure finding aids, catalog records, and other metadata represent communities in a respectful manner; engage partners from marginalized communities in identifying BIPOC voices and stories in our holdings; and host facilitated conversations amongst staff, volunteers, and the communities we serve that address bias and systemic racism.
- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

In the third quarter the agency applied and was awarded an AmeriCorps member to work on the Archives' Diversity, Equity, and Inclusion initiative.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The agency will build on outreach efforts to various communities in the five boroughs, including the continuation of the WomensActivism.NYC and Neighborhood Stories projects – which have transitioned to virtual formats. The agency is also working to expand its collaborations with local K-12 schools by adding curriculum aids to its website for use by educators, partnering with local schools to gather 20,000 stories of inspiring women in the digital archive, and providing virtual tours of our Brooklyn Bridge materials to elementary students. In this effort, the agency has engaged interns for educational and community outreach projects through the following programs: CUNY Service Corp, Futures

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and Options, and PENCIL. The agency has also engaged a Volunteer Outreach Coordinator and Educational Outreach Coordinator to work on the above projects, through the NYC Service program. In coordination with the Department of Education, the agency hosted a session with community school district leads focused on how archival and library materials can expand the Civics for All curriculum being developed.

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

In the third quarter, the agency's External Affairs unit worked to recruit volunteers from across New York City and engage community-based organizations as partners on its Neighborhood Stories oral history project. To this end, the agency began the process of recruiting a coordinator for the Neighborhood Stories project through the MWBE list.

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. The agency collaborated with other institutions on a convening on Conditions in Harlem at the Schomburg Center for Research on Black Culture.

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

On September 20, 2022, the NYC Department of Records and Information Services hosted a series of panel discussions, where scholars, advocates, residents, and researchers addressed the key focus areas from the 1936 report issued by the Mayor's Commission on Conditions in Harlem: Justice, Education, Housing, Employment, Healthcare, and Social Services. This event was organized in collaboration with the Office of the Deputy Mayor for Strategic Initiatives, the Schomburg Center for Research in Black Culture, the McSilver Institute for Poverty Policy and Research at NYU, and the Vital City project. In connection to the event, the agency also launched a website to share information on Harlem (both past and present), as well as to facilitate conversation with current community members – who can contribute commentary, art or data

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to the platform. The agency will continue to update the website over the next year.

In the third quarter, the agency worked with partners for the event to promote the website created and recordings of the event on YouTube.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## 4. [Insert goal]

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ 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 the activities, including the dates when the activities occurred.

This quarter, the agency hosted the following public programs/events:

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Lunch & Learn How Manhattan's Cityscape Was Remade after WWII (24-Jan-23); Presentation for Department of Education (15-Feb-23); Person Place Thing with FDNY Commissioner Laura Kavanagh (22-Feb-23); Manhattan at Large: Honoring Miriam Friedlander (16-Mar-23); DORIS – Managing Records for NYC Government (OpenData) (16-Mar-23).

The agency also conducted outreach to various communities, organizations, and city leaders to spread the word about the agency's oral-history-style project – Neighborhood Stories. The Volunteer Outreach Coordinator for 2022-2023 is working to recruit volunteers for the following projects at the agency: curriculum aide development, transcription, and two story-preservation efforts.

The agency worked with the Department of Cultural Affairs and our 2021 Public Artist in Residence Kameron Neal to plan an exhibition at the Brooklyn Army Terminal in June 2023. The film installation is informed by a collection of NYPD surveillance films from the city's Municipal Archives.

Moreover, the agency issues weekly blogs and regular newsletters highlighting the work of the agency.

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## D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

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

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

On November 16, 2022, the agency hosted a Q&A on all things related to human resources and equal employment opportunity at DORIS and citywide. General topics discussed included: reasonable accommodations, EEO complaints, the 55A program, and career counseling. The event was facilitated by the EEO Officer and the Director of Administrative Operations. The EEO Officer also discussed the role of the EEO Officer and EEO counselors at the agency. The Director of Administrative Operations shared information about her role as the agency's career counselor, disability rights coordinator, and 55A coordinator. At the close of the event, staff members asked questions. The event was recorded and posted to the intranet for future viewing. Following the training, the agency held a contest where staff members could win a \$5 Dunkin' gift certificate for correctly naming the agency's EEO Officer and EEO counselors.

In the third quarter, the EEO Officer shared upcoming training opportunities with all staff and worked with senior staff members to promote opportunities within their units.

Q1 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed  
Q2 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed



## [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q3 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

Q4 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

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

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

In the third quarter, the marketing consultant – in coordination with other members of the External Affairs unit – worked to engage communities across the five boroughs with the agency’s oral history project, as well as other volunteer opportunities. The marketing consultant and Volunteer Outreach Coordinator continue to develop an outreach list of organizations to recruit retired educators.

The agency began recruiting for 3 postings through the City’s Silver Stars program.

The agency applied for and was awarded three AmeriCorps members for the 2023-2024 year. The three roles – Educational Outreach Coordinator, Volunteer Outreach Coordinator, and Diversity, Equity, and Inclusion AmeriCorps Member – revolve around engaging the public and creating opportunities for the agency to be enriched by the diverse voices of community members. In addition, the agency was awarded a grant of \$50,000 to expand outreach to the City’s diverse communities through NYC Service.

Q1 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

Q2 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

Q3 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

Q4 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

### 3. [Insert goal]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

### 4. [Insert goal]

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❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

This quarter, the agency hosted the following public programs/events: Lunch & Learn How Manhattan's Cityscape Was Remade after WWII (24-Jan-23); Presentation for Department of Education (15-Feb-23); Person Place Thing with FDNY Commissioner Laura Kavanagh (22-Feb-23); Manhattan at Large: Honoring Miriam Friedlander (16-Mar-23); DORIS – Managing Records for NYC Government (OpenData) (16-Mar-23).

In the third quarter, the EEO Officer began the process of training new EEO counselors on how to serve as the EEO observer on panels.

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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

The agency continues to use the established structured interviewing process. In the third quarter, the agency head, EEO Officer, APO, and agency attorney discussed methods to address underutilization. The EEO Officer shared opportunities to broaden distribution of upcoming job postings, including a DCAS job fair, the DCAS newsletter, and LinkedIn. Moreover, the agency worked to ensure that all elements of NYCAPS were utilized by hiring panels, including documenting the following through the platform: position, applicants'/candidates' names or identification numbers, race/ethnicity, gender, disability status, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant (disposition reason), and recruitment source.

**Q1 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed

**Q2 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed

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Q3 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

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

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

In the third quarter, the agency attorney, APO, and EEO Officer continued to meet monthly to discuss ongoing areas of concern in EEO and develop proactive strategies to address underutilization, staffing, training needs, etc. A meeting to review agency workforce statistics was held with the agency head, agency attorney, APO, and EEO Officer.

Q1 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

Q2 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

Q3 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

### 3. [Insert initiatives/strategies]

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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

## 4. [Insert initiatives/strategies]

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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

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

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## B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

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

### 1. Urban Fellows Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

### 2. Public Service Corps Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_1\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_1\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 3. Summer College Interns Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

### 4. Summer Graduate Interns Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_2\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 5. Other (specify) Total:

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Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_2\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M\_1\_ F\_1\_ N-B\_\_\_ O\_\_\_ U\_\_\_

**Additional comments:**



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## C. 55-A Program

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

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

Q1 (9/30/2022): \_\_\_0\_\_\_ Q2 (12/31/2022): \_\_\_0\_\_\_ Q3 (3/31/2023): \_\_\_0\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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 \_\_\_0\_\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_\_0\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_0\_\_\_ [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

Other: X 55A material is posted on the agency's intranet. \_\_\_\_\_

2. The agency hosted a Q&A on frequently asked HR and EEO questions on November 16, 2022, which included a presentation on 55A and the process of applying for the program. This event was recorded and posted to the

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intranet. \_\_\_\_\_

3. \_\_\_\_\_

## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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

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

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- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

The EEO Officer will work with the HR Administrator to assess promotions post-appointment on an annual basis. The EEO Officer or other EEO staff serve as observers on hiring panels, which are filled through the eHire platform. The EEO Officer and HR Administrator review and approve all interview questions as part of a structured interview process.

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

The EEO Officer and other EEO staff are part of the interview process but do not weigh in on the selection of candidates for appointment or promotion, pre-appointment. The EEO Officer will work with the HR Administrator to assess promotions post-appointment on an annual basis.

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

The agency has not laid off staff in recent years. However, when layoffs were being considered by the City in FY 2021, the EEO Officer completed an analysis of the impact of potential layoffs at the agency in Quarter 1. In the end, no layoffs were implemented due to City negotiations.

- Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>4</u>	# <u>4</u>	# <u>0</u>
Q2	# <u>12</u>	# <u>2</u>	# <u>0</u>

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Q3	# <u>  13  </u>	# <u>  3  </u>	# <u>  0  </u>
Q4	# <u>      </u>	# <u>      </u>	# <u>      </u>

## VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## VII. Reasonable Accommodation

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

## VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

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## B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

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

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

*Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

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Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

**1. Increase employees' familiarity with the EEO Policy.**

**❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

On November 16, 2022, the agency hosted a Q&A on all things related to human resources and equal employment opportunity at DORIS and citywide. General topics discussed included: reasonable accommodations, EEO complaints, the 55A program, and career counseling. The event was facilitated by the EEO Officer and the Director of Administrative Operations. The EEO Officer also discussed the role of the EEO Officer and EEO counselors at the agency. The Director of Administrative Operations shared information about her role as the agency's career counselor, disability rights coordinator, and 55A coordinator. At the close of the event, staff members asked questions. The event was recorded and posted to the intranet for future viewing. Following the training, the agency held a contest where staff members could win a \$5 Dunkin' gift certificate for correctly naming the agency's EEO Officer and EEO counselors.

**2. Improve the EEO Office's visibility to the workforce.**

**❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On November 16, 2022, the agency hosted a Q&A on all things related to human resources and equal employment opportunity at DORIS and citywide. General topics discussed included: reasonable accommodations, EEO complaints, the 55A program, and career counseling. The event was facilitated by the EEO Officer and the Director of Administrative Operations. The EEO Officer also discussed the role of the EEO Officer and EEO counselors at the agency. The Director of Administrative Operations shared information about her role as the agency's career counselor, disability rights coordinator, and 55A coordinator. At the close of the event, staff members asked questions. The event was recorded and posted to the intranet for future viewing. Following the training, the agency held a contest where staff

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members could win a \$5 Dunkin' gift certificate for correctly naming the agency's EEO Officer and EEO counselors.

On December 7, 2022, the agency head issued her annual commitment to equal employment opportunity practices and provided names and contact information the agency's EEO Officer, EEO counselors, disability rights coordinator, 55A coordinator, and career counselor.

The EEO Officer or EEO counselor will work together to attend unit meetings in each department on a quarterly basis.

**3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

**❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

On November 16, 2022, the agency hosted a Q&A on all things related to human resources and equal employment opportunity at DORIS and citywide. General topics discussed included: reasonable accommodations, EEO complaints, the 55A program, and career counseling. The event was facilitated by the EEO Officer and the Director of Administrative Operations. The EEO Officer also discussed the role of the EEO Officer and EEO counselors at the agency. The Director of Administrative Operations shared information about her role as the agency's career counselor, disability rights coordinator, and 55A coordinator. At the close of the event, staff members asked questions. The event was recorded and posted to the intranet for future viewing. Following the training, the agency held a contest where staff members could win a \$5 Dunkin' gift certificate for correctly naming the agency's EEO Officer and EEO counselors.

The EEO Officer will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.

**4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

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- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The EEO Officer works closely with the Administrative Unit to ensure that all staff members are trained annually in sexual harassment prevention. In addition, the EEO Officer has uploaded resources to the intranet on this subject. The EEO Officer will work with the Administrative Unit to make sure that new staff, interns, or consultants are trained within 30 days of starting. The EEO Officer will also periodically include information on sexual harassment prevention in the quarterly emails to all staff.

5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan. At the meeting, it was noted that 100% of managers and supervisors reported that they knew who the agency's EEO Officer was and whom to report EEO complaints to in the survey.

In the third quarter, the EEO Officer continued to work very closely with all senior staff and supervisors across the agency to ensure that they have information about EEO-related policies and resources.

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**



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- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan. At the meeting, it was noted that 100% of managers and supervisors reported that they knew who the agency’s EEO Officer was and whom to report EEO complaints to in the survey.

In the third quarter, the EEO Officer continued to work very closely with all senior staff and supervisors across the agency to ensure that they have information about EEO-related policies and resources.

## 7. **Other:**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

## IX. **Audits and Corrective Measures**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: NYC Equal Employment Practice Commission (EEPC).

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- Attach the audit recommendations by EEPC or the other auditing agency.
  
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
  
- The agency received a Certificate of Compliance from the auditing agency.

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

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**Appendix A: EEO Personnel Details**

**EEO Personnel For   1   Quarter, FY 2023**

**Personnel Changes**

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions: 2</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>	<b>1.</b>	<b>2. )</b>	<b>3.</b>
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 11/21/2022	Start Date or Termination Date: 11/21/2022	Start Date or Termination Date:
<hr/>			
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<hr/>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: 3% (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: 3% (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<hr/>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. LaTonya Jones, EEO Officer	2. Michael Lorenzini, EEO Counselor	3. Urmi Udeshi, EEO Counselor
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
5. 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
6. Microaggressions	<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
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**EEO Personnel Training Continued:**

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	. Wai Yu (Julie) Chau, EEO Counselor		. Gerald Rosero, EEO Counselor		Ridhahi Patel, EEO Counselor	
<b>Completed EEO Trainings:</b>						
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
5. 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
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

NYC Department of Records and Information Services  
 31 Chambers Street, Suite 304  
 New York, NY 10007

Diversity and EEO Staffing as of 1 Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer	LaTonya Jones	Community Coordinator	<u>30%</u>	LCJones@records.nyc.gov	212.341.6022
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Lisa Velasquez	Agency Attorney III	<u>5%</u>	lvelasquez@records.nyc.gov	212-341-6036
ADA Coordinator	Naomi Pacheco	Administrative Manager M1/M2	<u>2%</u>	napacheco@records.nyc.gov	212-788-8622
Disability Rights Coordinator	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
Disability Services Facilitator	Gerald Rosero	Administrative Manager M1/M2	<u>2%</u>	grosero@records.nyc.gov	212-788-8610

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<b>55-a Coordinator</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>1%</u>	napacheco@records.nyc.gov	212-788-8622
<b>Career Counselor</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
<b>EEO Training Liaison</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
<b>EEO Counselor</b>	Wai Yu (Julie) Chau	Clerical Associate	<u>5%</u>	wchau@records.nyc.gov	212.788.8619
<b>EEO Counselor</b>	Michael Lorenzini	Associate Staff Analyst	<u>5%</u>	mlorenzini@records.nyc.gov	212.788.8576
<b>EEO Counselor</b>	Urmi Udeshi	Public Records Aide	<u>5%</u>	uudeshi@records.nyc.gov	212.788.8634
<b>EEO Counselor</b>	Gerald Rosero	Administrative Manager M1/M2	<u>3%</u>	grosero@records.nyc.gov	212-788-8610
<b>EEO Counselor</b>	Ridhdhi Patel	Computer Specialist Software	<u>3%</u>	rpatel@records.nyc.gov	212-788-8599

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