

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: DEPARTMENT OF TRANSPORTATION

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019  
 2<sup>nd</sup> Quarter (October - December), due January 30, 2020  
 3<sup>rd</sup> Quarter (January -March), due April 30, 2020  
 4<sup>th</sup> Quarter (April -June), due July 30, 2020

Prepared by:

JAMES L. HALLMAN      ASSISTANT COMMISSIONER      Telephone No. 212-839-6600

Date Submitted: 2/14/2019

**FOR DCAS USE ONLY**

*Date Received:*

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_  No

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

Yes, On (Date): \_\_\_\_\_  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  
 Yes, On (Date): 10/7, 12/11 \_\_\_\_\_  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other Performance Development and Asset Management

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During the 1 <sup>st</sup> quarter, the Agency’s HR Analytics Team and Performance Management Team continued building on its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. DOT has been	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working dialogue with Agency leaders and senior staff. DOT also worked diligently with Citywide EEO to make the CEEDS data even more useful with its discussions around new title mapping groups and adding work unit codes to the workforce composition data.</p>				
<p>Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT's organizational mission.</p>	<p>During the 2<sup>nd</sup> quarter, DOT's Human Resources division worked diligently to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT's organizational mission.</p>	<p>In addressing the impending retirement of employees, DOT Human Resources Division annually reviews the workforce with senior management to identify potentially qualified successors and to discuss the competencies and skills to be developed with training.</p>	<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"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					

To address underutilization, DOT did the following this quarter:

1. Continued to encourage employees to participate in civil service exams to promote growth towards advancement by sending e-mails with the schedule of exams, providing the link to specific DCAS exams, and posting schedules and exam announcements on the Agency's intranet. HR emails employees the DCAS Monthly Exam Schedule every month and continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their Division's staff. Information on exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in lower level titles that are promotable.
2. The DOT Human Resources Division emailed employees the DCAS Monthly Exam Schedule every month. HR continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their division's staff. Information on exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in the lower titles that are promotable.
3. Use the quarterly workforce dashboard (provided by DCAS) to identify specific job groups where underutilization exists to guide recruitment efforts.
4. Continued to reach out to non-traditional sources to generate applicant interest for underutilized titles. HR, for underutilized titles of interest, continued to post external job vacancy notices on multiple recruitment websites which target underrepresented populations.
5. DOT will continue to participate in job fairs which target underrepresented populations.
6. DOT will endeavor to maintain and update a roster of recruitment sources which target underrepresented populations, and will, where possible, send posting notices for titles of interest to those organizations.
7. Also, we looked specifically at our Civil Engineer title because of attrition in that population and devised a plan to hire suitable candidates right out of school which includes our personnel staff going to college career fairs to speak directly with students.

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	<p><b>DOT ERG Initiative:</b> On September 21, 2018, EDI invited DOT employees to attend an informational session to learn about DOT’s newest Diversity &amp; Inclusion initiative, Employee Resource Groups or ERGs. at the session, EDI explained that ERGs are employer-recognized group of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. It acknowledged that ERGs would be instrumental in helping DOT work toward its Strategic Diversity &amp; Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. EDI also told attendees that each ERG would be responsible for establishing its own mission, goals, and annual activities, which must align with DOT’s strategic goals.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Since the launch, EDI has established seven ERGs.</p> <p>In furtherance of the ERG initiative, this quarter DOT began drafting an SOP to govern ERG food purchases for Agency sponsored ERG events.</p>				
<p>Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.</p>	<p><b>Special Events for Cultural and Heritage Recognition:</b> Throughout the calendar year, the EDI Office has scheduled different cultural and heritage events, including programming for Black History Month, Women’s History Month, Asian American and Pacific Islander Heritage Month, LBGTQ+ Pride Month, Disability Pride and Disability Employment Awareness Month, and Hispanic Heritage Month. Some examples of events include book club, view and discussion of TED talks, museum trips, and panel discussions.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.</p>	<p><b>DOT Future Leaders:</b> As mentioned above, in 2017 DOT launched the DOT Future Leaders Fellowship Program which is a competitive program designed to foster the next generation of leaders at DOT. This year-long fellowship provides 30 early to mid-career professionals from across every part of the agency the opportunity to develop networking, communication, and</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>presentation skills and connect their work to the big picture. Deputy Chief of Administration Lauren Antonelli organizes and leads events for the Future Leaders including guest speakers, panel discussions, interactive workshops, tours, and social events. Through conversations and interviews with your peers, Future Leaders will exchange ideas and experiences and ask questions to learn more about the inner workings of DOT. The program includes up to a month long rotation in another agency division and culminates with group presentations to pitch an idea to senior staff. The Future Leaders program complements the variety of professional development opportunities that DOT already offers. Diversity is one of the factors considered in the selection of candidates.</p> <p>This October the Future Leaders did rotations outside of their respective divisions. In November the groups presented their final presentations to senior leadership. In December the participants graduated from the Future Leaders program.</p>				
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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.

**Hispanic Heritage Month**

La Organización LatinoAmericana (OLA) and the Office of Equal Employment Opportunity & Inclusion (EDI) invited employees to join them September 15<sup>th</sup> to October 15<sup>th</sup> in honor of Hispanic Heritage Month. Participants were invited to attend events highlighting the diversity of cultures of our Latin American and Hispanic/Latinx colleagues. All DOT employees were welcomed and encouraged to attend.

**Taíno Exhibit**

Guided tour on the works on Native Heritage and Identity in the Caribbean.

- Time: Thursday, September 26<sup>th</sup>, 11:15 am – 12:30 (*arrive 10 minutes earlier*)
- Place: The National Museum of the American Indian , One Bowling Green

**Hispanic Heritage Month Cultures Celebration**

Cultural expo of food, music and to opportunities to learn about various Latin American cultures.

- Time: Friday, September 27<sup>th</sup>, 12pm – 1:00pm
- Place: Bid Room, 55 Water

**Council Member Ydanis Rodriguez & OLA Diversity Recognition Awards**

CM Rodriguez spoke about his experience in NYC government and his perspective on diversity & inclusion followed by Q&A from attendees. OLA will then present its first annual Diversity Recognition Award.

Time: Friday, **October 4<sup>th</sup>**, 1pm – 2pm      Place: Bid Room, 55 Water

**Native American Heritage Month**

DOT’s Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) invites you to join us for an engaging panel discussion on November 18, 2019, in honor of Native American Heritage Month. Come learn about the triumphs and challenges faced by Native Americans, both past and present.

**Strength of Native American Women Panel featuring**

**Panelist:**

- **Noel Altaha**, *White Mountain Apache*, is the Director of Programs and Development at the Urban Indigenous Collective.
- **Sutton King**, *Naeqtaw-Pianakiw, Menominee and Oneida*, is the Executive Director for the Urban Indigenous Collective.
- **Lael Tate**, *Navajo*, is the co-president of the Native American Council of Columbia University.

- **Anastasia Ski um talx McAllister**, *Colville Confederated Tribes and Hopi*, is a multi-disciplinary Artist and Community Organizer.

**Moderated by:**

- **Jean James-Young**, *Lummi and Seabird Island Band*, is the Customer Service Manager for the Ferry Division and proud member of both the Indigenous Kinship Collective and NYC DOT's Women Empowering Women in Nontraditional Work (WeWin) Employee Resource Group.

**Worlds Aids Day Agency wide Announcement**

November 25, 2019

**LGBT@DOT Bake Sale**

December 12, 2019

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.	<p><b><u>Street Ambassador Program</u></b> In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public’s feedback and knowledge of DOT’s Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.</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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><b><u>Mobility Management Program</u></b> The Mobility Management Program (MMP) was established in 2012 to improve transportation access for people with disabilities, older adults, low income, and limited English proficient populations. MMP provides DOT staff with education, guidance, data, and coordinating outreach to these target populations. MMP conducted monthly outreach with organizations serving the Mobility Management target populations, including persons with disabilities (PwD), older adults, low income populations (LIP), and limited English populations (LEP) groups. Through monthly meetings, presentations and tabling outreach with community organizations, MMP seeks to strengthen relationships and communication with hard-to-reach populations and increase awareness of DOT’s accessibility initiatives and programs.</p>	<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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><b><u>Language Access</u></b> Since October of 2019, the CSLACU continues to consolidate and streamline customer service and improve language access for all New Yorkers. To that end, our reorganization continues to initiate several program improvements and plan for the future:</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>Meeting with the NYCDOT Strategic Communications Office and IT to develop more complete language access linkage for Limited English Proficient (LEP) customers who are searching for a License, Permit or Registration (LPR), as required by Local Law 30 LPR mandate.</p> <p>Local Law 30 Compliance-</p> <ul style="list-style-type: none"> <li>•Participation in Mayor's Office of Immigrant Affairs (MOIA)</li> <li>•Convenings of Language Access Coordinators</li> <li>•Translating over 31 Licenses, Permits and Registrations (LPRs) into the top ten languages</li> <li>•Producing LPR Implementation Plan for NYCDOT</li> <li>•Producing Annual Report on NYCDOT's Implementation of Language Access</li> </ul> <p>Enhancing user experience of the Language Access Database (LAD) with additional enhancements to the technology, accessibility, layout and submittal process. Plans are underway to expand the use and technological capabilities of LAD, creating:</p> <ul style="list-style-type: none"> <li>•Easier project assignment</li> <li>•Better work process tracking</li> <li>•Improved reliability of metrics</li> </ul>				
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	<p><b>Eliminating the backlog of Literature Requests (3,500 backlog eliminated). Expansion of the Verizon Message Boards.</b></p> <p><b>Routine visits to DOT Public Service Centers</b> to replenish documents and</p> <ul style="list-style-type: none"> <li>•Update training of service center personnel to respond to limited English Proficiency (LEP) customers</li> <li>•Additional training will allow service center personnel to assist with license, Permit and Registration (LPR) translation needs and respond using Language Bank Volunteers (LBV)</li> </ul> <p><b>Upgrading 32 Essential Documents-</b> the Unit is reviewing the Agency's key documents. Necessary updates will be made to those documents that have been revised and/or eliminated. All new documents, i.e. Bicycle Laws, Rules &amp; Regulations, will be converted into plain language, as needed, and translated into the top 10 languages.</p> <p><b>Improving Language Access Contracts</b></p> <ul style="list-style-type: none"> <li>•Participation in Mayor's Office of Immigrant Affairs (MOIA) RFP panel to assist DCAS in creating a more 'comprehensive scope of work for the City translation service contract</li> </ul>				
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**Agency Requests for Translated Content**

The number of translations and translated pages decreased from FY20 first quarter (27 document requests for 56 translations/LOG pages) to FY20 second quarter (14 document requests for 31 translations/56 pages). The number of requests by language types remain nearly the same with 15 requests for FY20 first quarter to 13 in FY20 second quarter. In FY20 first quarter, two DOT Divisions requested translations, as opposed to four DOT Divisions requesting translations in FY20 second quarter.

**Translations and Reviews**

CSLACU received **14** requests from various DOT Units to translate, update or review content. Each Unit's document request was made for one or more translations; the **14** requests resulted in 31 document translations in multiple languages

Over the Phone Interpretations

In this reporting period, CSLACU managed over-the-phone interpretation services. The following DOT divisions/units initiated a total of 275 calls on behalf of customers with Limited English Proficiency: Traffic Operations,

	<p>Bureau of Permits, HIQA CBU, Roadway Repair, Bridges, and Executive. Eleven (11) language types were accessed for a total duration of 2,187 call minutes.</p> <p><u>American Sign Language</u> 11 ASL interpreter requests were processed by the Franchises/Concessions &amp; Consents Unit utilizing DOT Language Access services.</p> <p>Language Interpretations (Non-English) •In this reporting period, four (4) DOT Units requested 37 in-person interpreters. Limited English Proficient (LEP) customers communicated with interpreters in five (5) languages: Spanish, Mandarin, Cantonese, Fujianese, and Russian. Thirty-seven (37) interpreters were assigned to various DOT-related events.</p> <p><u>Language Bank Volunteers (LBV) Citywide Database</u></p> <p>In FY20, 2nd Quarter, eight (8) requests for translation and/or review were processed through the Citywide LBV Database utilizing the services of NYCDOT Language Bank Volunteers, identical to eight (8) requests in FY 20, first quarter). There were zero requests logged in from DOT units.</p>				
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**V. RECRUITMENT**

List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Development of a Structured Interviewing Guide	DOT is in the process and near completion of the development of a comprehensive Structured Interviewing Guide that it will use to eliminate bias in the DOT hiring process, focusing on job analysis, recruitment, panel interviewing, avoidance of improper questions, and post-interview scoring and document retention.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Implementation of DOT’s Recruitment Plan	HR will, on a monthly basis, continue to distribute to relevant organizations DCAS issued Notices of Examinations for underutilized titles of interest. For these titles, HR will continue to post external job vacancy notices on multiple recruitment websites which target underrepresented populations and will maintain and update a roster of recruitment sources. DOT will also continue to participate in job fairs which also target these populations and when pictures are used in recruitment advertisements, diversity will be displayed. All advertisements will	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>include a statement that the City of New York and DOT are equal employment employers and will include the Mayor's Office for People with Disabilities (which has access to DOT vacancies) as an important recruitment source for people with disabilities.</p>				
<p>Implementation of DOT's Recruitment Plan</p>	<p>In some titles where there is underutilization, we have reached out to non-traditional sources for applicants, including the following sources:</p> <ul style="list-style-type: none"> <li>• Advancing Women In Transportation</li> <li>• Society of Women Engineers</li> <li>• LatPro-Latin Professionals</li> <li>• CUNY Schools</li> <li>• National Society of Black Engineers</li> <li>• Society of Hispanic Professional Engineers</li> <li>• Nontraditional Employment for Women (NEW)</li> </ul> <p>In order to expand our diverse recruitment sources, all Agency job openings have been posted to the following websites:</p> <ul style="list-style-type: none"> <li>• AfricanAmericanHires.com</li> <li>• AllHispanicJobs.com</li> <li>• AllLGBTJobs.com</li> <li>• AsianHires.com</li> <li>• DisabilityJobs.net</li> <li>• DiversityJobs.com</li> <li>• LatinoJobs.org</li> <li>• VeteranJobs.net</li> <li>• WeHireWomen.com</li> </ul>	<p> <input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2020 Q2: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	3	Hispanic= 1 White= 2	M _2_ F _1_ N-B ___ O ___ U ___
2. Public Service Fellows	6	Asian= 2 Unknown= 2 White= 2	M _2_ F _4_ N-B ___ O ___ U ___
3. College Aides	123	Asian=41 Black= 20 Hispanic= 32 Two or More= 1 White= 29	M _68_ F 55_ N-B ___ O ___ U ___
4. CUNY Service Corps	4	Asian= 1 Black= 2 Hispanic=1	M _3_ F _1_ N-B ___ O ___ U ___
5. CUNY Tech Scholars Program	2	Asian= 1 Black= 1	F 2

*Additional Comments:*

In FY 2020, the agency has hired an additional 3 Urban Fellows and an additional 5 NYC Public Service Fellows. DOT will participate in the next cohort of both Fellowship programs as well.

In FY 2020, DOT will recruit both College Aides and Summer Interns from local and regional schools, and via posting on the City’s website. In addition to participating in career fairs, DOT will also hold agency-specific info sessions at CUNY schools in order to attract a diverse intern

candidate pool.

In FY 2019, the agency participated in the DYCD (Department of Youth and Community Development) Ladders for Leaders Program, Young Adult Internship Program, and the Transportation Career Mentoring Program. Currently, 6 former DYCD interns are now DOT College Aides, and we anticipate additional conversion during the remainder of FY 2020. DOT will continue to participate in all three of these DYCD programs during FY 2020.

In FY 2020, DOT will also participate in the CUNY Service Corps Program, which focuses on undergraduate students from diverse academic, socioeconomic, and racial/ethnic backgrounds, while providing training and support services.

**C. 55-A PROGRAM**

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

Currently, there are 24 55-a participants.

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

During this Quarter   1   participants left the program due to [state reasons] Resignation \_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information through:

e-mail  Yes  No

training sessions  Yes  No

agency website  Yes  No

agency newsletter  Yes  No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No

3. Ensured that all competitive job postings include the 55-a language.

\_\_\_\_\_  
Yes\_\_\_\_\_

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

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

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	Just as HR passes information regarding civil service exams to the Agency's Personnel Coordinators, HR ensures that information is similarly passed on to those employees serving in lower titles that are promotable. All job vacancy notices are posted on DOT's website. The Career Counselor and the Training and Development Office continue to advise employees regarding promotional opportunities and career development.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	While it is a best practice for all interviews to be conducted by a diverse panel of at least two people, with respect to interview panels of titles where underutilization exist, panels MUST be comprised of at least two people and MUST, except in very unusual circumstances, be diverse (that is, the panel must be comprised of at least one male and female, and must be comprised of individuals of different ethnicities).	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>To fill positions through civil service lists HR's goal is to increase the number of employees taking civil service exams and will advertise such opportunities by emailing employees DCAS Monthly Exam Schedule every month and will continue to email civil service exam notices to DOT Personnel Coordinators who then distribute to all staff within their division. Information regarding exams is also posted on DOT kiosks, bulletin boards, and intranet. The Agency continues to increase participation in hiring pools, as well as pickup-and-transfer opportunities with other agencies.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>Divisions are encouraged to submit proposed interview questions to EDI and HR for review before interviews. EDI representatives also participate in interviews as observers on occasion.</p>	<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"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>There were no layoffs or terminations due to fiscal/operational reasons during the 2<sup>nd</sup> quarter of FY 2020.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p><b>Other Selection Strategies and Initiatives:</b></p>	<p>In June 2018, DOT established a Promotion Review Committee (PRC) that is made up of the Executive Deputy Commissioner, the Chief Operations Officer (COO), the COO’s Chief of Staff, the Commissioner’s Chief of Staff, the Deputy Commissioner for Human Resources and Facilities Management, and the Assistant Commissioner for Equal Employment, Diversity and Inclusion. The PRC meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency’s budget.</p>	<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"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p><b>Other Selection Strategies and Initiatives:</b> Structured Interviewing</p>	<p>DOT is in the process and near completion of the development of a comprehensive Structured Interviewing Guide that it will use to eliminate bias in the DOT hiring process, focusing on job analysis, recruitment, panel interviewing, avoidance of improper questions, and post-interview scoring and document retention.</p>	<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"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

**VII. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**VIII. REASONABLE ACCOMMODATION**

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

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

The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.

All personnel involved in job interviews is required to go through structured interview training.

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

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

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

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

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

*Risk 1: Homogenous Workplace:*  
N/a \_\_\_\_\_  
\_\_\_\_\_

*Risk 2: Cultural and Language Differences in the Workplace:*  
N/a \_\_\_\_\_  
\_\_\_\_\_

*Risk 3: Workplaces with Significant Power Disparities:*  
N/a \_\_\_\_\_  
\_\_\_\_\_

*Risk 4: Isolated Workplaces:*  
N/a \_\_\_\_\_  
\_\_\_\_\_

*Risk 5: Decentralized Workplaces:*

<p><i>N/a</i></p>
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**E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p>
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Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

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

**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:*

N/a

**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: EEPC & FTA\_\_\_\_\_.
- Attach or list below audit recommendations.
  - The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

**APPENDIX: DOT EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR   2   QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions:</b>		<b>Number of Deletions:</b>	
<b>Employee's Name &amp; Title</b>					
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:				
<b>NOTE: Please attach CV/Resume of new staff to this report</b>					
<b>For Current EEO Professionals:</b>					
<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)	<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>Proportion of Time Spent on EEO Duties</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 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Completed Trainings:</b>					
<b>EEO</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Diversity &amp; Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>lgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Structured Interviewing and Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<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)**

<b><u>DIVERSITY AND EEO STAFFING IN DOT AS OF QUARTER 2 FY 2019 *</u></b>					
<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>EEO\ Diversity Role</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b>EDI Office</b>					
James L. Hallman	Executive Counsel Agency	EEO Officer/Director	100%	jhallman@dot.nyc.gov	(212) 839-6603
James L. Hallman	Executive Counsel Agency	Disability Services Facilitator	100%	jhallman@dot.nyc.gov	(212) 839-6603
Nneka Udoh	Agency Attorney 3	Deputy EEO Officer	100%	nudoh@dot.nyc.gov	(212) 839-6606
Benjamin Graham	Agency Attorney	EEO Investigator	100%	bgraham1@dot.nyc.gov	(212) 839-6605
Vincent DiGennaro	Community Coordinator	Lead Trainer	100%	vdigennaro@dot.nyc.gov	(212)839 4151
Janell Bates-Taft	Community Coordinator	Office Manager/Reasonable Accommodations	100%	jbatestaift@dot.nyc.gov	(212) 839-6607
Melissa Quiros	Principal Administrative Associate Level 1	Administrative Assistant	100%	mquiros@dot.nyc.gov	(212) 839-6608
<b>HR/Executive Staff who perform EEO/Diversity and Inclusion work</b>					
Ciera T. Hearn	Confidential Strategy Planner	Equity and Inclusion Research Manager	100%	chearn@dot.nyc.gov	(212) 839-9451
Lianne Palacios	Administrative Staff Analyst	55-a Coordinator	15%	lpalacios@dot.nyc.gov	(212) 839-9516
Peter Scavetta	Administrative Staff Analyst	Career Counselor	25%	pscavetta@dot.nyc.gov	(212) 839-9452
Vacant		ADA Coordinator			
Vacant		Disability Rights Coordinator			

\* Please indicate changes (i.e. if new personnel is filling a 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 please indicate it on the chart.