

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NYC Department of Citywide Administrative Services

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

Prepared by:

Belinda French, Diversity & EEO Officer, 212-386-0297

Name	Title	Telephone No.
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Date Submitted: December 26, 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. 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:

DCAS Hispanic Heritage Month Event, 9/26/19

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

*During new hire orientation. An agency-wide email will be sent out during the Spring 2020.

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): 10/17/19 No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other _____

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 Workforce Goal(s) 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 Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
In FY2020, an informative workforce data report for each line of service will be created and distributed twice a year. This report will assist each LOS in identifying their hiring trends and possible barriers to inclusion. The EEO Office will also assist in providing resources for addressing underutilization, if applicable.	The Office is currently gathering the data to be able to create this report successfully – workforce demographics, underutilized job groups, filled vacancies within the first six months of the fiscal year, and upcoming civil service exams and lists.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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>The EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, we will alert HR and the hiring manager of the title and ask that the job be promoted in diverse recruitment resources. Since last quarter, we are happy to announce that our transportation job group is no longer underrepresented in black employees. This is due hiring of four black employees in the chauffeur-attendant title from April 2019 – September 2019.</p> <p>Underutilization of Women and Minorities in DCAS Workforce</p> <table border="1"> <thead> <tr> <th>JobGroup</th> <th>Female</th> <th>Black</th> <th>Hispanic</th> <th>Asian</th> </tr> </thead> <tbody> <tr> <td>CRAFT</td> <td>-30</td> <td>-70</td> <td></td> <td></td> </tr> <tr> <td>OPERATORS</td> <td>-5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARA PROFESSIONAL OCCUPATIONS</td> <td>-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SCIENCE PROFESSIONALS</td> <td>-16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TECHNICIANS</td> <td></td> <td>-4</td> <td></td> <td></td> </tr> <tr> <td>TRANSPORTATION</td> <td>-4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grand Total</td> <td>-75</td> <td>-74</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					JobGroup	Female	Black	Hispanic	Asian	CRAFT	-30	-70			OPERATORS	-5				PARA PROFESSIONAL OCCUPATIONS	-20				SCIENCE PROFESSIONALS	-16				TECHNICIANS		-4			TRANSPORTATION	-4				Grand Total	-75	-74	0	0
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B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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 Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
		<input checked="" type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Creation of an agency EEO Counselor Program</p> <p>On a volunteer basis, employees can apply to become an EEO Counselor. EEO counselors assist in making employees more aware of agency resources and their rights and responsibilities under the City’s EEO Policy.</p>	<p>The guide for this program has been drafted and is under review. The goal is to finalize drafts by January 2020.</p>	<p><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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Creation of an agency Employee Resource Group Program</p> <p>On a volunteer basis, employees can apply to start their own employee resource group (ERGs). Employee Resource Groups (ERGs) are voluntary, self-coordinating, employee-driven groups formed by employees based on shared characteristics or common interests. ERGs foster a sense of community, engagement and an inclusive work environment.</p>	<p>The guide for this program has been drafted and is under review. The goal is to finalize drafts by January 2020.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> 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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other 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.</p>					
<p>“EEO In Your Borough” Events held in DCAS facilities outside of 1 Centre Street – July 2019 – August 2019 DCAS Hispanic Heritage Event held on September 26, 2019</p>					

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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 Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Conduct outreach and promote Civil Service jobs to diverse communities across the City	Currently gathering data related to existing job vacancies, underutilized job titles where vacancies exist, and upcoming civil service exams and lists. This data will be used to consult with our Office of Citywide recruitment and conduct a targeted outreach strategy.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Requiring disability awareness training for our hiring managers and employees that interact with the public	The agency currently has 242 employees that completed Disability Etiquette training. We are planning to promote this training to hiring managers along with our required structured interviewing training. The training catalogue for the spring is currently under review.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Procure from and promoting minority and women-owned business for City government contracting and sub-contracting opportunities.</p>	<p>As part of its operating procedures, the agency requires its lines of service to procure from MWBEs and the MWBE unit is dedicated to the promotion of the program to the public.</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 type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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V. RECRUITMENT

<p>List Recruitment Strategies and Initiatives 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):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
<p>Create a targeted outreach strategy with our Office of Citywide Recruitment for underutilized job groups where vacancies exist</p>		<p><input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> 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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Structured Interviewing and unconscious bias training</p>	<p>The agency requires its hiring managers to complete structured interviewing training and promotes training in accordance with the Citywide Training Center course catalogue.</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 type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2020: [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			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	33	Unknown	M ___ F ___ N-B ___ O ___ U X ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify): Civil Service Pathways Fellows	12	(5) Asian; (4) Hispanic; (2) Black; (1) White	M 5 F 7 N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are 9 55-a participants.

During this Quarter, no new applications for the program were received.

During this Quarter no participants left the program.

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. _____

VI. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives 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 Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	DCAS Employee Relations unit also sends agency-wide notices for internal vacancies.	<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 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;		<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 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) filled through civil service lists;		<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 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>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><i>The DCAS EEO Office reviews and approves all interview questions and maintains a record of hiring managers and interview panels to ensure they have completed structured interviewing training. DCAS's HR Director and EEO Officer are notified via NYCAPS when a candidate has been selected for a position</i></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>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</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 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>Other Selection Strategies and Initiatives:</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>

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://mspwwa-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:
Planning for Q3 (January – March 2020):

- Review of workforce demographics and development of inclusive recruitment strategies.
- Mandated agency-wide diversity and EEO training.

Risk 2: Cultural and Language Differences in the Workplace:
Planning for Q3 (January – March 2020):

- Mandated agency-wide diversity and EEO training.
- Ensure that EEO-related information can be made available in various languages.

Risk 3: Workplaces with Significant Power Disparities:
Planning for Q3 (January – March 2020):

- Maintain an updated list of managers and supervisors.
- Ensure that supervisors are trained annually on HR and EEO policies and procedures.
- Recruit volunteer EEO Counselors agency-wide to assist employees with HR and EEO-related inquiries.

Risk 4: Isolated Workplaces:
Planning for Q3 (January – March 2020):

- Maintain a list of employees that work off-hours.

- Conduct regular site visits.

*Risk 5: Decentralized Workplaces:
Planning for Q3 (January – March 2020):*

- Conduct regular site visits.
- Maintain “EEO In Your Borough” office hours.
- Ensure EEO-related notices are updated and posted in field sites.
- Recruit volunteer EEO Counselors agency-wide to assist employees with HR and EEO-related inquiries.

E. 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 as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-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.

DCAS received its climate survey results in March 2019 and observed a low response rate of 26.42%. Of the responses received, a high percentage reported being familiar with the EEO Policy, completing EEO training, and knowing where and how to file an EEO

complaint. The percentage of positive responses dip in areas such as whether adequate responses are given to those who file claims, whether violations are taken seriously and investigated, and whether steps are taken to prevent violations. Overall, most of the participants reported that they did not witness discrimination in the agency, but a small percentage (16% or lower) reported witnessing discrimination based on race, age, gender, sexual harassment, religion, disability and sexual orientation.

Describe any follow-up measures taken to address the results of the climate survey:

Started an “EEO In Your Borough” program to notify employees of their rights and responsibilities under the EEO Policy. Provided the agency’s EEO personnel contact information. In Q3, the EEO Office will schedule office hours in field sites and focus on ensuring complaint investigations are completed in the required 90-day timeline.

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 EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR _1_ QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions:
Employee's Name & Title	Milangely Lopez, EEO Investigator		
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 9/30/19	Start Date or Termination Date:	Start Date or Termination Date:

NOTE: Please attach CV/Resume of new staff to this report

For Current EEO Professionals:

Name & Title	Milangely Lopez, EEO Investigator		
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input checked="" 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 %):
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN DCAS AS OF QUARTER 1 FY 2020*					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Belinda French</u>	<u>Deputy Assistant Commissioner</u>	<u>EEO Officer/Director/DSF</u>	<u>100%</u>	<u>bfrench@dcas.nyc.gov</u>	<u>212-386-0297</u>
<u>Monique Knoll</u>	<u>Administrative Community Relations Specialist</u>	<u>HR Director / 55-a Coordinator / Career Counselor</u>	<u>100%</u>	<u>mknoll@dcas.nyc.gov</u>	<u>212-386-0388</u>
<u>Ashley Miller</u>	<u>Community Associate</u>	<u>Administrative Assistant</u>	<u>100%</u>	<u>axmiller@dcas.nyc.gov</u>	<u>212-386-6399</u>
<u>Milangely Lopez</u>	<u>Staff Analyst</u>	<u>EEO Investigator</u>	<u>100%</u>	<u>millopez@dcas.nyc.gov</u>	<u>212-386-0261</u>
<u>Althea Edwards</u>	<u>Administrative Investigator</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>aedwards@dcas.nyc.gov</u>	<u>212-386-0563</u>
<u>Raymond Vinueza</u>	<u>Principal Administrative Associate</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>rvinueza@dcas.nyc.gov</u>	<u>212-386-6287</u>
<u>Carmen Bello</u>	<u>Secretary to the Deputy Commissioner</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>cbello@dcas.nyc.gov</u>	<u>212-386-0364</u>
<u>Latesha Parks</u>	<u>Administrative Staff Analyst</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>lparks@dcas.nyc.gov</u>	<u>212-386-6313</u>
<u>Tanya Hall</u>	<u>Administrative Community Relations Specialist</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>thall@dcas.nyc.gov</u>	<u>212-386-1702</u>
<u>Phillip Boyce</u>	<u>Principal Administrative Associate</u>	<u>EEO Counselor</u>	<u>5%</u>	<u>pboyce@dcas.nyc.gov</u>	<u>212-386-0329</u>

* 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.

FY 2020
QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY

INSTRUCTIONS

REMINDERS AND REQUESTS:

- * Please fill out identifying information on lines 8, 13 and 14.
- * Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- * Do not change the formatting and layout of the worksheet.
- * To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- * If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

GUIDELINES:

- * Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- * **Please save the Excel file as follows: [AGENCY ACRONYM]* Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**



DIVERSITY AND EEO TRAINING SUMMARY

 AGENCY NAME: **DCAS** First Qtr FY 2020
NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!
INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.
DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS
SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY

 SUBMITTED BY [TITLE]: **Belinda French, Diversity & EEO Officer**

 DATE SUBMITTED: **12/26/2019** E-MAIL: **bfrench@dca** TEL #: **212-386-0297**

 1st Quarter (July-September) DUE December 13; 2nd Quarter DUE January 30th;
 3rd Quarter (January-March) DUE April 30th; 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	4100	1190	0	0	0	1190

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	4000	1034	0	0	0	1034
1. EEO Awareness	500	63	0	0	0	63
Administered by DCAS [NOTE: DCAS will provide this information]	500	63				63
Administered by Agency						0
2. D&I "Everybody Matters"	600	77	0	0	0	77
Administered by DCAS [NOTE: DCAS will provide this information]	600	77				77
Administered by Agency						0
3. IgbTq: The Power of Inclusion	500	59	0	0	0	59
Administered by DCAS [NOTE: DCAS will provide this information]	500	59				59
Administered by Agency						0
4. Sexual Harassment Prevention	2300	793	0	0	0	793
Administered by DCAS [NOTE: DCAS will provide this information]	2300	793				793
Administered by Agency						0
5. Disability Etiquette	100	42	0	0	0	42
Administered by DCAS [NOTE: DCAS will provide this information]	100	42				42
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	100	156	0	0	0	156
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		117				117
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED	100	8				8
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		1				1
9. Other Diversity/EEO Related	Specify topic:	Conflict Resolution				
TOTAL PARTICIPANTS TRAINED						0
10. Other Diversity/EEO Related	Specify topic:	EEO Refresher for Managers and Supervisors				
TOTAL PARTICIPANTS TRAINED		5				5
11. Other Diversity/EEO Related	Specify topic:	EEO Refresher for Chauffeur Attendants				
TOTAL PARTICIPANTS TRAINED		25				25
12. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0