

PART II: STATISTICAL SUMMARY FOR DIVERSITY AND EEO AGENCY QUARTERLY REPORT

AGENCY NAME: **MOCS** **4th Qtr** **FY 2018**

NOTE: FILL OUT ALL MANDATORY GREEN FIELDS! COPY DATA FROM PRIOR QUARTERS TO THE DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

YOU MUST SAVE THIS FILE UNDER THE FOLLOWING NAME: [AGENCY ACRONYM].Qn FY 2018.DEEO STATISTICAL SUMM

SUBMITTED BY [TITLE]: **Associate Director, SPO**
 DATE SUBMITTED: **7/30/2018** E-MAIL: **wendy.trull@mocs.nyc.gov** TEL #: **212-788-0026**

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

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EEO Personnel	ANNUAL TARGET FROM FY 2018 AGENCY PLAN	Type of Performance Indicator	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
A. EEO PERSONNEL							
Agency EEO Staffing *	N of Staff	Number	5	5	5	6	
Number Full-time Staff		#	0	0	0		
Number Part-Time Staff		#	5	5	5	6	
Male EEO Professionals		#	1	1	1	2	
Female EEO Professionals		#	4	4	4	4	
COMMENTS:							
* Include all agency staff involved in EEO incl. trainers, investigators & counselors	NOTES OR NEW STAFF:		0	0	0	0	

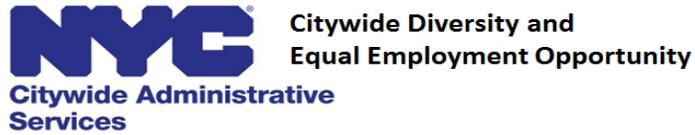
B. POLICY AND PROGRAMS							
Dissemination of Diversity and EEO Policy	Posted on Agency Website, E-mail, Bulletin Boards, Booklets	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
Distribution of NYC EEO Policy		Yes\No	Y	Y	Y	Y	4
Distribution of DCAS EEO Policy Booklet: 'About EEO: What You May Not Know'		Yes\No	Y	Y	Y	Y	4
Dissemination of NYC Diversity and EEO Policies and Procedures		Yes\No	Y	Y	Y	Y	4
Describe method(s) of dissemination (e.g., website, e-mail, web link to DCAS/CDEEO)		TEXT INPUT	Print	Print	Print	Print	
Placement of EEO posters regarding protections as required by Federal, State and City laws		Yes\No	Y	Y	Y	Y	4
Placement of posters on equal access to single-sex facilities consistent with person's gender identity or expression		Yes\No	Y	Y	Y	Y	4
Public notices on accessibility to agency sponsored events and website accessibility for people with disability		Yes\No	Y	Y	Y	Y	4
Language Accessibility: Translation of agency website content into foreign languages most often spoken in NYC		Yes\No	N	N	N	N	0
55-a Program	N if in Plan	Number	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD/ANNUAL
Pending Applications		#	0	0	0	0	0
New Enrollees		#	0	0	0	0	0
Total Participants		#	0	0	0	0	
55-a Program Support	Posted/ /Communicated	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL
Posting of 55-a Information in bulletin boards, e-mail, website, Agency newsletter		Yes\No	Y	Y	Y	Y	4

Distribution of 55-a information through other venues (please specify):		Yes\No	Y	Y	Y	Y	4
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C. WORKFORCE ANALYSIS & RECRUITMENT							
Recruitment and Retention	Annual Target From FY 2018 Agency Plan	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
Job Vacancies Posted by the Agency		Yes\No	Y	Y	Y	Y	4
Vacancies Posted on Agency Website		Yes\No	N	N	N	N	0
Vacancies Posted on City Jobs		Yes\No	Y	Y	Y	Y	4
Vacancies Advertised in Newspapers		Yes\No	N	N	N	N	0
Placement on Job Search Websites		Yes\No	Y	Y	Y	Y	4
EEO collaborates with HR in designing and implementation of agency recruitment strategy		Yes\No	Y	Y	Y	Y	4
Post Hire Evaluation of best sources for diverse candidates		Yes\No	N	N	N	N	0
Hiring and Selection	Annual Target From FY 2018 Agency Plan	Please Mark Yes\No\Partial as 'Y', 'N' or 'P'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL
Job interviews are conducted using defined and job-specific questions (Structured Int.)		Yes\No\Partial	P	P	P	P	4
Panels of agency representatives conduct structured job interviews		Yes\No\Partial	P	P	P	P	4
EEO professionals observe job interview panels		Yes\No\Partial	N	N	N	N	0
Quarterly reviews of placements in discretionary positions		Yes\No	N	N	N	N	0
Quarterly reviews of e-Hire applicant data from NYCAPS		Yes\No	N	N	N	N	0
Quarterly Workforce & Underutilization Dashboards (New Hires, Promotions and Separations) reviewed with Agency Head		Yes\No	N	N	N	N	0

D. TRAINING							
EEO and D&I Training Summary	ANNUAL TARGET from FY 2018 Agency Plan	Number	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
Total e-Learning and Live Classroom Training		#	217	102	181	61	561
TOTAL PARTICIPANTS TRAINED		#	217	102	179	61	559
1) Managers		#	151	87	104	20	362
2) Line Employees		#	66	15	74	41	196
3) Others		#	0	0	1	0	1
Total e-Learning		#	180	72	156	43	451
TOTAL PARTICIPANTS TRAINED		#	180	72	156	43	451
1) Managers		#	121	64	86	15	286
2) Line Employees		#	59	8	69	28	164
3) Others		#	0	0	1	0	1
EEO e-Learning (2015 CBT module)		#	1	2	101	9	113
TOTAL PARTICIPANTS TRAINED		#	1	2	101	9	113
1) Managers		#	0	1	62	2	65
2) Line Employees		#	1	1	39	7	48
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
D&I "Everybody Matters" (2016 e-Learning module)		#	129	12	13	13	167
TOTAL PARTICIPANTS TRAINED		#	129	12	13	13	167
1) Managers		#	87	9	7	3	106
2) Line Employees		#	42	3	5	10	60
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	1	0	1
lgbTq: The Power of Inclusion (2017 e-Learning module)		#	50	58	42	16	166
TOTAL PARTICIPANTS TRAINED		#	50	58	42	16	166
1) Managers		#	34	54	17	5	110
2) Line Employees		#	16	4	25	11	56
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0

Structured Interviewing and Unconscious Bias (e-Learning)		#	0	0	0	0	0
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
Sexual Harassment Prevention (e-Learning)		#	0	0	0	5	5
TOTAL PARTICIPANTS TRAINED		#	0	0	0	5	5
1) Managers		#	0	0	0	5	5
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
Total Live/Classroom Training [from APPENDIX tab]		#	37	30	25	18	110
TOTAL PARTICIPANTS TRAINED		#	37	30	25	18	110
1) Managers		#	30	23	18	5	76
2) Line Employees		#	7	7	5	13	32
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0



**APPENDIX TO STATISTICAL SUMMARY OF DIVERSITY AND EEO AGENCY QUARTERLY REPORT
CLASSROOM TRAINING DETAILS**

AGENCY NAME: **Mayor's Office of Contract Services (MOCS)** **4th Qtr** **FY 2018**

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IN-PERSON CLASSROOM TRAINING	ANNUAL TARGET from FY 2018 Agency Plan	Type of Performance Indicator	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
APPENDIX 1: TRAINING DETAILS							
SUMMARY OF CLASSROOM EEO-RELATED TRAINING	TOTAL TARGET IN YOUR PLAN	IN ROWS 23-26 ADD TOGETHER ALL EEO-RELATED CLASSROOM TRAININGS LISTED BELOW IN SECTIONS 1 THROUGH 10					
SUMMARY: Total Participants Trained		#	37	30	23	18	108
SUMMARY: 1) Total Managers		#	30	23	18	5	76
SUMMARY: 2) Total Line Employees		#	7	7	5	13	32
SUMMARY: 3) Total Others		#	0	0	0	0	0

IN-PERSON CLASSROOM TRAINING	ANNUAL TARGET from FY 2018 Agency Plan	Type of Performance Indicator	PLEASE carry over information reported in prior quarters in the appropriate columns				DO NOT MAKE ANY ENTRIES in pink cells
			1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
1. EEO Training							
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
2. Diversity and Inclusion/ / "Everybody Matters"							
TOTAL PARTICIPANTS TRAINED		#	0	0	1	0	1
1) Managers		#	0	0	1	0	1
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
3. New Employee Orientation (EEO Component Only)	NOTE: Do not make entries if new employees received full EEO training as part of their onboarding						
TOTAL PARTICIPANTS TRAINED		#	36	12	10	18	76
1) Managers		#	29	9	5	5	48
2) Line Employees		#	7	3	5	13	28
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
4. Sexual Harassment [separate from EEO training reported above]	NOTE: Do not make entries here if Sexual Harassment was a section of training reported as EEO or Diversity & Inclusion						
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0

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3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0

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5. Disability / Etiquette [separate from EEO training reported above]	NOTE: Do not make entries here if Disability was a section of training reported as EEO or Diversity & Inclusion above						
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
6. Structured Interviewing							
TOTAL PARTICIPANTS TRAINED		#	0	12	11	0	23
1) Managers		#	0	10	11	0	21
2) Line Employees		#	0	2	0	0	2
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
7. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above						
TOTAL PARTICIPANTS TRAINED		#	0	1	0	0	1
1) Managers		#	0	1	0	0	1
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary employees, consultants]		#	0	0	0	0	0

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8. LGBT: Are You Ready for the 'T' & E.O. 16: Single Sex Facilities Access							
TOTAL PARTICIPANTS TRAINED		#	0	1	1	0	2
1) Managers		#	0	0	1	0	1
2) Line Employees		#	0	1	0	0	1
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
9. Conflict Resolution							
TOTAL PARTICIPANTS TRAINED		#	1	2	0	0	3
1) Managers		#	1	1	0	0	2
2) Line Employees		#	0	1	0	0	1
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
10A. Other Diversity/EEO Related	Specify topic:	Reasonable Accommodation Procedural Guidelines					
TOTAL PARTICIPANTS TRAINED		#	0	1	0	0	1
1) Managers		#	0	1	0	0	1
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
10B. Other Diversity/EEO Related	Specify topic:	EEO Complaint Investigation Workshop (2 days)					
TOTAL PARTICIPANTS TRAINED		#	0	1	0	0	1
1) Managers		#	0	1	0	0	1
2) Line Employees		#	0	0	0	0	0

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3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0

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10C. Other Diversity/EEO Related	Specify topic:	...					
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
10D. Other Diversity/EEO Related	Specify topic:	...					
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
10E. Other Diversity/EEO Related	Specify topic:	...					
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0
10F. Other Diversity/EEO Related	Specify topic:	...					
TOTAL PARTICIPANTS TRAINED		#	0	0	0	0	0
1) Managers		#	0	0	0	0	0
2) Line Employees		#	0	0	0	0	0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0	0	0	0

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