

[DCAS] FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

☐ 1st Quarter (July -September), due November 17, 2023

☐ 2nd Quarter (October – December), due January 30, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☒ 4th Quarter (April -June), due July 30, 2024

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Date Submitted: December 9, 2024

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 2/26/24 ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

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

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

- **Celebration of Asian American and Pacific Islander Month:** This year's theme, "Advancing Leaders Through Innovation," honors the pioneers and trailblazers who have woven a rich tapestry of AAPI history. Throughout the month of May, DCAS held a demonstrative discussion on the Chinese Lunar New Year, "Year of the Dragon" vignettes from DCAS employees, and a cooking demonstration on the traditional Vietnamese dessert called Che Thai.

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- **Celebration of PRIDE Month:** Sponsored by DCAS Special Events and Employee Relations, DCAS held a Pride Walk where employees walked across the Brooklyn Bridge in support of the LGBTQ+ community. DCAS's Office of Citywide Recruitment also held *CityTalk* panel in celebration of LGBTQ+ Pride Month entitled: *NYC Pride: Together We Rise*. The event showcased the innovative approaches and transformative leadership of LGBTQ+ leaders and allies from across NYC government who continue to inspire and empower the next generation of leaders.
- **Celebration of Caribbean-American Month:** DCAS employees facilitated cooking demonstrations for those interested in learning more about the food of the Caribbean.
- **DCAS Town Hall:** On June 4, 2024, DCAS held an agency-wide town hall, facilitated by Commissioner, Dawn M. Pinnock, to celebrate the agency's achievements over the last several months.
- **Employee Celebration Event** – On June 27, 2024, DCAS held a “Summer Soiree” to kick off the summer season and celebrate our employees. The event also served as a final send-off and farewell to Commissioner Dawn M. Pinnock.
- **We Serve Wednesdays** - highlights individual DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York. The stories that are shared emphasize the diversity of our workforce, covering employees of various job categories, tenures, ages, genders, and races.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 2,121 Q2 (12/31/2023): 2,098 Q3 (3/31/2024): 2,106 Q4 (6/30/2024): 2,117

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

- ☒ Yes On (Date): 1/23/2024 ☒ Yes again on (Date): 6/10/2024 ☐ No
- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees (**ongoing**)
- ☐ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates): Q1 Review Date: 11/22/23 Q2 Review Date: N/A Q3 Review date: 6/10/24* Q4 Review date: N/A**

The review was conducted with:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input checked="" type="checkbox"/> Not conducted* | <input type="checkbox"/> Not conducted | <input checked="" type="checkbox"/> Not conducted |

****Q3 workforce data shows a significant decrease in provisional positions due to the sunseting of the provisional reduction plan.***

With a goal to preserve employment for affected employees with provisional status, efforts were made to: review potential appts from civil service lists, return employees to their permanent titles, place employees eligible employees in temp status until they could take and pass an upcoming exam.

The demographics of the new hires, separations, and promotions during the quarter are representative of the overall demographics of the agency. No EEO-related barriers have been identified.

*****The Q4 workforce data did not show any significant changes from the Q3 review.***

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Structured Interviewing training and audit of structured interviewing procedures across the agency

In FY24, DCAS plans to launch Structured Interviewing training for its HR personnel and hiring managers through its Race Equity Initiative. In addition to educating hiring managers on structured interview procedures, the agency will update and distribute its Structured Interviewing guide and pilot a new candidate evaluation scoring sheet.

As part of this training launch, the EEO office will also monitor the agency's structured interviewing procedures for compliance and utilize the City's new Smart Recruiters software to review and analyze the demographics of the applicant data, including interview and selection data. This effort will assist the agency in analyzing whether the diversity of the candidates selected for interview and/or hire match that of the diversity of the applicant pool. If the EEO office identifies trends or positions that require more diverse recruitment, it will notify HR and relevant hiring managers appropriately.

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

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- During this quarter, the DCAS REI Taskforce continued reviewing content and making revisions to the Structured Interviewing training and DCAS Structured Interviewing guide.
- We also determined the number of current hiring managers within the agency that completed training or are still pending. At this time, there are approximately 370 hiring managers across the agency, and of that number, about 40% (146) completed Structured Interviewing training. We plan on training the remaining hiring managers during Q1 of FY25.

This initiative is in the planning stages. The effectiveness of this initiative will initially be determined through participant evaluations after the training is launched; as well as through monitoring of structured interviewing practices by the EEO office.

Workforce Goal #1 Updates:

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

2. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports.
Please list Job Groups where underutilization exists in the current quarter.

As of FY24, Quarter 4, the major job groups experiencing underutilization of women and minorities at DCAS are: (1) “Craft”, which includes the various skilled trades civil service titles and (2) “Laborers”, which includes the City Laborer title and other civil service titles that support the Craft job group. This was the same as last quarter.

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
LABORERS	-4			
CRAFT	-26	-54		

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Grand Total	-30	-54	0	0
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To address this underutilization, 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, the EEO Office will alert HR and the hiring manager of the specific position and request to post the position in diverse recruitment resources.

The titles within these job groups are primarily competitive and typically experience very little turnover. When the agency has discretion to do so, we will continue to utilize diverse recruitment sources to expand the applicant pools, as well as monitor the relevant applicant data, and hiring and selection process.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. EEO Liaisons Program

DCAS recognizes that cultivating a diverse and inclusive workplace is the responsibility and collective effort of all DCAS employees, not just the EEO office. We also recognize the importance of having an EEO office that is visible to our 2,000 employees across the City. For this reason, it is our goal to launch an EEO liaison program in FY24.

EEO liaisons will play an important role by ensuring that employees in their work location/line of service have a point person on site to guide them in EEO-related questions and concerns, and appropriately refer them to the EEO office when needed. The EEO office will create a program guide with eligibility and application requirements and will begin promoting the program in Q3 of FY24.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment

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which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- This initiative was in the planning stages but has been postponed due to staff departures within the EEO office and the transition to new agency leadership. During our transition in leadership, the EEO office will increase its site visits to our various locations to ensure visibility and access to our employees, rather than launch an EEO Liaisons program at this time.

Workplace Goal #1 Updates:

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

Other Workplace Activities:

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

- Employee Engagement:** DCAS Employee Relations hosted and/or partnered with Workwell to provide the following events for employees this quarter: “Take Your Child to Work Day”; “Sleep Soundly Workshop”; “Lunch and Learn Pension Seminar”; “Spring Fling Employee Appreciation Board”; “Mindful Meditation”; and a “Deferred Compensation Seminar.”
- April 5, 2024 – Attended CUNY Neurodiversity Conference 2024.
- May 15, 2024 – Attended CEI’s Best Practices Meeting for EEO Officers.
- May 20, 2024 – An Employee Resource Fair was held in the Bronx to give employees much needed information related to health benefits, deferred compensation, EAP, and other City resources.
- June 18, 2024 – Attended the EEPC Symposium 2024 - Putting the Candidate at the Center of the City's Hiring Process
- June 20, 2024 – Attended APO/EEO Best Practices Meeting.
- June 26, 2024 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Five-Year Accessibility Plan

Local Law 12 of 2023 codified as section 23-1004 of the NYC Administrative Code, requires City agencies to prepare and publish five-year accessibility plans describing the steps it is currently taking and will take over the next five years to ensure that the agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

Through collaboration with the Mayor's Office for People with Disabilities (MOPD), the accessibility plans must address five areas: physical access, digital access, programmatic access, effective communication and workplace inclusion.

DCAS will consider this five-year accessibility plan as its community initiative for FY24. According to LL12, a draft of the plan must be created for review and public comment no later than December 31, 2023, and the plan must be subsequently finalized for submission to MOPD by March 15, 2024.

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

- Attended MOPD meetings regarding ongoing guidance related to accessibility plans
- Published final Five-Year Accessibility plan on March 29, 2024, that includes current and upcoming accessibility projects planned in DCAS-managed buildings within the next five years, as well as a continued focus on effective communication and workplace inclusion for people with disabilities that need to access our programs and services.
- Currently developing a project plan to monitor progress, as the first progress update must be submitted in May 2025.
- Attended DSF field trip, hosted by MOPD, to FDR Hope Memorial and Four Freedoms Park. The FDR Hope Memorial, which

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opened in 2020, is touted as the first memorial to FDR to focus on his disabilities.

Community Goal #1 Updates:

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

2. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

The DCAS EEO / Accessibility office maintains a designated email account and phone line for accessibility inquiries and requests received from the public who want to access a DCAS service, program or activity. Our office refers inquiries accordingly to the appropriate unit and advises the service provider accordingly on access concerns and possible accommodations.

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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1. REI Champions Program and Membership Drive

DCAS's "REI Champions" program was created for DCAS employees that have an interest and personal commitment to achieving an equitable work environment and assisting REI in advancing its mission. Last fiscal year, twenty (20) DCAS employees were selected for the program – eight (8) as learning series specialists that contribute resources for the monthly learning series and twelve (12) as trainers that were trained to facilitate unconscious bias, structured interviewing, and bystander intervention training across the agency.

As of July 2023, several employees in the Champions program have left DCAS, or advanced in their careers to new opportunities, leaving only seven trainers and five learning series specialists. In FY24, we plan to hold a REI Champions membership drive for interested employees to join. Once selected, the first tasks will be launching Structured Interviewing and Unconscious Bias training across the agency, as well as relaunching our learning series.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

The REI task force is now at 9 members and meets regularly on weekly basis to brainstorm on ways that we can recruit a new class of REI Champions, as well as make our educational content more engaging.

During this quarter, DCAS launched an REI Interest Survey to better understand the types of conversations and experiences DCAS employees want to engage in as part of this initiative, and more specifically, how best to support employees interested in exploring sensitive issues around race and identity in the workplace.

The survey was launched on June 13, 2024 for a period of two weeks until June 28, 2024. After a preliminary review, we learned that of the 132 responses received, the majority of respondents reported having a basic understanding of concepts related to racial equity and would like to see REI as an employee resource group and part of the agency's employee training program. In addition, the majority of respondents reported that they would become more active in REI if they had more information, received training, and had more time; and their preferred methods of receiving more information would be through events (i.e. lunch and learns, panel discussions), DCAS Connect, and email series.

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The REI Taskforce will use this valuable information gathered from the survey to plan to host a membership drive and plan our upcoming events for FY25.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

In FY24, the DCAS EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, we are conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools of qualified candidates.

1. **Whenever available, DCAS staff will continue to participate in the agency's hiring halls as well as OCR's "Citytalk" panel discussions and other recruitment related events that cater to diverse populations such as people with disabilities, veterans, and other gender-expansive or ethnic groups. DCAS Human Resources will also consider hosting its own recruitment events for internal vacancies and titles that have the highest number of employees.**

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

N/A – DCAS did not participate in any recruitment events for internal vacancies this quarter.

Recruitment Initiatives/Strategies #1 Updates:

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

2. DCAS will continue to share available job opportunities on its LinkedIn site as well as in OCR’s monthly newsletter that is sent to career services professionals at community-based organizations and educational institutions, as well as to diverse job seekers. DCAS’s Employee Relations unit will continue to send agency-wide notices to our employees for internal vacancies.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During this quarter, DCAS Employee Relations advertised the following four internal job vacancies and encouraged all qualified DCAS employees to apply.

- Investigator Trainee (Human Capital)
- Workplace Strategy Specialist (Real Estate Services)
- Purchase Director (Citywide Procurement)
- Transactions Manager (Real Estate Services)

Recruitment Initiatives/Strategies #2 Updates:

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

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

The recruitment efforts for this quarter have been described in questions #1 and #2 above.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
Q4	4/2/2024	Self-Advocacy Association Civil Service 101 Information Session	Online
Q4	4/3/2024	New York International Auto Trade Show: Jobs and Career Fair	Manhattan
Q4	4/4/2024	Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	4/6/2024	Blacklining Foundation Inc. Income Expo	Manhattan
Q4	4/8/2024	Department Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	4/10/2024	Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	4/11/2024	Department of Social Services and Department of Citywide Administrative Services "Navigating Civil Service" Webinar (General Community)	Online
Q4	4/17/2024	Forest Hills High School College & Career Fair	Queens

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Q4	4/18/2024	Resident Economic Empowerment & Sustainability Civil Service 101 Information Session	Online
Q4	4/18/2024	William Grady CTE High School Career Day	Brooklyn
Q4	4/19/2024	JobsNYC Hiring Hall Staten Island	Staten Island
Q4	4/24/2024	St. Nicks Alliance Workforce Development	Brooklyn
Q4	4/24/2024	NYC Service Life After AmeriCorps Day	Queens
Q4	4/25/2024	JobsNYC Hiring Hall Brooklyn	Brooklyn
Q4	4/26/2024	JobsNYC Hiring Hall Bronx	Bronx
Q4	4/29/2024	JobsNYC Hiring Hall Queens	Queens
Q4	4/30/2024	JobsNYC Hiring Hall Manhattan	Manhattan
Q4	4/30/2024	Neighbors in Action Career Fair	Brooklyn
Q4	5/2/2024	CUNY Bronx Community College Spring Job Fair	Bronx
Q4	5/3/2024	Office of the Bronx Borough President Career Fair	Bronx
Q4	5/6/2024	Human Capital Tests & Measurements Specialist Hiring Event	Manhattan
Q4	5/7/2024	Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	5/8/2024	New York Automotive & Diesel Institute Career Fair	Queens
Q4	5/8/2024	NYC Government Careers: Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	5/9/2024	CUNY Hostos Community College CS101 Information Session	Online
Q4	5/10/2024	US Adult Ed Job Fair	Manhattan
Q4	5/10/2024	NYC Government Careers: Department Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	5/13/2024	Mt. Ararat Annual Brownsville Job Fair	Brooklyn
Q4	5/14/2024	NYC Outward Bound Counselor Civil Service 101 Information Session	Manhattan
Q4	5/14/2024	Department of Citywide Administrative Services	Online
Q4	5/14/2024	James Madison High School Discovery Fair	Brooklyn
Q4	5/15/2024	CUNY Hostos Community College Civil Service 101 Information Session	Online
Q4	5/16/2024	35th Annual Equipment & Vehicle Show	Queens

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Q4	5/16/2024	NYC Schools: Career Pathway Advisors Third Thursday CS101 Information Session	Manhattan
Q4	5/16/2024	Jamaica Community Employment, Training and Opportunity Fair	Queens
Q4	5/17/2024	New York City College of Technology, Adult Learning Center	Brooklyn
Q4	5/18/2024	Brooklyn Tabernacle 4th Annual Career Day	Brooklyn
Q4	5/20/2024	JobsNYC Hiring Hall Brooklyn	Brooklyn
Q4	5/21/2024	The Cooper Union Civil Service 101 Information Session	Online
Q4	5/22/2024	JobsNYC Hiring Hall Staten Island	Staten Island
Q4	5/23/2024	NYC Outward Bound Schools Professional Pathways Vocational & Trade Fair	Manhattan
Q4	5/23/2024	The Ali Forney Center Civil Service 101 Information Session	Manhattan
Q4	5/31/2024	Jobs NYC Hiring Hall Bronx	Bronx
Q4	5/31/2024	CityTalk: AAPI Heritage Month	Online
Q4	6/1/2024	Brooklyn Community Board 9 Third Annual Community Fair	Brooklyn
Q4	6/5/2024	Year Up Inc. Civil Service 101 Information Session	Manhattan
Q4	6/6/2024	CUNY York College Adult Learning Center Resource Fair	Queens
Q4	6/7/2024	Wings Academy Tabling event	Bronx
Q4	6/8/2024	District 28 Resource & Job Fair	Queens
Q4	6/11/2024	Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	6/12/2024	High School of Telecommunication Arts and Technology Civil Service 101 Information Session	Brooklyn
Q4	6/13/2024	Department of Corrections Civil Service 101 Information Session - Riker's Island	Queens
Q4	6/13/2024	NYC Government Careers: Department of Citywide Administrative Services: Civil Service 101 Information Session	Online
Q4	6/14/2024	Manhattan Borough President's Office 3rd Annual NYCHA Leaders Brunch	Manhattan
Q4	6/14/2024	Department of Citywide Administrative Services (DCAS) Civil Service 101 Information Session	Online
Q4	6/18/2024	New York Automotive and Diesel Institute Civil Service 101 Information Session	Queens
Q4	6/20/2024	Assemblywoman Catalina Cruz Career Fair	Queens

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Q4	6/20/2024	NYC Government Careers: Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q4	6/21/2024	Brooklyn Public Library New Lots Career Fair	Brooklyn
Q4	6/25/2024	Jobs NYC Hiring Hall Bronx	Bronx
Q4	6/26/2024	JobsNYC Hiring Hall Brooklyn	Brooklyn
Q4	6/26/2024	ACCES- VR 55a Program Civil Service 101 Information Session	Online
Q4	6/27/2024	CityTalk: LGBTQ+ Pride Month -	Online
Q4	6/28/2024	JobsNYC Hiring Hall Queens	Queens

The above events were attended and/or hosted by DCAS's Office of City Recruitment (OCR) and are not specific to the recruitment for DCAS's jobs. OCR promotes the vision that the City of New York is an employer of choice with a growing, talented, and diverse workforce. OCR conducts extensive outreach to educate the public and current employees on civil service career opportunities and manages the City's 55-a Program, which affords qualified persons with disabilities an entry into city government without the need to take civil service exams.

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	0	0	0	0
Brooklyn	0	0	0	0
Manhattan	0	0	0	0
Queens	0	0	0	0
Staten Island	0	0	0	0

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

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1. Jobs NYC
2. NYC ATWORK
3. LinkedIn
4. OCR Newsletter

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

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

1. Civil Service Pathways Fellows Total: 12

Race/Ethnicity* [#s]: Black 1 Hispanic 3 Asian/Pacific Islander 6 Native American White 1 Two or more Races 1

Gender* [#s]: M 8 F 4 N-B O U

2. Public Service Corps Total: 9

Race/Ethnicity* [#s]: Black 2 Hispanic 1 Asian/Pacific Islander 3 Native American White 1 Two or more Races 1

Gender* [#s]: M 1 F 7 N-B O U 1

3. Summer College Interns Total: 18

Race/Ethnicity* [#s]: Black 7 Hispanic 4 Asian/Pacific Islander 6 Native American White 3 Two or more Races

Gender* [#s]: M 6 F 12 N-B O U

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4. **Summer Graduate Interns Total: 9**

Race/Ethnicity* [#s]: Black 2 Hispanic 1 Asian/Pacific Islander 2 Native American White 3 Two or more Races 1

Gender* [#s]: M 5 F 4 N-B O U

5. **Other (Modern Youth Apprenticeship Program (DOE Highschool students) Total: 8**

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

Gender* [#s]: M 4 F 3 N-B O U 1

6. **Other (specify) Total:**

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

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

Additional comments:

E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

☒ Yes

☐ No

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

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Q1 (9/30/2023): 5 Q2 (12/31/2023): 5 Q3 (3/31/2024): 5 Q4 (6/30/2024): 5

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of 1 [number] new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of 0 [number] new applications for the program were received.

During the 4th Quarter 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☐ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☒ Yes ☐ No

through an agency newsletter: ☐ Yes ☐ No

Other: _____

- Partner with the MOPD to post job opportunities with NYC ATWORK and interview qualified applicants referred through the program.
- Maintain an updated record of the agency's 55-a program participants.
- Notify 55-a participants when a civil service exam is given for which they are eligible and encourage them to apply.

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 - The identity, services and contact information of DCAS's Career Counselor is communicated agency-wide as part of the agency's commitment to equity and inclusion.
 - DCAS' Career Counselor also advertises and promotes private career counseling sessions upon request. Employees that are interested in this service can contact our Career Counselor to schedule and complete a preliminary questionnaire and submit a copy of their resume prior to the session.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
 - DCAS posts all of its discretionary positions and uses structured interviewing methods to fill all of its vacancies, including mid and high-level discretionary positions.
 - The EEO office tracks and reviews interview questions for all approved job vacancies prior to interviews being conducted.
 - DCAS HR and the EEO office review draft Notice of Exams and provide feedback to Human Capital on whether the competencies, skills, responsibilities, and job requirements on the NOE appeared to job-related and required by business necessity.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and

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post-appointment).

- Ensure that all vacancy announcements include the revised NYC EEO I Antidiscrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with DCAS Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist hiring managers if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise hiring managers to use candidate evaluation form for uniform assessment and equity.
- Periodically conduct a job applicant analysis via the Smart Recruiters website to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Upon request, provide Human Resources with employment verification data for DCAS employees that receive a job offer from another City agency.

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

N/A for this quarter

5. Other:

During this Quarter the Agency activities included:			# of Vacancies/Separations	# of New Hires	# of New Promotions
Q1	#	<u>89</u>		# <u>138</u>	# <u>36</u>
Q2	#	<u>81</u>		# <u>67</u>	# <u>37</u>

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Q3	# <u>64</u>	# <u>72</u>	# <u>29</u>
Q4	# <u>83</u>	# <u>88</u>	# <u>69</u>

This information was obtained from CEEDS data report 343.

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

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

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in

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MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1 ☒

Q2 ☒

Q3 ☒

Q4 ☒

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

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

☐ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

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☒ The agency is involved in an audit; please specify who is conducting the audit: Equal Employment Practices Commission (EEPC).

The audit was initiated on January 29, 2024 and its current status with the EEPC is "Final Determination Sent" as of June 27, 2024.

☒ Attach the audit recommendations by EEPC or the other auditing agency.

Based on the EEPC's review and findings, DCAS has one corrective action, and that is to ensure that all of its hiring managers complete Structured Interviewing training. The monitoring period for implementation will be July 1, 2024 to October 31, 2024.

☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2024.

☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

Appendix A: EEO Personnel Details

EEO Personnel For 4 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions: 1
Employee's Name & Title	1. Patricia Marte, EEO Investigator	2.	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" 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: 4/27/24	Start Date or Termination Date:	Start Date or Termination Date:

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For New EEO Professionals:					
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)	<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)
Percent of Time Devoted to EEO	<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 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Belinda French	2. Patricia Marte	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgBTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<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
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input 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
8. EEO Officer Essentials: Reasonable Accommodation	<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
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input 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

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EEO Personnel Training Continued:

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

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

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

MAILING ADDRESS: **One Centre Street, 17th Floor North, New York, NY 10007**

Diversity and EEO Staffing as of _4__Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Agency EEO Officer / Disability Rights Coordinator / Disability Services Facilitator	Belinda French	Deputy Assistant Commissioner	100%	bfrench@dcas.nyc.gov	212-386-0297
EEO Administrative Assistant	Ashley Miller	Community Associate	100%	Axmiller@dcas.nyc.gov	212-386-6399
EEO Investigator	VACANT				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Roman Gofman	Administrative Project Manager M6		rgofman@dcas.nyc.gov	212-386-6283
Agency Personnel Officer	Hortensia Richards	Strategic Initiative Specialist		hrichards@dcas.nyc.gov	212-386-0374
55-a Coordinator	Damarys Diaz	Administrative Community Relations Specialist		dmdiaz@dcas.nyc.gov	212-386-0388

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Career Counselor	Shameka Blount	Administrative Community Relations Specialist M5		sblount@dcas.nyc.gov	<u>212-386-0232</u>
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* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: DCAS

Quarter # 4

FY 2024

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Belinda French, DCAS Diversity & EEO Officer

DATE SUBMITTED:

E-MAIL:

bfrench@dcas.nyc.g

TEL #:

212-386-0297

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	2013	806	3149	705	6673

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	1653	632	3012	591	5888
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	276	100	680	61	1117
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	276	100	680	61	1117
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
2. Sexual Harassment Prevention	1066	283	1097	452	2898
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1066	283	1097	452	2898
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. lgbTq: The Power of Inclusion	301	223	1205	75	1804
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	301	223	1205	75	1804
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	10	26	30	3	69
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	10	26	30	3	69
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	360	174	137	114	785
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	210	64	79	88	441
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	2	7			9
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED		5			5
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED		1	2	1	4
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	1	4	1		6
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	6				6
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED			2		2
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED				2	2
14. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	141	93	53	23	310
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0

																														Failure to Reasonably Accommodate			
		TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Height	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Weight	Religion	Disability	Pregnancy, Childbirth, Or Related Medical
INTERNAL	Complaints open at close of the period	35	6	-	-	-	-	3	-	4	-	-	1	7	-	-	-	3	1	-	-	-	15	4	9	2	-	-	-	-	-	-	1
	Complaints outstanding at close of the period	28	6	-	-	-	-	3	-	4	-	-	1	6	-	-	-	3	1	-	-	-	12	4	7	1	-	-	-	-	-	-	
	Complaints filed during the period	7	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	3	-	2	1	-	-	-	-	-	1	
	Complaints resolved during the period	3	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	1	2	2	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	1	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	12	2	-	-	-	-	-	2	5	-	-	-	2	-	-	-	2	-	-	-	5	9	3	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	12	2	-	-	-	-	-	2	5	-	-	-	2	-	-	-	2	-	-	-	5	9	3	-	-	-	-	-	-	-	-	
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

* The total basis of all complaints may exceed the total number of complaints
** Partnership Status Discrimination ** (aka PS) was deactivated on February 24, 2022. Now new category is Marital or Partnership Status (aka MS).

Agency: 868	DCAS
Summary Period of EEO Reasonable Accommodation:	04/01/2024 - 06/30/2024
Number, basis and type of resolution	

	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offence or Stalking
Reasonable Accommodations open at close of the period	4	4	-	-	-
Reasonable Accommodations filed during the period	38	36	-	1	1
Reasonable Accommodations resolved during the period	39	36	-	2	1
Granted as Requested	31	30	-	1	-
Modified Accommodation Granted	-	-	-	-	-
Denied	7	5	-	1	1
Withdrawn	1	1	-	-	-
Administratively Closed	-	-	-	-	-
Reasonable Accommodations appealed during the period	1	1	-	-	-

Summary Period of EEO Inquiry: 04/01/2024 - 06/30/2024											
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PRO ACTICES/PRO GRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	14	-	-	1	10	-	-	1	2	-	-
Inquiries filed during the period	178	1	2	13	123	7	1	20	7	4	-
Inquiries resolved during the period	168	1	2	12	114	7	1	19	8	4	-