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BY MAIL AND EMAIL

May 30, 2017

Lisette Camilo
Commissioner
NYC Department of Citywide Administrative Services
1 Centre Street, 18th Floor -North
New York, 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the NYC Department of Citywide Administrative Services' Employment Practices and Procedures from July 1, 2013 to December 31, 2016.

Dear Commissioner Camilo:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Employment Practices and Procedures for the period covering July 1, 2013 to December 31, 2016.

The New York City Charter, Chapter 36, Section 831(d)(5) of the New York City Charter empowers this Commission to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize this Commission to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the corrective action it prescribes.

The NYC Department of Citywide Administrative Services, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."



The purpose of this audit and analysis is to evaluate the agency's Employment Practices and Procedures, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPD Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS).

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency's workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPD requests that the agency submit similar statistics and analysis.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the Principal Human Resources Professional are given a two-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct

¹ Corresponding audit/analysis standards are numbered throughout the document.



additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The Department of Citywide Administrative Services ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. Specifically, the agency: supports City agencies' workforce needs in recruiting, hiring and training City employees; provides overall facilities management for 50 public buildings; purchases, sells and leases real property; purchases, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities. At the end of the period in review, the agency's headcount was 2,206. (See Appendix 2.)

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the standards for this subject area.

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
 - ✓ On May 3, 2013, September 26, 2014 and December 18, 2015, the Commissioner's EEO Policy statement was distributed to all employees via email. The Commissioner's 2015 EEO Policy statement expressed (a sentiment consistent with previous years' statements), *"...employees are our greatest asset, DCAS [(Department Citywide Administrative Services)] remains strongly committed to recruiting, developing, and retaining a diverse and inclusive workforce which reflects out City's communities. We are also committed to preventing all improper discrimination, by ensuring that employees are aware of their rights and obligations under the City's EEO Policy, by maintaining fair employment practices, and by encouraging a cooperative work environment that values fairness, equality, inclusion, and respect for all employees."* The EEO Policy statements contained URLs to the City's EEO Policy: *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*; and EEO Policy Handbook: *About EEO: What You Need to Know*; as well as names and contact information of the agency's EEO professionals.
2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints

and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

- ✓ During the period in review, the agency utilized the City's EEO Policy: *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*, which was posted on the agency's intranet site along with the City's 2016 EEO Policy addendum. The EEO Policy included sections on sexual harassment, requests for reasonable accommodations, and discrimination complaint investigations; and contained links to the City's *Reasonable Accommodation Procedural Guidelines* and *EEO Complaint Procedural Guidelines*. The City's 2016 EEO Policy addendum reported "[t]he City of New York is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history."

New hire orientation materials included the City's EEO Policy Handbook: *About EEO: What You Need to Know*, which included sections on sexual harassment; reasonable accommodations; the EEO complaint process (which included a procedural chart for employees who believe they have been discriminated against); current contact information for federal, state and local agencies that enforce laws against discrimination; and a URL to the agency's "Citywide Diversity and Equal Employment Opportunity" website. Since 2015, the agency's new hire orientation materials also included a copy of the City's EEO Policy (and later the 2016 EEO Policy addendum, which included an up-to-date list of protected classes under NYC and NYS Human Rights Laws). Names and contact information for the agency's principal EEO Professional, Career Counselor and EEO Counselors were included in the agency's EEO Policy statements.

NOTE: The EEO Policy Handbook should also be updated to include "caregiver status" and "consumer credit history" as classes protected against employment discrimination.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standards for this subject area.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

- ✓ As reported in its *Diversity and Equal Employment Opportunity Plan*, for each year from the period in review, that the agency's training plan was to ensure biennial EEO training for all employees. Between September 2015 and December 2016, 1,858 employees (84% of the workforce²) completed computer-based EEO training. In addition, the agency's training attendance logs indicated: 193 employees completed *EEO/Discipline Supervisor Training*, 54 employees completed *Diversity and EEO Training*, 380 employees completed *DEEO - New Hire*, two (2) employees completed *EEO Complaint Investigation Procedural Guidelines*, one (1) employee completed *Sexual Harassment Prevention and Risks of Fraternization* and five (5) employees completed *Reasonable Accommodation Procedural Guidelines*.

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

Determination: The agency is in partial compliance with the standards for this subject area.

4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
- ✓ The agency reported that it assessed its recruitment efforts for adverse impact on an ongoing basis during its recruitment process; which included: HR notified EEO of approval to hire for a position, EEO provided HR with additional recruitment resources to use if the position title exhibited underutilization, and the principal EEO Professional reviewed the demographics of the discretionary applicant logs for titles with underutilization – via *New York City Automated Personnel System (NYCAPS)* reports – to determine if the agency's recruitment efforts reached the demographics that were underutilized at the agency. In addition, in October 2013, the principal EEO Professional and Principal HR Professional discussed suggestions to improve the recruitment process including: reviewing applicant information, expanding recruitment resources, setting up an interview panel, and sharing utilization data with the agency's lines of service (LOS) Chiefs so that "*they are aware of where there's underrepresentation in their area.*" In August and September 2014, the principal EEO Professional and six (6) LOS Chiefs reviewed diversity and inclusion presentations (last updated in August and September 2014) for each line of service; each of which discussed areas of underutilization at the agency, items for consideration from the agency's FY 2015 *Diversity and Equal Employment Opportunity Plan*, and LOS specific: diversity & inclusion trends and challenges, trends in hiring and separation, EEO complaints and issues, and workforce demographics. The agency also reported that similar presentations were presented quarterly by the principal EEO Professional at the meetings with the executive team.
5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices,

² Based on workforce headcount at the end of the period in review, December 31, 2016 (See Appendix 2).

policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

- ✓ During the period in review, the principal EEO Professional discussed aspects of the agency's EEO program separately with the Principal HR Professional and General Counsel. The agency reported that, at quarterly meetings with the executive team, the principal EEO Professional verbally informed the agency head, senior leadership including LOS Chiefs and Human Resources of the agency's statistical information and underutilization. In August and September 2014, the principal EEO Professional and six (6) LOS Chiefs reviewed diversity and inclusion presentations (last updated in August and September 2014) for each line of service. Each presentation discussed areas of underutilization at the agency, items for consideration from the agency's FY 2015 *Diversity and Equal Employment Opportunity Plan*, and LOS specific: diversity & inclusion trends and challenges, trends in hiring and separation, EEO complaints and issues, and workforce demographics. Copies of presentations from the six (6) LOS discussions were provided; and the agency reported that similar presentations were presented quarterly by the principal EEO Professional at the meetings with the executive team.

NOTE: The agency should maintain documentation of the results of its reviews of barriers to equal opportunity within the agency and determinations of what, if any, corrective actions were required to correct deficiencies.

6. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
 - The agency did not demonstrate that it assessed the manner in which candidates were selected for employment, to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. In addition, the 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*). (See Appendices 3 – 5.) Corrective Action Required.

Corrective Action #1: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career

fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

- The 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*), which may have included discretionary job titles. (See Appendices 4 & 5.) Corrective Action Required.

Corrective Action #2: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

- The 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*), which may have included *civil service* (list) job titles. (See Appendices 4 & 5.) Corrective Action Required.

Corrective Action #3: If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

- ✓ The agency established in its *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) that it "...utilizes the structured interviewing process to fill discretionary and civil service list positions...Human Resources and the EEO Office also [approve interview questions and] ensures that hiring managers receive appropriate EEO and structured interviewing training prior to making interviewing and selection decisions." It was standard practice for the hiring manager to invite the EEO Officer to interviews, and for the EEO Officer or an HR Business Partner with the agency's line of service to be present for interviews. In addition, the agency's "Structured Hiring/Interview Process Chart" outlined the following procedures: HR notified EEO of approval to hire for a position, EEO provided HR with additional recruitment resources to use if the position title exhibited underutilization, the hiring manager selected an interview panel reflective of gender and ethnic diversity, and interview questions were created by the interview panel and reviewed by HR and EEO to ensure questions were based on objective criteria related to the job.

During the period in review, 299 managers and supervisors received an email alert to participate in structured interview training; training records existed for 44 employees.

- The agency did not demonstrate that all personnel involved in recruiting and hiring received structured interviewing training or a guide. The agency did not provide lists of all persons involved in hiring or who have yet to be trained in structured interviewing.
Corrective Action Required.

Corrective Action #4: Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

10. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.
- ✓ The agency promoted employees' awareness of opportunities for advancement and transfer within the agency by posting all internal opportunities for promotion and transfer to the *Internal Job Postings* page on *DCAS Connect* (the agency's intranet site accessed by all employees upon login to their computer). Employees were also notified during orientation by the Human Resources department to check *DCAS Connect* for opportunities or advancement and transfer within the agency. The agency reported in its *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) that, "...DCAS will also consider its existing employees for opportunities of promotion and transfer." The agency also administered the following incentive programs: Administrative Professionals Day, employee recognition for customer service, and recognition of employee promotions.
11. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-

training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

- ✓ CEEDS Reports: *Ethnic/Gender Summary by Agency, Type, Job Group, and Title*; indicated 576 promotions in seventeen (17) job groups between 1st quarter FY 2014 and 2nd quarter FY 2017. The agency ensured that employees were considered internally for career enhancement, development opportunities and transfer via information posted to DCAS Connect. DCAS Connect contained information regarding career enhancement via civil service and promotional examinations, training opportunities, promotional job postings and transfers. DCAS Connect's landing page stated, "Check Out This Month's Civil Service Exam Schedule" and had a "Monthly Examination" banner that linked to a table of application schedules for upcoming civil service exams. The intranet's Quick Links sidebar linked to "Training Opportunities" and "Job Postings" pages. The "Training Opportunities" page stated, "[o]ur Citywide Training Center offers agencies a full prospectus of courses, workshops and seminars to meet the training and professional development needs of City employees at all levels." The "Job Postings" page stated, "[f]ind out what job opportunities are available at DCAS and City agencies."

12. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ During the period in review, the agency advertised for several vacant positions and civil service examinations including: *Staff Analyst, High Pressure Plant Tender, College Aide (All City Depts)* (two (2) vacancies) and *Confidential Strategy Planner*; each of which contained the tagline "The City of New York is an Equal Opportunity Employer." The agency's *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) reported, "[w]hen advertising, the agency will advertise in periodicals that reach a wide segment of the population and will include a statement that the City of New York and the NYC Department of Citywide Administrative Services are equal opportunity employers."

13. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

- ✓ The agency's applicant/candidate tracking system NYCAPS eHire captured: *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, and recruitment source* of each applicant; *disposition* was also captured for candidates. The agency reported that demographic information was voluntarily provided by applicants via NYCAPS.

IV. CAREER COUNSELING:

Determination: The agency is in compliance with the standards for this subject area.

14. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ On September 26, 2014 and December 18, 2015, employees were notified (via the Commissioner's EEO Policy statement) that the *"Director of Human Resources, is also the agency's Career Counselor. She can provide employees with recommendations for learning and development, assistance with civil service career planning, and civil service examination information."* The office location, telephone number, and email address of the Career Counselor was also provided and accessible by all employees via *DCAS Connect*. The agency reported that the Career Counselor has over ten (10) years of combined experience in Human Resources at the agency; serving in the roles of *Assistant Director of Human Resources, Deputy Director of Human Resources, and Director of Human Resources* and was knowledgeable and familiar with career opportunities in City government. In addition, the Career Counselor completed the Society of Human Resources Management's (SHRM) *Professional Human Resources* certificate in 2009 and has a current SHRM membership.
15. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
- ✓ During the period in review, the *Director of Human Resources* (the Principal Human Resources Professional) was also the agency's Career Counselor. The Employee Relations department ensured that employees were notified by their managers and supervisors of their job responsibilities and performance evaluation standards via the *ePerformance* performance evaluation program. The Human Resources department ensured that employees were notified of examinations, training opportunities and job postings; and ensured that new employees were notified of the EEO policies, their rights and responsibilities under the policy, and the discrimination complaint procedures via new employee orientation materials. The principal EEO Professional was (also the Disability Rights Coordinator) responsible for the reasonable accommodation process and efforts the agency made to employ, promote or accommodate qualified individuals with disabilities. The principal EEO Professional and Principal HR Professional discussed EEO matters on an as needed basis. The Principal HR Professional reported that they would promptly consult the principal EEO Professional if informed of or suspected that a violation of the EEO policy occurred.

V. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:

Determination: The agency is in compliance with the standards for this subject area.

16. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio and/or Braille) upon request to employees and applicants for employment with disabilities.
- ✓ The agency reported that during the period in review, its EEO policies were provided in multiple languages, large print, and "as a substitution for audio, the PDF of the EEO policies...[could] be activated as a 'Read out Loud' version."
17. Document reasonable accommodation requests and their outcomes.
- ✓ During the period in review, reasonable accommodation requests and their outcomes were documented via a reasonable accommodation request form (attached to the end of the reasonable accommodations policy) and the agency's reasonable accommodation requests log. The reasonable accommodation requests log was maintained by the principal EEO Professional; copies were provided of a blank reasonable accommodation request form and the completed reasonable accommodation requests log.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

Determination: The agency is in partial compliance with the standards for this subject area.

18. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ In September 2013, employees were notified via email of the appointment of the *Diversity and EEO Officer* (the principal EEO Professional). The principal EEO Professional completed the Society for Human Resource Management's *SHRM Senior Professional in Human Resources* certificate in June 2016 and the following DCAS trainings between June 2013 and March 2016: *Diversity and Equal Employment Opportunity Basic Training* for EEO professionals, *Everybody Matters*, *Everybody Matters: Lead Facilitator Program*, *Religion in the Workplace*, *Understanding Unconscious Bias – Train the Trainer*, *Disability Etiquette*, *LGBT: Are you Ready for the "T"*, and *EEO Complaint Procedural Guidelines Launch*.
19. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
- ✓ During the period in review, in addition to the principal EEO Professional, the agency had twelve (12) EEO Counselors, two (2) 55-a Coordinators, and a Career Counselor. Responsibilities of EEO Counselors included assisting employees in filing and/or resolving discrimination complaints; EEO complaint investigation (under the supervision of the principal

EEO Professional); assisting in creation and/or facilitation of EEO training for employees; and providing EEO counseling to employees and applicants regarding employment discrimination. Nine (9) EEO Counselors were trained in EEO complaint investigation procedures, having completed *Diversity & EEO Basic Training* for EEO professionals, *Basic Training for EEO Representatives*, or *Complaint Investigations Training* courses. At the end of the period in review, the agency had five (5) EEO Counselors (four (4) of which completed *Diversity & EEO Basic Training* for EEO professionals).

Subsequent to the period in review, in May 2017, the agency had eight (8) EEO Counselors (seven (7) of which completed *Diversity & EEO Basic Training* for EEO professionals or *Complaint Investigations Training*).

- The agency did not demonstrate that the remaining EEO professional (specifically the EEO Counselor in the title *Facilities Support Manager*) was trained in EEO laws and procedures. Corrective Action Required.

Corrective Action #5: Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

20. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.
- ✓ The agency's December 2016 organizational chart illustrated a direct reporting relationship between the principal EEO Professional and the Commissioner.
21. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
- ✓ During the period in review, the principal EEO Professional and the Commissioner regularly corresponded via email and met to discuss aspects of the agency's EEO program. Their discussions included the review of five (5) presentations from November 2013 to March 2014, titled "*Internal Diversity & EEO One-on-One with Commissioner Agenda.*" The one-on-one presentations (copies of which were provided) included as discussion topics: workforce demographics, historical underutilization, EEO complaints, proposed EEO training, EEO Counselors, and the EEO commitment statement. In addition, the agency also reported that the principal EEO Professional and Commissioner met quarterly to review EEO activity including personnel activity reports.
- The agency did not maintain documentation of decisions from the aforementioned meetings that impacted the administration and operation of the EEO program. Corrective Action Required.

Corrective Action #6: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:

Determination: The agency is in partial compliance with the standards for this subject area.

22. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

- ✓ The agency established an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training. During the period in review, non-managerial performance evaluations were conducted for: 237 employees in 2013, 92 employees in 2014, 480 employees in 2015, and 206 employees in 2016 (11%, 4%, 22% and 9% of the workforce³ respectively). For its 2015 performance evaluation period, the agency transitioned to an electronic performance evaluation system, *ePerformance*. *ePerformance* is an automated system (accessible via NYCAPS Employee Self Service) that “...allows supervisors to manage and complete Tasks & Standards and Performance Evaluations for non-managerial employees. Employees are able to review and sign their Tasks & Standards and Performance Evaluations using this system...” Additionally, “[t]he Tasks and Standards and Performance Evaluation are one template on *ePerformance*. The Tasks and Standards that are established at the beginning of the rating period are what the employee is rated on at the end of the rating period.”

- The agency did not administer annual managerial/non-managerial performance evaluations to all employees during the period in review. Corrective Action Required.

Corrective Action #7: Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

23. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

- ✓ The agency’s managerial performance evaluation form contained a rating for EEO; specifically, “*Utilizing Human Resources* This accountability area covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner consistent with citywide EEO guidelines... *Leadership* This accountability area requires creating a productive environment where everyone feels valued, all talents are utilized, and work teams foster high levels of performance. *Integrity:*

³ Ibid

Consistency between actions and words, keeping commitments, admitting mistakes...Inclusiveness & Diversity: Harnessing differences through recruiting, selecting, mentoring and developing individuals of varied demographic characteristics, backgrounds, educational levels, experiences and tenures. Integrating diversity of thought into team dynamics as a way to drive the creation of the best product. Assimilating the opinions of others and fostering collaborative problem-solving. Taking steps to imbed diversity and inclusion into unit operations from a workforce, workplace and community aspect. Ensure diversity, cultural competence and EEO awareness among team."

VIII. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the standards for this subject area.

24. Submit to the EEOC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports⁴ (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ The agency provided all Annual EEO Plans: *Diversity and Equal Employment Opportunity Plan*, and Quarterly EEO Reports: *Agency Quarterly Report on EEO Activity*, for each year and quarter of the period in review.

After implementation of the EEOC's corrective actions, if any:

1. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEOC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Final Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEOC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

The agency has 7 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days

⁴Submission of *Quarterly Reports on EEO Activity* is optional for non-Mayoral agencies.



from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

(*Optional Conference*) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(*No Response Option*) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "William Peterson", written over a horizontal line.

William Peterson, EEO Program Analyst

Approved by,

A handwritten signature in black ink, appearing to read "Charise L. Terry", written over a horizontal line.

Charise L. Terry, PHR
Executive Director

c: Belinda French, PHR, Principal EEO Professional

Appendix - 1

Department of Citywide Administrative Services
EEO Job Group Descriptions

**DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES**

001 Administrators: Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 Managers: Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 Management Specialists: Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 Science Professionals: Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 Health Professionals: Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 Social Scientists: Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 Social Workers: Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 Lawyers: Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.

009 Public Relations: Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: health technicians (clinical laboratory, dental hygienists, health records, radiologic

and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.

011 Sales: Not applicable.

012 Clerical Supervisors: Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 Clerical: Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 Household Services: Not applicable.

015 Police Supervisors: Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 Fire Supervisors: Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 Firefighters: Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes: firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 Police and Detectives: Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 Guards: Occupations in which employees are entrusted with public safety and security. This category includes: school crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 Food Preparation: Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes: cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 Health Services: Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.

022 Building Services: Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

023 Personal Services: Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

024 Farming: Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 Craft: Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 Operators: Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027 Transportation: Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 Laborers: Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 Sanitation Workers: Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: sanitation workers, debris removers and kindred workers.

030 Teachers: Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 Paraprofessionals: Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix - 2

Department of Citywide Administrative Services
Workforce Composition Summary
2nd Quarter of Fiscal Year 2017
(End of Audit Period)

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
017 WORK FORCE COMPOSITION SUMMARY
AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

| EEO JOB GROUP : 001 ADMINISTRATORS | | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP | |
|------------------------------------|----------------------------|-------|-------|--------|-------------|--------------|-----------|--------|-------|--------|-------------|--------------|-----------|-------|-----------|--------|
| TITLE CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | | |
| 82977 | FIRST DEPUTY COMMISSIONER | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 94522 | COMMISSIONER OF CITYWIDE A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95627 | GENERAL COUNSEL (DCAS) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95634 | DEPUTY COMMISSIONER (DCAS) | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 95635 | DEPUTY COMMISSIONER FOR CI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| EEO JOB GROUP TOTAL.....: | | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 8 |
| | | 12.50 | 12.50 | 12.50 | 0.00 | 0.00 | 0.00 | 12.50 | 37.50 | 12.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
 WORK FORCE COMPOSITION SUMMARY
 QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 246
 REPORT: EBEPR210

| | | | | | | | | | | | | | | | |
|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 95625 EXECUTIVE ASSISTANT TO THE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 95633 ASSISTANT COMMISSIONER (DC | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95636 DIRECTOR OF THE CITY RECOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95637 DIRECTOR OF PURCHASE (DCAS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95638 DIRECTOR OF STORES (DCAS) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95639 EXECUTIVE ASSISTANT TO THE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

| | | | | | | | | | | | | | | |
|---------------------------|-------|------|------|-------|------|------|-------|-------|-------|------|------|------|------|--------|
| EEO JOB GROUP TOTAL.....: | 55 | 9 | 16 | 20 | 0 | 0 | 28 | 24 | 20 | 12 | 0 | 6 | 0 | 190 |
| | 28.93 | 4.74 | 8.42 | 10.53 | 0.00 | 0.00 | 14.74 | 12.63 | 10.53 | 6.32 | 0.00 | 3.16 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|----------------|-----------------|--------------|--------|-------|--------|----------------|-----------------|--------------|--------|--------------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 06656 | SPECIAL EXAMINER (PHYSICAL | 5 | 2 | 1 | 2 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 13 |
| 06668 | SPECIAL EXAMINER (DCAS) | 20 | 1 | 0 | 0 | 2 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 30 |
| 1002A | ADMINISTRATIVE STAFF ANALY | 14 | 4 | 2 | 4 | 0 | 0 | 9 | 4 | 2 | 8 | 0 | 0 | 0 | 47 |
| 1002C | ADMINISTRATIVE MANAGER NON | 7 | 4 | 3 | 8 | 0 | 0 | 8 | 34 | 11 | 8 | 0 | 1 | 0 | 84 |
| 1002D | ADMINISTRATIVE STAFF ANALY | 3 | 3 | 1 | 1 | 0 | 0 | 2 | 3 | 1 | 1 | 0 | 0 | 0 | 15 |
| 1002E | ADMINISTRATIVE STAFF ANALY | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 6 |
| 1007A | ADMINISTRATIVE INSPECTOR (| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1007B | ADMINISTRATIVE INSPECTOR (| 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 1008B | ADMINISTRATIVE QUALITY ASS | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 10208 | NEW YORK CITY URBAN FELLOW | 4 | 1 | 3 | 1 | 1 | 0 | 4 | 4 | 3 | 2 | 0 | 1 | 0 | 24 |
| 10247 | NEW YORK CITY FELLOW (DCAS | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 3 | 1 | 0 | 0 | 0 | 11 |
| 12158 | PROCUREMENT ANALYST | 1 | 1 | 2 | 0 | 0 | 0 | 2 | 2 | 3 | 0 | 0 | 0 | 0 | 11 |
| 12176 | SENIOR SALVAGE APPRAISER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 12626 | STAFF ANALYST | 2 | 2 | 1 | 1 | 0 | 0 | 2 | 8 | 0 | 1 | 0 | 0 | 0 | 17 |
| 12627 | ASSOCIATE STAFF ANALYST | 4 | 3 | 1 | 2 | 1 | 0 | 4 | 7 | 3 | 3 | 0 | 0 | 0 | 28 |
| 12704 | TESTS AND MEASUREMENT SPEC | 8 | 2 | 1 | 2 | 0 | 0 | 2 | 10 | 2 | 1 | 0 | 0 | 0 | 28 |
| 20122 | ESTIMATOR (GENERAL CONSTRU | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 20127 | SENIOR ESTIMATOR (GENERAL | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 22427 | ASSOCIATE PROJECT MANAGER | 7 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 13 |
| 31656 | INSPECTOR MULTI DISCIPLIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 34171 | QUALITY ASSURANCE SPECIALI | 3 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 8 |
| 34176 | QUALITY ASSURANCE SPECIALI | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 34177 | QUALITY ASSURANCE SPECIALI | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 34192 | ?ASSOCIATE QUALITY ASSURAN | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 34193 | ASSOCIATE QUALITY ASSURAN | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 40410 | APPRAISER (REAL ESTATE) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| 40502 | MANAGEMENT AUDITOR | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 40510 | ACCOUNTANT | 3 | 0 | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| 54739 | CONFIDENTIAL STRATEGY PLAN | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 7 |
| 60216 | PUBLIC RECORDS OFFICER | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| 60860 | BUSINESS PROMOTION COORDIN | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 5 |
| 80122 | ASSOCIATE REAL PROPERTY MA | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| 8297A | ADMINISTRATIVE PROCUREMENT | 1 | 6 | 0 | 2 | 0 | 0 | 4 | 6 | 4 | 0 | 0 | 0 | 0 | 23 |
| 8299A | ADMINISTRATIVE CONSTRUCTIO | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 6 |
| EEO JOB GROUP TOTAL.....: | 101 | 41 | 19 | 35 | 4 | 1 | 53 | 92 | 39 | 28 | 0 | 2 | 0 | 415 | |
| | 24.34 | 9.88 | 4.58 | 8.43 | 0.96 | 0.24 | 12.77 | 22.17 | 9.40 | 6.75 | 0.00 | 0.48 | 0.00 | 100.00 | |

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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REPORT: EBEPR210

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 13611 | COMPUTER ASSOCIATE (TECHNI | 1 | 2 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 9 |
| 13621 | COMPUTER ASSOCIATE (OPERAT | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 13622 | COMPUTER SPECIALIST (OPERA | 1 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 13631 | COMPUTER ASSOCIATE (SOFTWA | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 13632 | COMPUTER SPECIALIST (SOFTW | 9 | 1 | 1 | 9 | 0 | 0 | 4 | 5 | 1 | 8 | 0 | 0 | 0 | 38 |
| 13643 | CERTIFIED IT DEVELOPER (AP | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13651 | COMPUTER PROGRAMMER ANALYS | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 13652 | CERTIFIED IT ADMINISTRATOR | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 20210 | ASSISTANT CIVIL ENGINEER | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20315 | ELECTRICAL ENGINEER | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20410 | ASSISTANT MECHANICAL ENGIN | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20415 | MECHANICAL ENGINEER | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 21210 | ASSISTANT ARCHITECT | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| 21215 | ARCHITECT | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 8 |
| 21315 | LANDSCAPE ARCHITECT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 21744 | CITY RESEARCH SCIENTIST (A | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| 21822 | ASSOCIATE CHEMIST | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 40610 | STATISTICIAN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 60910 | RESEARCH ASSISTANT | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91628 | OILER | 27 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| EEO JOB GROUP TOTAL.....: | | 51 | 10 | 13 | 25 | 1 | 1 | 9 | 9 | 1 | 11 | 0 | 0 | 0 | 131 |
| | | 38.95 | 7.63 | 9.92 | 19.08 | 0.76 | 0.76 | 6.87 | 6.87 | 0.76 | 8.40 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 006 SOCIAL SCIENTISTS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 22122 | CITY PLANNER | 5 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| EEO JOB GROUP TOTAL.....: | | 5 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| | | 55.56 | 0.00 | 11.11 | 0.00 | 0.00 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 008 LAWYERS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 30085 | *ATTORNEY AT LAW | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 30087 | AGENCY ATTORNEY | 3 | 0 | 1 | 2 | 0 | 0 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 11 |
| EEO JOB GROUP TOTAL.....: | | 4 | 0 | 1 | 2 | 0 | 0 | 5 | 1 | 0 | 1 | 0 | 0 | 0 | 14 |
| | | 28.58 | 0.00 | 7.14 | 14.29 | 0.00 | 0.00 | 35.71 | 7.14 | 0.00 | 7.14 | 0.00 | 0.00 | 0.00 | 100.00 |

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 009 PUBLIC RELATIONS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 91415 | GRAPHIC ARTIST | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| EEO JOB GROUP TOTAL.....: | | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| | | 0.01 | 33.33 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 010 TECHNICIANS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 13620 | COMPUTER AIDE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 31105 | INVESTIGATOR | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| 31121 | ASSOCIATE INVESTIGATOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 |
| 31305 | INDUSTRIAL HYGIENIST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 90411 | RADIO AND TELEVISION OPERA | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 90436 | SUPERVISOR OF RADIO AND TE | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 90622 | MEDIA SERVICES TECHNICIAN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| EEO JOB GROUP TOTAL.....: | | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 4 | 3 | 1 | 0 | 0 | 0 | 14 |
| | | 14.29 | 14.29 | 0.00 | 7.14 | 0.00 | 7.14 | 0.00 | 28.57 | 21.43 | 7.14 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10124 | PRINCIPAL ADMINISTRATIVE A | 5 | 6 | 4 | 2 | 0 | 0 | 3 | 38 | 12 | 5 | 1 | 0 | 0 | 76 |
| EEO JOB GROUP TOTAL.....: | | 5 | 6 | 4 | 2 | 0 | 0 | 3 | 38 | 12 | 5 | 1 | 0 | 0 | 76 |
| | | 6.58 | 7.89 | 5.26 | 2.63 | 0.00 | 0.00 | 3.95 | 50.00 | 15.79 | 6.58 | 1.32 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 013 CLERICAL

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10251 | CLERICAL ASSOCIATE | 2 | 2 | 1 | 0 | 1 | 0 | 7 | 45 | 18 | 2 | 0 | 0 | 0 | 78 |
| 10252 | SECRETARY | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 11 | 2 | 0 | 1 | 0 | 0 | 15 |
| 11702 | OFFICE MACHINE AIDE | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 12200 | STOCK WORKER | 1 | 5 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| 12202 | SUPERVISOR OF STOCK WORKER | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| 40526 | BOOKKEEPER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |

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RUN DATE: 01/04/17 NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
RUN TIME: 13:22:22.8 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
                                WORK FORCE COMPOSITION SUMMARY
                                QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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REPORT: EBEPR210

| | | | | | | | | | | | | | | |
|----------------------------------|------|------|------|------|------|------|------|-------|-------|------|------|------|------|--------|
| 95642 SECRETARY TO THE DEPUTY CO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| EEO JOB GROUP TOTAL.....: | 4 | 10 | 6 | 4 | 1 | 0 | 8 | 58 | 21 | 4 | 1 | 0 | 0 | 117 |
| | 3.42 | 8.55 | 5.13 | 3.42 | 0.85 | 0.00 | 6.84 | 49.57 | 17.95 | 3.42 | 0.85 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 018 POLICE

| | | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|-------------|--------------|----------|--------|-------|--------|-------------|--------------|----------|-------|-----------|
| TITLE CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | | |
| 70810 | SPECIAL OFFICER | 2 | 8 | 5 | 1 | 0 | 0 | 0 | 7 | 1 | 0 | 0 | 1 | 0 | 25 |
| 70817 | SUPERVISING SPECIAL OFFICE | 4 | 4 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 12 |
| EEO JOB GROUP TOTAL.....: | | 6 | 12 | 7 | 1 | 0 | 0 | 0 | 8 | 2 | 0 | 0 | 1 | 0 | 37 |
| | | 16.22 | 32.43 | 18.92 | 2.70 | 0.00 | 0.00 | 0.00 | 21.62 | 5.41 | 0.00 | 0.00 | 2.70 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 019 GUARDS

[illegible]

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 022 BUILDING SERVICES

| TITLE | | MALE | | | | | | | FEMALE | | | | | | | OTHER | TOTAL EMP |
|---------------------------|--------------------------|-------|-------|--------|-------------|--------------|-----------|-------|--------|--------|-------------|--------------|-----------|------|--------|-------|-----------|
| CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | | | |
| 80609 | CUSTODIAN | 13 | 86 | 32 | 5 | 1 | 0 | 3 | 35 | 26 | 0 | 0 | 0 | 0 | 201 | | |
| 82015 | *CUSTODIAL ASSISTANT | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 | | |
| 90644 | CITY CUSTODIAL ASSISTANT | 13 | 130 | 93 | 4 | 2 | 1 | 7 | 68 | 94 | 7 | 0 | 2 | 0 | 421 | | |
| EEO JOB GROUP TOTAL.....: | | 26 | 220 | 125 | 9 | 3 | 1 | 10 | 103 | 121 | 7 | 0 | 2 | 0 | 627 | | |
| | | 4.13 | 35.09 | 19.94 | 1.44 | 0.48 | 0.16 | 1.59 | 16.43 | 19.30 | 1.12 | 0.00 | 0.32 | 0.00 | 100.00 | | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 025 CRAFT

[illegible]

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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| | | | | | | | | | | | | | | | | |
|-------|----------------------------|----|----|----|---|---|---|---|---|---|---|---|---|---|---|----|
| 90698 | MAINTENANCE WORKER | 12 | 6 | 16 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| 90707 | CLOCK REPAIRER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90710 | ELEVATOR MECHANIC | 19 | 3 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| 90723 | LOCKSMITH | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90763 | SUPERVISOR LOCKSMITH | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90769 | SUPERVISOR ELEVATOR MECHAN | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 90774 | SUPERVISOR OF MECHANICS | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91310 | SUPERVISOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91638 | SENIOR STATIONARY ENGINEER | 20 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 |
| 91644 | STATIONARY ENGINEER | 55 | 15 | 17 | 7 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95 |
| 91717 | ELECTRICIAN | 10 | 0 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 |
| 91769 | SUPERVISOR ELECTRICIAN | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 91830 | PAINTER | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 91873 | SUPERVISOR PAINTER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91915 | PLUMBER | 11 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| 91925 | STEAM FITTER | 6 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| 91940 | THERMOSTAT REPAIRER | 6 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| 91964 | SUPERVISOR THERMOSTAT REPA | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91971 | SUPERVISOR STEAM FITTER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91972 | SUPERVISOR PLUMBER | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92005 | CARPENTER | 16 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| 92071 | SUPERVISOR CARPENTER | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92205 | BRICKLAYER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92210 | CEMENT MASON | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92235 | PLASTERER | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92271 | SUPERVISOR BRICKLAYER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92340 | SHEET METAL WORKER | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92343 | SUPERVISOR SHEET METAL WOR | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92510 | AUTO MECHANIC | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92575 | SUPERVISOR OF MECHANICS (M | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92610 | MACHINIST | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

| | | | | | | | | | | | | | | | | |
|---------------------------|-------|-------|-------|------|------|------|------|------|------|------|------|------|------|------|------|--------|
| EEO JOB GROUP TOTAL.....: | 181 | 30 | 63 | 18 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 295 |
| | 61.35 | 10.17 | 21.36 | 6.10 | 0.34 | 0.34 | 0.00 | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 026 OPERATORS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|----------------|-----------------|--------------|--------|-------|--------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 91650 | HIGH PRESSURE PLANT TENDER | 28 | 14 | 4 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 48 |
| 92122 | ASSISTANT PRINTING PRESS O | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| EEO JOB GROUP TOTAL.....: | | 28 | 15 | 4 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 50 |
| | | 56.00 | 30.00 | 8.00 | 2.00 | 0.00 | 0.00 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 027 TRANSPORTATION

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------|----------------------|-------|-------|--------|----------------|-----------------|--------------|--------|-------|--------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 251
REPORT: EBEPR210

| | | | | | | | | | | | | | | | | |
|---------------------------|----------------------------|-------|-------|-------|------|------|------|------|------|------|------|------|------|------|------|--------|
| 91212 | MOTOR VEHICLE OPERATOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91217 | CHAUFFEUR - ATTENDANT | 18 | 7 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35 |
| 91232 | MOTOR VEHICLE SUPERVISOR | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91279 | SUPERVISOR OF MOTOR TRANSP | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| EEO JOB GROUP TOTAL.....: | | 19 | 9 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| | | 50.00 | 23.68 | 26.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 028 LABORERS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 80633 | JOB TRAINING PARTICIPANT_(| 0 | 6 | 2 | 1 | 0 | 1 | 0 | 11 | 2 | 1 | 0 | 2 | 0 | 26 |
| 90702 | CITY LABORER | 7 | 5 | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| 90711 | ELEVATOR MECHANIC'S HELPER | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 91722 | ELECTRICIAN'S HELPER | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91916 | PLUMBER'S HELPER | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 91926 | STEAM FITTER'S HELPER | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| EEO JOB GROUP TOTAL.....: | | 12 | 13 | 10 | 2 | 0 | 1 | 1 | 11 | 2 | 1 | 0 | 2 | 0 | 55 |
| | | 21.80 | 23.64 | 18.18 | 3.64 | 0.00 | 1.82 | 1.82 | 20.00 | 3.64 | 1.82 | 0.00 | 3.64 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10209 | COLLEGE AIDE | 0 | 1 | 1 | 1 | 0 | 3 | 0 | 6 | 2 | 0 | 0 | 1 | 0 | 15 |
| 12749 | STAFF ANALYST TRAINEE | 2 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 9 |
| 52406 | COMMUNITY SERVICE AIDE | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| 56056 | COMMUNITY ASSISTANT | 8 | 6 | 3 | 0 | 0 | 0 | 1 | 5 | 1 | 0 | 0 | 0 | 0 | 24 |
| 56057 | COMMUNITY ASSOCIATE | 4 | 5 | 11 | 3 | 0 | 1 | 1 | 19 | 9 | 3 | 0 | 0 | 0 | 56 |
| 56058 | COMMUNITY COORDINATOR | 3 | 2 | 4 | 1 | 0 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 0 | 17 |
| EEO JOB GROUP TOTAL.....: | | 18 | 16 | 19 | 7 | 0 | 5 | 4 | 32 | 16 | 6 | 0 | 1 | 0 | 124 |
| | | 14.51 | 12.90 | 15.32 | 5.65 | 0.00 | 4.03 | 3.23 | 25.81 | 12.90 | 4.84 | 0.00 | 0.81 | 0.00 | 100.00 |

AGENCY TOTAL.....:

| | | | | | | | | | | | | | |
|-------|-------|-------|------|------|------|------|-------|-------|------|------|------|------|--------|
| 518 | 397 | 300 | 128 | 10 | 11 | 126 | 385 | 239 | 76 | 2 | 14 | 0 | 2206 |
| 23.49 | 18.00 | 13.60 | 5.80 | 0.45 | 0.50 | 5.71 | 17.45 | 10.83 | 3.45 | 0.09 | 0.63 | 0.00 | 100.00 |

Appendix - 3

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
1st Quarter of Fiscal Year 2014
(Start of Audit Period)

RUN DATE: 10/11/13
 RUN TIME: 14:29:28
 FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 657
 PROGRAM: EBPFP961
 EXTRACT DATE: 09/30/13

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 180 | 94 | 274 | .3705 | 101.52 | 78.48 | 9.82 | <.01 | O |
| ETH | BLACK | 29 | 245 | 274 | .3209 | 87.93 | -58.9 | -7.63 | <.01 | U |
| ETH | HISPANIC | 48 | 226 | 274 | .1322 | 36.22 | 11.78 | 2.10 | 0.018 | N-05%RUL |
| ETH | ASIAN / PAC ISL | 16 | 258 | 274 | .0686 | 18.80 | -2.80 | -0.67 | 0.252 | |
| ETH | NATIVE AMERICAN | 0 | 274 | 274 | .0030 | 0.82 | -0.82 | -0.91 | 0.182 | N-05%RUL |
| ETH | ETH UNKNOWN | 1 | 273 | 274 | .0983 | 26.93 | -25.9 | -5.26 | <.01 | U |
| GEN | MALE | 273 | 1 | 274 | .8102 | 221.99 | 51.01 | 7.86 | <.01 | O |
| GEN | FEMALE | 1 | 273 | 274 | .0986 | 27.02 | -26.0 | -5.27 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 274 | 274 | .0846 | 23.18 | -23.2 | -5.03 | <.01 | U |

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 658
PROGRAM: EBP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
026 OPERATORS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 28 | 20 | 48 | .3876 | 18.60 | 9.40 | 2.78 | <.01 | O |
| ETH | BLACK | 11 | 37 | 48 | .1740 | 8.35 | 2.65 | 1.01 | 0.157 | |
| ETH | HISPANIC | 6 | 42 | 48 | .1385 | 6.65 | -0.65 | -0.27 | 0.393 | |
| ETH | ASIAN / PAC ISL | 3 | 45 | 48 | .0524 | 2.52 | 0.48 | 0.31 | 0.377 | |
| ETH | NATIVE AMERICAN | 0 | 48 | 48 | .0032 | 0.15 | -0.15 | -0.39 | 0.347 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 48 | 48 | .0507 | 2.43 | -2.43 | -1.60 | 0.055 | U-80%RUL |
| GEN | MALE | 48 | 0 | 48 | .7025 | 33.72 | 14.28 | 4.51 | <.01 | O |
| GEN | FEMALE | 0 | 48 | 48 | .1213 | 5.82 | -5.82 | -2.57 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 48 | 48 | .0299 | 1.44 | -1.44 | -1.22 | 0.112 | N-05%RUL |

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 659
PROGRAM: EBP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 16 | 18 | 34 | .1897 | 6.45 | 9.55 | 4.18 | <.01 | O |
| ETH | BLACK | 6 | 28 | 34 | .4871 | 16.56 | -10.6 | -3.62 | <.01 | U |
| ETH | HISPANIC | 12 | 22 | 34 | .1720 | 5.85 | 6.15 | 2.80 | <.01 | O |
| ETH | ASIAN / PAC ISL | 0 | 34 | 34 | .0381 | 1.30 | -1.30 | -1.16 | 0.123 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 34 | 34 | .0037 | 0.13 | -0.13 | -0.36 | 0.361 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 34 | 34 | .1083 | 3.68 | -3.68 | -2.03 | 0.021 | U |
| GEN | MALE | 32 | 2 | 34 | .7529 | 25.60 | 6.40 | 2.55 | <.01 | O |
| GEN | FEMALE | 2 | 32 | 34 | .1439 | 4.89 | -2.89 | -1.41 | 0.079 | U-80%RUL |
| GEN | GENDER UNKNOWN | 0 | 34 | 34 | .1023 | 3.48 | -3.48 | -1.97 | 0.025 | U |

RUN DATE: 10/11/13
 RUN TIME: 14:29:28
 FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 660
 PROGRAM: EBPPP961
 EXTRACT DATE: 09/30/13

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 028 LABORERS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 16 | 15 | 31 | .2630 | 8.15 | 7.85 | 3.20 | <.01 | O |
| ETH | BLACK | 7 | 24 | 31 | .3027 | 9.38 | -2.38 | -0.93 | 0.176 | U-80%RUL |
| ETH | HISPANIC | 7 | 24 | 31 | .2268 | 7.03 | -0.03 | -0.01 | 0.495 | |
| ETH | ASIAN / PAC ISL | 1 | 30 | 31 | .0821 | 2.55 | -1.55 | -1.01 | 0.156 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 31 | 31 | .0029 | 0.09 | -0.09 | -0.30 | 0.382 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 31 | 31 | .0534 | 1.66 | -1.66 | -1.32 | 0.093 | U-80%RUL |
| GEN | MALE | 31 | 0 | 31 | .6625 | 20.54 | 10.46 | 3.97 | <.01 | O |
| GEN | FEMALE | 0 | 31 | 31 | .2356 | 7.30 | -7.30 | -3.09 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 31 | 31 | .0332 | 1.03 | -1.03 | -1.03 | 0.151 | N-05%RUL |

Appendix - 4

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
2nd Quarter of Fiscal Year 2017
(End of Audit Period)

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 658
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 004 SCIENCE PROFNS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 60 | 71 | 131 | .4568 | 59.84 | 0.16 | 0.03 | 0.489 | |
| ETH | BLACK | 19 | 112 | 131 | .1762 | 23.08 | -4.08 | -0.94 | 0.175 | |
| ETH | HISPANIC | 14 | 117 | 131 | .1023 | 13.40 | 0.60 | 0.17 | 0.431 | |
| ETH | ASIAN / PAC ISL | 36 | 95 | 131 | .2258 | 29.58 | 6.42 | 1.34 | 0.090 | |
| ETH | NATIVE AMERICAN | 1 | 130 | 131 | .0024 | 0.31 | 0.69 | 1.22 | 0.110 | |
| ETH | ETH UNKNOWN | 1 | 130 | 131 | .0315 | 4.13 | -3.13 | -1.56 | 0.059 | N-05%RUL |
| GEN | MALE | 101 | 30 | 131 | .6586 | 86.28 | 14.72 | 2.71 | <.01 | O |
| GEN | FEMALE | 30 | 101 | 131 | .3131 | 41.02 | -11.0 | -2.08 | 0.019 | U |
| GEN | GENDER UNKNOWN | 0 | 131 | 131 | .0201 | 2.63 | -2.63 | -1.64 | 0.051 | N-05%RUL |

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 668
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|-------|
| ETH | WHITE | 181 | 114 | 295 | .3705 | 109.30 | 71.70 | 8.64 | <.01 | O |
| ETH | BLACK | 31 | 264 | 295 | .3209 | 94.67 | -63.7 | -7.94 | <.01 | U |
| ETH | HISPANIC | 63 | 232 | 295 | .1322 | 39.00 | 24.00 | 4.13 | <.01 | O |
| ETH | ASIAN / PAC ISL | 18 | 277 | 295 | .0686 | 20.24 | -2.24 | -0.52 | 0.303 | |
| ETH | NATIVE AMERICAN | 1 | 294 | 295 | .0030 | 0.89 | 0.12 | 0.12 | 0.451 | |
| ETH | ETH UNKNOWN | 1 | 294 | 295 | .0983 | 29.00 | -28.0 | -5.48 | <.01 | U |
| GEN | MALE | 294 | 1 | 295 | .8102 | 239.01 | 54.99 | 8.16 | <.01 | O |
| GEN | FEMALE | 1 | 294 | 295 | .0986 | 29.09 | -28.1 | -5.49 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 295 | 295 | .0846 | 24.96 | -25.0 | -5.22 | <.01 | U |

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 670
 PROGRAM: EBP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 19 | 19 | 38 | .1897 | 7.21 | 11.79 | 4.88 | <.01 | O |
| ETH | BLACK | 9 | 29 | 38 | .4871 | 18.51 | -9.51 | -3.09 | <.01 | U |
| ETH | HISPANIC | 10 | 28 | 38 | .1720 | 6.54 | 3.46 | 1.49 | 0.068 | |
| ETH | ASIAN / PAC ISL | 0 | 38 | 38 | .0381 | 1.45 | -1.45 | -1.23 | 0.110 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 38 | 38 | .0037 | 0.14 | -0.14 | -0.38 | 0.354 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 38 | 38 | .1083 | 4.12 | -4.12 | -2.15 | 0.016 | U |
| GEN | MALE | 38 | 0 | 38 | .7529 | 28.61 | 9.39 | 3.53 | <.01 | O |
| GEN | FEMALE | 0 | 38 | 38 | .1439 | 5.47 | -5.47 | -2.53 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 38 | 38 | .1023 | 3.89 | -3.89 | -2.08 | 0.019 | U |

RUN DATE: 01/04/17
 RUN TIME: 13:18:37
 FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 672
 PROGRAM: EBP961
 EXTRACT DATE: 12/31/16

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 031 PARA PROFESSION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 22 | 102 | 124 | .3243 | 40.21 | -18.2 | -3.49 | <.01 | U |
| ETH | BLACK | 48 | 76 | 124 | .2673 | 33.15 | 14.85 | 3.01 | <.01 | O |
| ETH | HISPANIC | 35 | 89 | 124 | .2449 | 30.37 | 4.63 | 0.97 | 0.167 | |
| ETH | ASIAN / PAC ISL | 13 | 111 | 124 | .0964 | 11.95 | 1.05 | 0.32 | 0.375 | |
| ETH | NATIVE AMERICAN | 0 | 124 | 124 | .0025 | 0.31 | -0.31 | -0.56 | 0.289 | N-05%RUL |
| ETH | ETH UNKNOWN | 6 | 118 | 124 | .0269 | 3.34 | 2.66 | 1.48 | 0.070 | |
| GEN | MALE | 65 | 59 | 124 | .3798 | 47.10 | 17.90 | 3.31 | <.01 | O |
| GEN | FEMALE | 59 | 65 | 124 | .5812 | 72.07 | -13.1 | -2.38 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 124 | 124 | .0011 | 0.14 | -0.14 | -0.37 | 0.356 | N-05%RUL |

Appendix - 5

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
3rd Quarter of Fiscal Year 2017
(Most Recent Quarter Available)

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 660
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 004 SCIENCE PROFNS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 62 | 74 | 136 | .4568 | 62.12 | -0.12 | -0.02 | 0.491 | |
| ETH | BLACK | 18 | 118 | 136 | .1762 | 23.96 | -5.96 | -1.34 | 0.090 | N-05%RUL |
| ETH | HISPANIC | 15 | 121 | 136 | .1023 | 13.91 | 1.09 | 0.31 | 0.379 | |
| ETH | ASIAN / PAC ISL | 39 | 97 | 136 | .2258 | 30.71 | 8.29 | 1.70 | 0.045 | |
| ETH | NATIVE AMERICAN | 1 | 135 | 136 | .0024 | 0.33 | 0.67 | 1.18 | 0.119 | |
| ETH | ETH UNKNOWN | 1 | 135 | 136 | .0315 | 4.28 | -3.28 | -1.61 | 0.053 | N-05%RUL |
| GEN | MALE | 106 | 30 | 136 | .6586 | 89.57 | 16.43 | 2.97 | <.01 | O |
| GEN | FEMALE | 30 | 106 | 136 | .3131 | 42.58 | -12.6 | -2.33 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 136 | 136 | .0201 | 2.73 | -2.73 | -1.67 | 0.047 | N-05%RUL |

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 670
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|-------|
| ETH | WHITE | 179 | 112 | 291 | .3705 | 107.82 | 71.18 | 8.64 | <.01 | O |
| ETH | BLACK | 30 | 261 | 291 | .3209 | 93.38 | -63.4 | -7.96 | <.01 | U |
| ETH | HISPANIC | 63 | 228 | 291 | .1322 | 38.47 | 24.53 | 4.25 | <.01 | O |
| ETH | ASIAN / PAC ISL | 17 | 274 | 291 | .0686 | 19.96 | -2.96 | -0.69 | 0.246 | |
| ETH | NATIVE AMERICAN | 1 | 290 | 291 | .0030 | 0.87 | 0.13 | 0.14 | 0.446 | |
| ETH | ETH UNKNOWN | 1 | 290 | 291 | .0983 | 28.61 | -27.6 | -5.44 | <.01 | U |
| GEN | MALE | 290 | 1 | 291 | .8102 | 235.77 | 54.23 | 8.11 | <.01 | O |
| GEN | FEMALE | 1 | 290 | 291 | .0986 | 28.69 | -27.7 | -5.45 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 291 | 291 | .0846 | 24.62 | -24.6 | -5.19 | <.01 | U |

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 672
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 19 | 20 | 39 | .1897 | 7.40 | 11.60 | 4.74 | <.01 | O |
| ETH | BLACK | 9 | 30 | 39 | .4871 | 19.00 | -10.0 | -3.20 | <.01 | U |
| ETH | HISPANIC | 11 | 28 | 39 | .1720 | 6.71 | 4.29 | 1.82 | 0.034 | |
| ETH | ASIAN / PAC ISL | 0 | 39 | 39 | .0381 | 1.49 | -1.49 | -1.24 | 0.107 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 39 | 39 | .0037 | 0.14 | -0.14 | -0.38 | 0.352 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 39 | 39 | .1083 | 4.22 | -4.22 | -2.18 | 0.015 | U |
| GEN | MALE | 39 | 0 | 39 | .7529 | 29.36 | 9.64 | 3.58 | <.01 | O |
| GEN | FEMALE | 0 | 39 | 39 | .1439 | 5.61 | -5.61 | -2.56 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 39 | 39 | .1023 | 3.99 | -3.99 | -2.11 | 0.018 | U |

RUN DATE: 04/04/17
 RUN TIME: 13:01:38
 FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 674
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/17

AGENCY:
 JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
 031 PARA PROFESSION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 22 | 103 | 125 | .3243 | 40.54 | -18.5 | -3.54 | <.01 | U |
| ETH | BLACK | 49 | 76 | 125 | .2673 | 33.41 | 15.59 | 3.15 | <.01 | O |
| ETH | HISPANIC | 35 | 90 | 125 | .2449 | 30.61 | 4.39 | 0.91 | 0.181 | |
| ETH | ASIAN / PAC ISL | 14 | 111 | 125 | .0964 | 12.05 | 1.95 | 0.59 | 0.277 | |
| ETH | NATIVE AMERICAN | 0 | 125 | 125 | .0025 | 0.31 | -0.31 | -0.56 | 0.288 | N-05%RUL |
| ETH | ETH UNKNOWN | 5 | 120 | 125 | .0269 | 3.36 | 1.64 | 0.91 | 0.183 | |
| GEN | MALE | 64 | 61 | 125 | .3798 | 47.48 | 16.53 | 3.05 | <.01 | O |
| GEN | FEMALE | 61 | 64 | 125 | .5812 | 72.65 | -11.7 | -2.11 | 0.017 | U |
| GEN | GENDER UNKNOWN | 0 | 125 | 125 | .0011 | 0.14 | -0.14 | -0.37 | 0.355 | N-05%RUL |



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY MAIL AND EMAIL

June 16, 2017

Lisette Camilo
Commissioner
Department of Citywide Administrative Services
1 Centre Street, 18th Floor -North
New York, 10007

RE: Audit Resolution #2017/211-868: Final Determination Pursuant to the Review, Evaluation and Monitoring of the Department of Citywide Administrative Services' Employment Practices and Procedures from July 1, 2013 to December 31, 2016

Dear Commissioner Camilo:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit.

As the EEPC did not receive the Department of Citywide Administrative Services' response to our May 30, 2017 Preliminary Determination within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the attached Determination is now Final.

As indicated in our Preliminary Determination, this Commission has adopted uniform standards¹ to assess agencies' employment practices and programs for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. The attached Determination contains the Commission's findings and required corrective actions pertaining to the referenced review, evaluation and monitoring of your agency's employment practices and procedures.

Chapter 36, Section 832.c of the New York City Charter requires that:
1) the EEPC assign a 6-month compliance period to monitor your

¹ Founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a; Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7) and the equal employment opportunity requirements of the New York City Charter.



agency's efforts to eliminate remaining required corrective actions; and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

The assigned compliance-monitoring period is: July 2017 to December 2017.

If corrective actions remain: Your agency's response should indicate what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Documentation which supports the implementation of each corrective action shall be uploaded to TeamCentral, the EEPC's Automated Compliance-Monitoring System. Your agency will be monitored monthly until all corrective actions have been implemented. Instruction on how to access and navigate TeamCentral is attached. Upon your agency's completion of the final corrective action, this Commission requires that your agency upload a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. Upon receipt of the final memorandum, the EEPC will issue a *Determination of Compliance*.

If no corrective actions remain: Your agency is exempt from the aforementioned monitoring period. However, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. This will be considered your agency's final action. Upon receipt of the memo, a *Determination of Compliance* will be issued.

If there are further questions regarding this Final Determination or the compliance-monitoring process, please have the Principal EEO Professional contact Judith Garcia Quiñonez, Esq., Executive Agency Counsel/Deputy Director at jquinonez@eepc.nyc.gov.

Thank you and your staff for your continued cooperation.

Sincerely,



Charise L. Terry, PHR
Executive Director

c: Belinda French, PHR, Principal EEO Professional, Department of Citywide Administrative Services



FINAL DETERMINATION
6/22/2017

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

253 Broadway
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New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY MAIL AND EMAIL

May 30, 2017

Lisette Camilo
Commissioner
NYC Department of Citywide Administrative Services
1 Centre Street, 18th Floor -North
New York, 10007

Re: Preliminary Determination for Audit: Review, Evaluation and Monitoring of the NYC Department of Citywide Administrative Services' Employment Practices and Procedures from July 1, 2013 to December 31, 2016.

Dear Commissioner Camilo:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Employment Practices and Procedures for the period covering July 1, 2013 to December 31, 2016.

The New York City Charter, Chapter 36, Section 831(d)(5) of the New York City Charter empowers this Commission to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize this Commission to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the corrective action it prescribes.

The NYC Department of Citywide Administrative Services, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the agency's Employment Practices and Procedures, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPAC Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS).

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency's workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPAC requests that the agency submit similar statistics and analysis.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the Principal Human Resources Professional are given a two-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct

¹ Corresponding audit/analysis standards are numbered throughout the document.

additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The Department of Citywide Administrative Services ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. Specifically, the agency: supports City agencies' workforce needs in recruiting, hiring and training City employees; provides overall facilities management for 50 public buildings; purchases, sells and leases real property; purchases, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities. At the end of the period in review, the agency's headcount was 2,206. (See Appendix 2.)

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the standards for this subject area.

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ On May 3, 2013, September 26, 2014 and December 18, 2015, the Commissioner's EEO Policy statement was distributed to all employees via email. The Commissioner's 2015 EEO Policy statement expressed (a sentiment consistent with previous years' statements), *"...employees are our greatest asset, DCAS [(Department Citywide Administrative Services)] remains strongly committed to recruiting, developing, and retaining a diverse and inclusive workforce which reflects out City's communities. We are also committed to preventing all improper discrimination, by ensuring that employees are aware of their rights and obligations under the City's EEO Policy, by maintaining fair employment practices, and by encouraging a cooperative work environment that values fairness, equality, inclusion, and respect for all employees."* The EEO Policy statements contained URLs to the City's EEO Policy: *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*; and EEO Policy Handbook: *About EEO: What You Need to Know*; as well as names and contact information of the agency's EEO professionals.
2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints

and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

- ✓ During the period in review, the agency utilized the City's EEO Policy: *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*, which was posted on the agency's intranet site along with the City's 2016 EEO Policy addendum. The EEO Policy included sections on sexual harassment, requests for reasonable accommodations, and discrimination complaint investigations; and contained links to the City's *Reasonable Accommodation Procedural Guidelines* and *EEO Complaint Procedural Guidelines*. The City's 2016 EEO Policy addendum reported "[t]he City of New York is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including "gender identity" – which refers to a person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, caregiver status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim or witness of domestic violence, sex offenses or stalking, and unemployment status, and consumer credit history."

New hire orientation materials included the City's EEO Policy Handbook: *About EEO: What You Need to Know*, which included sections on sexual harassment; reasonable accommodations; the EEO complaint process (which included a procedural chart for employees who believe they have been discriminated against); current contact information for federal, state and local agencies that enforce laws against discrimination; and a URL to the agency's "Citywide Diversity and Equal Employment Opportunity" website. Since 2015, the agency's new hire orientation materials also included a copy of the City's EEO Policy (and later the 2016 EEO Policy addendum, which included an up-to-date list of protected classes under NYC and NYS Human Rights Laws). Names and contact information for the agency's principal EEO Professional, Career Counselor and EEO Counselors were included in the agency's EEO Policy statements.

NOTE: The EEO Policy Handbook should also be updated to include "caregiver status" and "consumer credit history" as classes protected against employment discrimination.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standards for this subject area.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

- ✓ As reported in its *Diversity and Equal Employment Opportunity Plan*, for each year from the period in review, that the agency's training plan was to ensure biennial EEO training for all employees. Between September 2015 and December 2016, 1,858 employees (84% of the workforce²) completed computer-based EEO training. In addition, the agency's training attendance logs indicated: 193 employees completed *EEO/Discipline Supervisor Training*, 54 employees completed *Diversity and EEO Training*, 380 employees completed *DEEO - New Hire*, two (2) employees completed *EEO Complaint Investigation Procedural Guidelines*, one (1) employee completed *Sexual Harassment Prevention and Risks of Fraternization* and five (5) employees completed *Reasonable Accommodation Procedural Guidelines*.

III. **EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):**

Determination: The agency is in partial compliance with the standards for this subject area.

4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
- ✓ The agency reported that it assessed its recruitment efforts for adverse impact on an ongoing basis during its recruitment process; which included: HR notified EEO of approval to hire for a position, EEO provided HR with additional recruitment resources to use if the position title exhibited underutilization, and the principal EEO Professional reviewed the demographics of the discretionary applicant logs for titles with underutilization – via *New York City Automated Personnel System (NYCAPS)* reports – to determine if the agency's recruitment efforts reached the demographics that were underutilized at the agency. In addition, in October 2013, the principal EEO Professional and Principal HR Professional discussed suggestions to improve the recruitment process including: reviewing applicant information, expanding recruitment resources, setting up an interview panel, and sharing utilization data with the agency's lines of service (LOS) Chiefs so that "*they are aware of where there's underrepresentation in their area.*" In August and September 2014, the principal EEO Professional and six (6) LOS Chiefs reviewed diversity and inclusion presentations (last updated in August and September 2014) for each line of service; each of which discussed areas of underutilization at the agency, items for consideration from the agency's FY 2015 *Diversity and Equal Employment Opportunity Plan*, and LOS specific: diversity & inclusion trends and challenges, trends in hiring and separation, EEO complaints and issues, and workforce demographics. The agency also reported that similar presentations were presented quarterly by the principal EEO Professional at the meetings with the executive team.
5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices,

² Based on workforce headcount at the end of the period in review, December 31, 2016 (See Appendix 2).

policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

- ✓ During the period in review, the principal EEO Professional discussed aspects of the agency's EEO program separately with the Principal HR Professional and General Counsel. The agency reported that, at quarterly meetings with the executive team, the principal EEO Professional verbally informed the agency head, senior leadership including LOS Chiefs and Human Resources of the agency's statistical information and underutilization. In August and September 2014, the principal EEO Professional and six (6) LOS Chiefs reviewed diversity and inclusion presentations (last updated in August and September 2014) for each line of service. Each presentation discussed areas of underutilization at the agency, items for consideration from the agency's FY 2015 *Diversity and Equal Employment Opportunity Plan*, and LOS specific: diversity & inclusion trends and challenges, trends in hiring and separation, EEO complaints and issues, and workforce demographics. Copies of presentations from the six (6) LOS discussions were provided; and the agency reported that similar presentations were presented quarterly by the principal EEO Professional at the meetings with the executive team.

NOTE: The agency should maintain documentation of the results of its reviews of barriers to equal opportunity within the agency and determinations of what, if any, corrective actions were required to correct deficiencies.

6. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
 - The agency did not demonstrate that it assessed the manner in which candidates were selected for employment, to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. In addition, the 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*). (See Appendices 3 – 5.) Corrective Action Required.

Corrective Action #1: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career

fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

- The 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*), which may have included discretionary job titles. (See Appendices 4 & 5.) Corrective Action Required.

Corrective Action #2: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

- The 2nd and 3rd quarter FY 2017 CEEDS Reports: *Work Force Compared with Internal and External Pools* (the last quarter of the audit period and the latest quarter available) indicated underutilization of Blacks in two (2) job groups (*Craft and Transportation*) and females in four (4) job groups (*Science Professionals, Craft, Transportation, and Para Professionals*), which may have included *civil service* (list) job titles. (See Appendices 4 & 5.) Corrective Action Required.

Corrective Action #3: If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

- ✓ The agency established in its *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) that it "...utilizes the structured interviewing process to fill discretionary and civil service list positions...Human Resources and the EEO Office also [approve interview questions and] ensures that hiring managers receive appropriate EEO and structured interviewing training prior to making interviewing and selection decisions." It was standard practice for the hiring manager to invite the EEO Officer to interviews, and for the EEO Officer or an HR Business Partner with the agency's line of service to be present for interviews. In addition, the agency's "Structured Hiring/Interview Process Chart" outlined the following procedures: HR notified EEO of approval to hire for a position, EEO provided HR with additional recruitment resources to use if the position title exhibited underutilization, the hiring manager selected an interview panel reflective of gender and ethnic diversity, and interview questions were created by the interview panel and reviewed by HR and EEO to ensure questions were based on objective criteria related to the job.

During the period in review, 299 managers and supervisors received an email alert to participate in structured interview training; training records existed for 44 employees.

- The agency did not demonstrate that all personnel involved in recruiting and hiring received structured interviewing training or a guide. The agency did not provide lists of all persons involved in hiring or who have yet to be trained in structured interviewing.
Corrective Action Required.

Corrective Action #4: Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

10. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.
- ✓ The agency promoted employees' awareness of opportunities for advancement and transfer within the agency by posting all internal opportunities for promotion and transfer to the *Internal Job Postings* page on *DCAS Connect* (the agency's intranet site accessed by all employees upon login to their computer). Employees were also notified during orientation by the Human Resources department to check *DCAS Connect* for opportunities or advancement and transfer within the agency. The agency reported in its *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) that, "...DCAS will also consider its existing employees for opportunities of promotion and transfer." The agency also administered the following incentive programs: Administrative Professionals Day, employee recognition for customer service, and recognition of employee promotions.
11. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-

training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

- ✓ CEEDS Reports: *Ethnic/Gender Summary by Agency, Type, Job Group, and Title*; indicated 576 promotions in seventeen (17) job groups between 1st quarter FY 2014 and 2nd quarter FY 2017. The agency ensured that employees were considered internally for career enhancement, development opportunities and transfer via information posted to DCAS Connect. DCAS Connect contained information regarding career enhancement via civil service and promotional examinations, training opportunities, promotional job postings and transfers. DCAS Connect's landing page stated, "Check Out This Month's Civil Service Exam Schedule" and had a "Monthly Examination" banner that linked to a table of application schedules for upcoming civil service exams. The intranet's Quick Links sidebar linked to "Training Opportunities" and "Job Postings" pages. The "Training Opportunities" page stated, "[o]ur Citywide Training Center offers agencies a full prospectus of courses, workshops and seminars to meet the training and professional development needs of City employees at all levels." The "Job Postings" page stated, "[f]ind out what job opportunities are available at DCAS and City agencies."

12. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ During the period in review, the agency advertised for several vacant positions and civil service examinations including: *Staff Analyst, High Pressure Plant Tender, College Aide (All City Depts)* (two (2) vacancies) and *Confidential Strategy Planner*; each of which contained the tagline "The City of New York is an Equal Opportunity Employer." The agency's *Diversity and Equal Employment Opportunity Plan* (for each year of the period in review) reported, "[w]hen advertising, the agency will advertise in periodicals that reach a wide segment of the population and will include a statement that the City of New York and the NYC Department of Citywide Administrative Services are equal opportunity employers."

13. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

- ✓ The agency's applicant/candidate tracking system NYCAPS eHire captured: *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, and recruitment source* of each applicant; *disposition* was also captured for candidates. The agency reported that demographic information was voluntarily provided by applicants via NYCAPS.

IV. CAREER COUNSELING:

Determination: The agency is in compliance with the standards for this subject area.

14. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ On September 26, 2014 and December 18, 2015, employees were notified (via the Commissioner's EEO Policy statement) that the *"Director of Human Resources, is also the agency's Career Counselor. She can provide employees with recommendations for learning and development, assistance with civil service career planning, and civil service examination information."* The office location, telephone number, and email address of the Career Counselor was also provided and accessible by all employees via *DCAS Connect*. The agency reported that the Career Counselor has over ten (10) years of combined experience in Human Resources at the agency; serving in the roles of *Assistant Director of Human Resources, Deputy Director of Human Resources, and Director of Human Resources* and was knowledgeable and familiar with career opportunities in City government. In addition, the Career Counselor completed the Society of Human Resources Management's (SHRM) *Professional Human Resources* certificate in 2009 and has a current SHRM membership.
15. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
- ✓ During the period in review, the *Director of Human Resources* (the Principal Human Resources Professional) was also the agency's Career Counselor. The Employee Relations department ensured that employees were notified by their managers and supervisors of their job responsibilities and performance evaluation standards via the *ePerformance* performance evaluation program. The Human Resources department ensured that employees were notified of examinations, training opportunities and job postings; and ensured that new employees were notified of the EEO policies, their rights and responsibilities under the policy, and the discrimination complaint procedures via new employee orientation materials. The principal EEO Professional was (also the Disability Rights Coordinator) responsible for the reasonable accommodation process and efforts the agency made to employ, promote or accommodate qualified individuals with disabilities. The principal EEO Professional and Principal HR Professional discussed EEO matters on an as needed basis. The Principal HR Professional reported that they would promptly consult the principal EEO Professional if informed of or suspected that a violation of the EEO policy occurred.

V. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:

Determination: The agency is in compliance with the standards for this subject area.

16. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio and/or Braille) upon request to employees and applicants for employment with disabilities.

- ✓ The agency reported that during the period in review, its EEO policies were provided in multiple languages, large print, and "as a substitution for audio, the PDF of the EEO policies...[could] be activated as a 'Read out Loud' version."

17. Document reasonable accommodation requests and their outcomes.

- ✓ During the period in review, reasonable accommodation requests and their outcomes were documented via a reasonable accommodation request form (attached to the end of the reasonable accommodations policy) and the agency's reasonable accommodation requests log. The reasonable accommodation requests log was maintained by the principal EEO Professional; copies were provided of a blank reasonable accommodation request form and the completed reasonable accommodation requests log.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

Determination: The agency is in partial compliance with the standards for this subject area.

18. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

- ✓ In September 2013, employees were notified via email of the appointment of the *Diversity and EEO Officer* (the principal EEO Professional). The principal EEO Professional completed the Society for Human Resource Management's *SHRM Senior Professional in Human Resources* certificate in June 2016 and the following DCAS trainings between June 2013 and March 2016: *Diversity and Equal Employment Opportunity Basic Training* for EEO professionals, *Everybody Matters*, *Everybody Matters: Lead Facilitator Program*, *Religion in the Workplace*, *Understanding Unconscious Bias – Train the Trainer*, *Disability Etiquette*, *LGBT: Are you Ready for the "T"*, and *EEO Complaint Procedural Guidelines Launch*.

19. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

- ✓ During the period in review, in addition to the principal EEO Professional, the agency had twelve (12) EEO Counselors, two (2) 55-a Coordinators, and a Career Counselor. Responsibilities of EEO Counselors included assisting employees in filing and/or resolving discrimination complaints; EEO complaint investigation (under the supervision of the principal

EEO Professional); assisting in creation and/or facilitation of EEO training for employees; and providing EEO counseling to employees and applicants regarding employment discrimination. Nine (9) EEO Counselors were trained in EEO complaint investigation procedures, having completed *Diversity & EEO Basic Training* for EEO professionals, *Basic Training for EEO Representatives*, or *Complaint Investigations Training* courses. At the end of the period in review, the agency had five (5) EEO Counselors (four (4) of which completed *Diversity & EEO Basic Training* for EEO professionals).

Subsequent to the period in review, in May 2017, the agency had eight (8) EEO Counselors (seven (7) of which completed *Diversity & EEO Basic Training* for EEO professionals or *Complaint Investigations Training*).

- The agency did not demonstrate that the remaining EEO professional (specifically the EEO Counselor in the title *Facilities Support Manager*) was trained in EEO laws and procedures. Corrective Action Required.

Corrective Action #5: Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

20. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.
- ✓ The agency's December 2016 organizational chart illustrated a direct reporting relationship between the principal EEO Professional and the Commissioner.
21. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
- ✓ During the period in review, the principal EEO Professional and the Commissioner regularly corresponded via email and met to discuss aspects of the agency's EEO program. Their discussions included the review of five (5) presentations from November 2013 to March 2014, titled "*Internal Diversity & EEO One-on-One with Commissioner Agenda.*" The one-on-one presentations (copies of which were provided) included as discussion topics: workforce demographics, historical underutilization, EEO complaints, proposed EEO training, EEO Counselors, and the EEO commitment statement. In addition, the agency also reported that the principal EEO Professional and Commissioner met quarterly to review EEO activity including personnel activity reports.
 - The agency did not maintain documentation of decisions from the aforementioned meetings that impacted the administration and operation of the EEO program. Corrective Action Required.

Corrective Action #6: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:
Determination: The agency is in partial compliance with the standards for this subject area.

22. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

✓ The agency established an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training. During the period in review, non-managerial performance evaluations were conducted for: 237 employees in 2013, 92 employees in 2014, 480 employees in 2015, and 206 employees in 2016 (11%, 4%, 22% and 9% of the workforce³ respectively). For its 2015 performance evaluation period, the agency transitioned to an electronic performance evaluation system, *ePerformance*. *ePerformance* is an automated system (accessible via NYCAPS Employee Self Service) that “...allows supervisors to manage and complete Tasks & Standards and Performance Evaluations for non-managerial employees. Employees are able to review and sign their Tasks & Standards and Performance Evaluations using this system...” Additionally, “[t]he Tasks and Standards and Performance Evaluation are one template on *ePerformance*. The Tasks and Standards that are established at the beginning of the rating period are what the employee is rated on at the end of the rating period.”

➤ The agency did not administer annual managerial/non-managerial performance evaluations to all employees during the period in review. Corrective Action Required.

Corrective Action #7: Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

23. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

✓ The agency’s managerial performance evaluation form contained a rating for EEO; specifically, “*Utilizing Human Resources* This accountability area covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner consistent with citywide EEO guidelines... *Leadership* This accountability area requires creating a productive environment where everyone feels valued, all talents are utilized, and work teams foster high levels of performance. *Integrity:*

³ Ibid

Consistency between actions and words, keeping commitments, admitting mistakes...Inclusiveness & Diversity: Harnessing differences through recruiting, selecting, mentoring and developing individuals of varied demographic characteristics, backgrounds, educational levels, experiences and tenures. Integrating diversity of thought into team dynamics as a way to drive the creation of the best product. Assimilating the opinions of others and fostering collaborative problem-solving. Taking steps to imbed diversity and inclusion into unit operations from a workforce, workplace and community aspect. Ensure diversity, cultural competence and EEO awareness among team."

VIII. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the standards for this subject area.

24. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports⁴ (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ The agency provided all Annual EEO Plans: *Diversity and Equal Employment Opportunity Plan*, and Quarterly EEO Reports: *Agency Quarterly Report on EEO Activity*, for each year and quarter of the period in review.

After implementation of the EEPC's corrective actions, if any:

1. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Final Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

The agency has 7 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days

⁴Submission of *Quarterly Reports on EEO Activity* is optional for non-Mayoral agencies.



FINAL DETERMINATION
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from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

(*Optional Conference*) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(*No Response Option*) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "William Peterson", written over a horizontal line.

William Peterson, EEO Program Analyst

Approved by,

A handwritten signature in black ink, appearing to read "Charise L. Terry", written over a horizontal line.

Charise L. Terry, PHR
Executive Director

c: Belinda French, PHR, Principal EEO Professional

Appendix - 1

Department of Citywide Administrative Services
EEO Job Group Descriptions

6/22/2017

DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES

001 Administrators: Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 Managers: Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 Management Specialists: Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 Science Professionals: Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 Health Professionals: Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 Social Scientists: Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 Social Workers: Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 Lawyers: Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.

009 Public Relations: Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: health technicians (clinical laboratory, dental hygienists, health records, radiologic

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and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.

011 Sales: Not applicable.

012 Clerical Supervisors: Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 Clerical: Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 Household Services: Not applicable.

015 Police Supervisors: Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 Fire Supervisors: Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 Firefighters: Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes: firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 Police and Detectives: Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 Guards: Occupations in which employees are entrusted with public safety and security. This category includes: school crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 Food Preparation: Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes: cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 Health Services: Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.

022 Building Services: Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

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023 Personal Services: Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

024 Farming: Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 Craft: Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 Operators: Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027 Transportation: Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 Laborers: Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 Sanitation Workers: Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: sanitation workers, debris removers and kindred workers.

030 Teachers: Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 Paraprofessionals: Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix - 2

Department of Citywide Administrative Services
Workforce Composition Summary
2nd Quarter of Fiscal Year 2017
(End of Audit Period)

6/22/2017

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RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
017 AGENCY 868 WORK FORCE COMPOSITION SUMMARY
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 245
REPORT: EBEP210

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 001 ADMINISTRATORS

| TITLE | | MALE | | | | | | | FEMALE | | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|----------------|-----------------|--------------|-------|--------|--------|----------------|-----------------|--------------|------|------|--------|--------------|
| CODE | DESCRIPTION | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | | | |
| 82977 | FIRST DEPUTY COMMISSIONER | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 94522 | COMMISSIONER OF CITYWIDE A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 95627 | GENERAL COUNSEL (DCAS) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 95634 | DEPUTY COMMISSIONER (DCAS) | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | |
| 95635 | DEPUTY COMMISSIONER FOR CI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| EEO JOB GROUP TOTAL.....: | | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | |
| | | 12.50 | 12.50 | 12.50 | 0.00 | 0.00 | 0.00 | 12.50 | 37.50 | 12.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 002 MANAGERS

[illegible]

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY

PAGE: 246
REPORT: EBEPR210

QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

| | | | | | | | | | | | | | | | |
|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 95625 EXECUTIVE ASSISTANT TO THE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 95633 ASSISTANT COMMISSIONER (DC | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95636 DIRECTOR OF THE CITY RECOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95637 DIRECTOR OF PURCHASE (DCAS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95638 DIRECTOR OF STORES (DCAS) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 95639 EXECUTIVE ASSISTANT TO THE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |

| | | | | | | | | | | | | | | |
|---------------------------|-------|------|------|-------|------|------|-------|-------|-------|------|------|------|------|--------|
| EEO JOB GROUP TOTAL.....: | 55 | 9 | 16 | 20 | 0 | 0 | 28 | 24 | 20 | 12 | 0 | 6 | 0 | 190 |
| | 28.93 | 4.74 | 8.42 | 10.53 | 0.00 | 0.00 | 14.74 | 12.63 | 10.53 | 6.32 | 0.00 | 3.16 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|-------------|--------------|-----------|--------|-------|-------|-------------|--------------|-----------|--------|-----------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 06656 | SPECIAL EXAMINER (PHYSICAL | 5 | 2 | 1 | 2 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 13 |
| 06668 | SPECIAL EXAMINER (DCAS) | 20 | 1 | 0 | 0 | 2 | 0 | 6 | 0 | 1 | 0 | 0 | 0 | 30 | |
| 1002A | ADMINISTRATIVE STAFF ANALY | 14 | 4 | 2 | 4 | 0 | 0 | 9 | 4 | 2 | 8 | 0 | 0 | 47 | |
| 1002C | ADMINISTRATIVE MANAGER NON | 7 | 4 | 3 | 8 | 0 | 0 | 8 | 34 | 11 | 8 | 0 | 1 | 84 | |
| 1002D | ADMINISTRATIVE STAFF ANALY | 3 | 3 | 1 | 1 | 0 | 0 | 2 | 3 | 1 | 1 | 0 | 0 | 15 | |
| 1002E | ADMINISTRATIVE STAFF ANALY | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 6 | |
| 1007A | ADMINISTRATIVE INSPECTOR (| 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 1007B | ADMINISTRATIVE INSPECTOR (| 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 1008B | ADMINISTRATIVE QUALITY ASS | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| 10208 | NEW YORK CITY URBAN FELLOW | 4 | 1 | 3 | 1 | 1 | 0 | 4 | 4 | 3 | 2 | 0 | 1 | 24 | |
| 10247 | NEW YORK CITY FELLOW (DCAS | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 3 | 1 | 0 | 0 | 11 | |
| 12158 | PROCUREMENT ANALYST | 1 | 1 | 2 | 0 | 0 | 0 | 2 | 2 | 3 | 0 | 0 | 0 | 11 | |
| 12176 | SENIOR SALVAGE APPRAISER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 12626 | STAFF ANALYST | 2 | 2 | 1 | 1 | 0 | 0 | 2 | 8 | 0 | 1 | 0 | 0 | 17 | |
| 12627 | ASSOCIATE STAFF ANALYST | 4 | 3 | 1 | 2 | 1 | 0 | 4 | 7 | 3 | 3 | 0 | 0 | 28 | |
| 12704 | TESTS AND MEASUREMENT SPEC | 8 | 2 | 1 | 2 | 0 | 0 | 2 | 10 | 2 | 1 | 0 | 0 | 28 | |
| 20122 | ESTIMATOR (GENERAL CONSTRU | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 20127 | SENIOR ESTIMATOR (GENERAL | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 22427 | ASSOCIATE PROJECT MANAGER | 7 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 13 | |
| 31656 | INSPECTOR MULTI DISCIPLIN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | |
| 34171 | QUALITY ASSURANCE SPECIALI | 3 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 8 | |
| 34176 | QUALITY ASSURANCE SPECIALI | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | |
| 34177 | QUALITY ASSURANCE SPECIALI | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| 34192 | ?ASSOCIATE QUALITY ASSURAN | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 34193 | ASSOCIATE QUALITY ASSURAN | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| 40410 | APPRAISER (REAL ESTATE) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | |
| 40502 | MANAGEMENT AUDITOR | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| 40510 | ACCOUNTANT | 3 | 0 | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 8 | |
| 54739 | CONFIDENTIAL STRATEGY PLAN | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 2 | 0 | 0 | 0 | 7 | |
| 60216 | PUBLIC RECORDS OFFICER | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 3 | |
| 60860 | BUSINESS PROMOTION COORDIN | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 5 | |
| 80122 | ASSOCIATE REAL PROPERTY MA | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 | |
| 8297A | ADMINISTRATIVE PROCUREMENT | 1 | 6 | 0 | 2 | 0 | 0 | 4 | 6 | 4 | 0 | 0 | 0 | 23 | |
| 8299A | ADMINISTRATIVE CONSTRUCTIO | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 6 | |
| EEO JOB GROUP TOTAL.....: | 101 | 41 | 19 | 35 | 4 | 1 | 53 | 92 | 39 | 28 | 0 | 2 | 0 | 415 | |
| | 24.34 | 9.88 | 4.58 | 8.43 | 0.96 | 0.24 | 12.77 | 22.17 | 9.40 | 6.75 | 0.00 | 0.48 | 0.00 | 100.00 | |

FINAL DETERMINATION

6/22/2017

RUN DATE: 01/04/17
 RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
 WORK FORCE COMPOSITION SUMMARY
 QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 247
 REPORT: EBEPR210

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|-------------|--------------|-----------|--------|-------|-------|-------------|--------------|-----------|-------|-----------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 13611 | COMPUTER ASSOCIATE (TECHNI | 1 | 2 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 9 |
| 13621 | COMPUTER ASSOCIATE (OPERAT | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 13622 | COMPUTER SPECIALIST (OPERA | 1 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 13631 | COMPUTER ASSOCIATE (SOFTWA | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 13632 | COMPUTER SPECIALIST (SOFTW | 9 | 1 | 1 | 9 | 0 | 0 | 4 | 5 | 1 | 8 | 0 | 0 | 0 | 38 |
| 13643 | CERTIFIED IT DEVELOPER (AP | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13651 | COMPUTER PROGRAMMER ANALYS | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 13652 | CERTIFIED IT ADMINISTRATOR | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 20210 | ASSISTANT CIVIL ENGINEER | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20315 | ELECTRICAL ENGINEER | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20410 | ASSISTANT MECHANICAL ENGIN | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 20415 | MECHANICAL ENGINEER | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 21210 | ASSISTANT ARCHITECT | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| 21215 | ARCHITECT | 3 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 8 |
| 21315 | LANDSCAPE ARCHITECT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 21744 | CITY RESEARCH SCIENTIST (A | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 5 |
| 21822 | ASSOCIATE CHEMIST | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 40610 | STATISTICIAN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 60910 | RESEARCH ASSISTANT | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91628 | OILER | 27 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| EEO JOB GROUP TOTAL.....: | | 51 | 10 | 13 | 25 | 1 | 1 | 9 | 9 | 1 | 11 | 0 | 0 | 0 | 131 |
| | | 38.95 | 7.63 | 9.92 | 19.08 | 0.76 | 0.76 | 6.87 | 6.87 | 0.76 | 8.40 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 EEO JOB GROUP : 006 SOCIAL SCIENTISTS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|-------------------|-------|-------|-------|-------------|--------------|-----------|--------|-------|-------|-------------|--------------|-----------|-------|-----------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 22122 | CITY PLANNER | 5 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| EEO JOB GROUP TOTAL.....: | | 5 | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| | | 55.56 | 0.00 | 11.11 | 0.00 | 0.00 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 EEO JOB GROUP : 008 LAWYERS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|-------------------|-------|-------|-------|-------------|--------------|-----------|--------|-------|-------|-------------|--------------|-----------|-------|-----------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 30085 | *ATTORNEY AT LAW | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| 30087 | AGENCY ATTORNEY | 3 | 0 | 1 | 2 | 0 | 0 | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 11 |
| EEO JOB GROUP TOTAL.....: | | 4 | 0 | 1 | 2 | 0 | 0 | 5 | 1 | 0 | 1 | 0 | 0 | 0 | 14 |
| | | 28.58 | 0.00 | 7.14 | 14.29 | 0.00 | 0.00 | 35.71 | 7.14 | 0.00 | 7.14 | 0.00 | 0.00 | 0.00 | 100.00 |

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 248
REPORT: EBEPR210

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 009 PUBLIC RELATIONS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|--------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 91415 | GRAPHIC ARTIST | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| EEO JOB GROUP TOTAL.....: | | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | |
| | | 0.01 | 33.33 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 33.33 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 010 TECHNICIANS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|--------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 13620 | COMPUTER AIDE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | |
| 31105 | INVESTIGATOR | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | |
| 31121 | ASSOCIATE INVESTIGATOR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 4 | |
| 31305 | INDUSTRIAL HYGIENIST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | |
| 90411 | RADIO AND TELEVISION OPERA | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | |
| 90436 | SUPERVISOR OF RADIO AND TE | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | |
| 90622 | MEDIA SERVICES TECHNICIAN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | |
| EEO JOB GROUP TOTAL.....: | | 2 | 2 | 0 | 1 | 0 | 1 | 0 | 4 | 3 | 1 | 0 | 0 | 14 | |
| | | 14.29 | 14.29 | 0.00 | 7.14 | 0.00 | 7.14 | 0.00 | 28.57 | 21.43 | 7.14 | 0.00 | 0.00 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|--------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10124 | PRINCIPAL ADMINISTRATIVE A | 5 | 6 | 4 | 2 | 0 | 0 | 3 | 38 | 12 | 5 | 1 | 0 | 76 | |
| EEO JOB GROUP TOTAL.....: | | 5 | 6 | 4 | 2 | 0 | 0 | 3 | 38 | 12 | 5 | 1 | 0 | 76 | |
| | | 6.58 | 7.89 | 5.26 | 2.63 | 0.00 | 0.00 | 3.95 | 50.00 | 15.79 | 6.58 | 1.32 | 0.00 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 013 CLERICAL

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------|----------------------------|-------|-------|-------|----------------|-----------------|--------------|--------|-------|-------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10251 | CLERICAL ASSOCIATE | 2 | 2 | 1 | 0 | 1 | 0 | 7 | 45 | 18 | 2 | 0 | 0 | 78 | |
| 10252 | SECRETARY | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 11 | 2 | 0 | 1 | 0 | 15 | |
| 11702 | OFFICE MACHINE AIDE | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | |
| 12200 | STOCK WORKER | 1 | 5 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 | |
| 12202 | SUPERVISOR OF STOCK WORKER | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 7 | |
| 40526 | BOOKKEEPER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 | |

6/22/2017

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RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

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NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 249
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QUARTER 2 YEAR 2017

AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

| | | | | | | | | | | | | | | |
|----------------------------------|------|------|------|------|------|------|------|-------|-------|------|------|------|------|--------|
| 95642 SECRETARY TO THE DEPUTY CO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| EEO JOB GROUP TOTAL.....: | 4 | 10 | 6 | 4 | 1 | 0 | 8 | 58 | 21 | 4 | 1 | 0 | 0 | 117 |
| | 3.42 | 8.55 | 5.13 | 3.42 | 0.85 | 0.00 | 6.84 | 49.57 | 17.95 | 3.42 | 0.85 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 018 POLICE

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|----------------|-----------------|--------------|--------|-------|--------|----------------|-----------------|--------------|-------|--------------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 70810 | SPECIAL OFFICER | 2 | 8 | 5 | 1 | 0 | 0 | 0 | 7 | 1 | 0 | 0 | 1 | 0 | 25 |
| 70817 | SUPERVISING SPECIAL OFFICE | 4 | 4 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 12 |
| EEO JOB GROUP TOTAL.....: | | 6 | 12 | 7 | 1 | 0 | 0 | 0 | 8 | 2 | 0 | 0 | 1 | 0 | 37 |
| | | 16.22 | 32.43 | 18.92 | 2.70 | 0.00 | 0.00 | 0.00 | 21.62 | 5.41 | 0.00 | 0.00 | 2.70 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 019 GUARDS

[illegible]

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 022 BUILDING SERVICES

| | | MALE | | | | | | FEMALE | | | | | | | |
|--------------------------|--------------------------|-------|-------|--------|-------------|--------------|-----------|--------|-------|--------|-------------|--------------|-----------|-------|-----------|
| TITLE CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN- KNOWN | OTHER | TOTAL EMP |
| 80609 | CUSTODIAN | 13 | 86 | 32 | 5 | 1 | 0 | 3 | 35 | 26 | 0 | 0 | 0 | 0 | 201 |
| 82015 | *CUSTODIAL ASSISTANT | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 5 |
| 90644 | CITY CUSTODIAL ASSISTANT | 13 | 130 | 93 | 4 | 2 | 1 | 7 | 68 | 94 | 7 | 0 | 2 | 0 | 421 |
| EEO JOB GROUP TOTAL..... | | 26 | 220 | 125 | 9 | 3 | 1 | 10 | 103 | 121 | 7 | 0 | 2 | 0 | 627 |
| | | 4.13 | 35.09 | 19.94 | 1.44 | 0.48 | 0.16 | 1.59 | 16.43 | 19.30 | 1.12 | 0.00 | 0.32 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 025 CRAFT

[illegible]

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

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QUARTER 2 YEAR 2017

| | | | | | | | | | | | | | | | | |
|---------------------------|----------------------------|-------|-------|-------|------|------|------|------|------|------|------|------|------|------|------|--------|
| 90698 | MAINTENANCE WORKER | 12 | 6 | 16 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| 90707 | CLOCK REPAIRER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90710 | ELEVATOR MECHANIC | 19 | 3 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| 90723 | LOCKSMITH | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90763 | SUPERVISOR LOCKSMITH | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 90769 | SUPERVISOR ELEVATOR MECHAN | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 90774 | SUPERVISOR OF MECHANICS | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91310 | SUPERVISOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91638 | SENIOR STATIONARY ENGINEER | 20 | 1 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 |
| 91644 | STATIONARY ENGINEER | 55 | 15 | 17 | 7 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95 |
| 91717 | ELECTRICIAN | 10 | 0 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 |
| 91769 | SUPERVISOR ELECTRICIAN | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 91830 | PAINTER | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 91873 | SUPERVISOR PAINTER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91915 | PLUMBER | 11 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| 91925 | STEAM FITTER | 6 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| 91940 | THERMOSTAT REPAIRER | 6 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| 91964 | SUPERVISOR THERMOSTAT REPA | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91971 | SUPERVISOR STEAM FITTER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91972 | SUPERVISOR PLUMBER | 10 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92005 | CARPENTER | 16 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| 92071 | SUPERVISOR CARPENTER | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92205 | BRICKLAYER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92210 | CEMENT MASON | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92235 | PLASTERER | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92271 | SUPERVISOR BRICKLAYER | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92340 | SHEET METAL WORKER | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92343 | SUPERVISOR SHEET METAL WOR | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92510 | AUTO MECHANIC | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| 92575 | SUPERVISOR OF MECHANICS (M | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 92610 | MACHINIST | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| EEO JOB GROUP TOTAL.....: | | 181 | 30 | 63 | 18 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 295 |
| | | 61.35 | 10.17 | 21.36 | 6.10 | 0.34 | 0.34 | 0.00 | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 026 OPERATORS

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|---------------------------|----------------------------|-------|-------|--------|-------------|--------------|----------|--------|-------|--------|-------------|--------------|----------|--------|-----------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | | |
| 91650 | HIGH PRESSURE PLANT TENDER | 28 | 14 | 4 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 48 |
| 92122 | ASSISTANT PRINTING PRESS O | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | |
| EEO JOB GROUP TOTAL.....: | | 28 | 15 | 4 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 50 | |
| | | 56.00 | 30.00 | 8.00 | 2.00 | 0.00 | 0.00 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 027 TRANSPORTATION

| TITLE CODE | TITLE DESCRIPTION | MALE | | | | | | FEMALE | | | | | | OTHER | TOTAL EMP |
|------------|-------------------|-------|-------|--------|-------------|--------------|----------|--------|-------|--------|-------------|--------------|----------|-------|-----------|
| | | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | WHITE | BLACK | HISPAN | ASIAN PACIS | AM IND ALASK | UN-KNOWN | | |

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:22:22.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2017 AGENCY 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

PAGE: 251
REPORT: EBEPR210

| TITLE | WHITE | BLACK | HISPANIC | ASIAN | AM IND | UN- KNOWN | WHITE | BLACK | HISPANIC | ASIAN | AM IND | UN- KNOWN | OTHER | TOTAL EMP |
|----------------------------------|-------|-------|----------|-------|--------|--------------|-------|-------|----------|-------|--------|--------------|-------|--------------|
| 91212 MOTOR VEHICLE OPERATOR | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91217 CHAUFFEUR - ATTENDANT | 18 | 7 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35 |
| 91232 MOTOR VEHICLE SUPERVISOR | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 91279 SUPERVISOR OF MOTOR TRANSP | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| EEO JOB GROUP TOTAL.....: | 19 | 9 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 |
| | 50.00 | 23.68 | 26.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 028 LABORERS

| MALE | | | | | | | FEMALE | | | | | | | OTHER | TOTAL EMP |
|---------------------------|-----------------------------|-------|-------|----------|----------------|-----------------|--------------|-------|-------|----------|----------------|-----------------|--------------|--------|--------------|
| TITLE CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPANIC | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPANIC | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 80633 | JOB TRAINING PARTICIPANT_ (| 0 | 6 | 2 | 1 | 0 | 1 | 0 | 11 | 2 | 1 | 0 | 2 | 0 | 26 |
| 90702 | CITY LABORER | 7 | 5 | 4 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 18 | |
| 90711 | ELEVATOR MECHANIC'S HELPER | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | |
| 91722 | ELECTRICIAN'S HELPER | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 91916 | PLUMBER'S HELPER | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| 91926 | STEAM FITTER'S HELPER | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| EEO JOB GROUP TOTAL.....: | | 12 | 13 | 10 | 2 | 0 | 1 | 1 | 11 | 2 | 1 | 0 | 2 | 55 | |
| | | 21.80 | 23.64 | 18.18 | 3.64 | 0.00 | 1.82 | 1.82 | 20.00 | 3.64 | 1.82 | 0.00 | 3.64 | 100.00 | |

AGENCY CODE : 868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

| MALE | | | | | | | FEMALE | | | | | | | OTHER | TOTAL EMP |
|---------------------------|------------------------|-------|-------|----------|----------------|-----------------|--------------|-------|-------|----------|----------------|-----------------|--------------|--------|--------------|
| TITLE CODE | TITLE DESCRIPTION | WHITE | BLACK | HISPANIC | ASIAN PACIS | AM IND ALASK | UN- KNOWN | WHITE | BLACK | HISPANIC | ASIAN PACIS | AM IND ALASK | UN- KNOWN | | |
| 10209 | COLLEGE AIDE | 0 | 1 | 1 | 1 | 0 | 3 | 0 | 6 | 2 | 0 | 0 | 1 | 15 | |
| 12749 | STAFF ANALYST TRAINEE | 2 | 1 | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 | 9 | |
| 52406 | COMMUNITY SERVICE AIDE | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | |
| 56056 | COMMUNITY ASSISTANT | 8 | 6 | 3 | 0 | 0 | 0 | 1 | 5 | 1 | 0 | 0 | 0 | 24 | |
| 56057 | COMMUNITY ASSOCIATE | 4 | 5 | 11 | 3 | 0 | 1 | 1 | 19 | 9 | 3 | 0 | 0 | 56 | |
| 56058 | COMMUNITY COORDINATOR | 3 | 2 | 4 | 1 | 0 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 17 | |
| EEO JOB GROUP TOTAL.....: | | 18 | 16 | 19 | 7 | 0 | 5 | 4 | 32 | 16 | 6 | 0 | 1 | 124 | |
| | | 14.51 | 12.90 | 15.32 | 5.65 | 0.00 | 4.03 | 3.23 | 25.81 | 12.90 | 4.84 | 0.00 | 0.81 | 100.00 | |

| AGENCY TOTAL.....: | WHITE | BLACK | HISPANIC | ASIAN | AM IND | UN- KNOWN | WHITE | BLACK | HISPANIC | ASIAN | AM IND | UN- KNOWN | OTHER | TOTAL EMP |
|--------------------|-------|-------|----------|-------|--------|--------------|-------|-------|----------|-------|--------|--------------|-------|--------------|
| | 518 | 397 | 300 | 128 | 10 | 11 | 126 | 385 | 239 | 76 | 2 | 14 | 0 | 2206 |
| | 23.49 | 18.00 | 13.60 | 5.80 | 0.45 | 0.50 | 5.71 | 17.45 | 10.83 | 3.45 | 0.09 | 0.63 | 0.00 | 100.00 |

Appendix - 3

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
1st Quarter of Fiscal Year 2014
(Start of Audit Period)

FINAL DETERMINATION 6/22/2017

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 657
PROGRAM: EBPFP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 180 | 94 | 274 | .3705 | 101.52 | 78.48 | 9.82 | <.01 | O |
| ETH | BLACK | 29 | 245 | 274 | .3209 | 87.93 | -58.9 | -7.63 | <.01 | U |
| ETH | HISPANIC | 48 | 226 | 274 | .1322 | 36.22 | 11.78 | 2.10 | 0.018 | N-05%RUL |
| ETH | ASIAN / PAC ISL | 16 | 258 | 274 | .0686 | 18.80 | -2.80 | -0.67 | 0.252 | |
| ETH | NATIVE AMERICAN | 0 | 274 | 274 | .0030 | 0.82 | -0.82 | -0.91 | 0.182 | N-05%RUL |
| ETH | ETH UNKNOWN | 1 | 273 | 274 | .0983 | 26.93 | -25.9 | -5.26 | <.01 | U |
| GEN | MALE | 273 | 1 | 274 | .8102 | 221.99 | 51.01 | 7.86 | <.01 | O |
| GEN | FEMALE | 1 | 273 | 274 | .0986 | 27.02 | -26.0 | -5.27 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 274 | 274 | .0846 | 23.18 | -23.2 | -5.03 | <.01 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 658
PROGRAM: EBP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
026 OPERATORS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 28 | 20 | 48 | .3876 | 18.60 | 9.40 | 2.78 | <.01 | O |
| ETH | BLACK | 11 | 37 | 48 | .1740 | 8.35 | 2.65 | 1.01 | 0.157 | |
| ETH | HISPANIC | 6 | 42 | 48 | .1385 | 6.65 | -0.65 | -0.27 | 0.393 | |
| ETH | ASIAN / PAC ISL | 3 | 45 | 48 | .0524 | 2.52 | 0.48 | 0.31 | 0.377 | |
| ETH | NATIVE AMERICAN | 0 | 48 | 48 | .0032 | 0.15 | -0.15 | -0.39 | 0.347 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 48 | 48 | .0507 | 2.43 | -2.43 | -1.60 | 0.055 | U-80%RUL |
| GEN | MALE | 48 | 0 | 48 | .7025 | 33.72 | 14.28 | 4.51 | <.01 | O |
| GEN | FEMALE | 0 | 48 | 48 | .1213 | 5.82 | -5.82 | -2.57 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 48 | 48 | .0299 | 1.44 | -1.44 | -1.22 | 0.112 | N-05%RUL |

FINAL DETERMINATION 6/22/2017

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 659
PROGRAM: EBP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 16 | 18 | 34 | .1897 | 6.45 | 9.55 | 4.18 | <.01 | O |
| ETH | BLACK | 6 | 28 | 34 | .4871 | 16.56 | -10.6 | -3.62 | <.01 | U |
| ETH | HISPANIC | 12 | 22 | 34 | .1720 | 5.85 | 6.15 | 2.80 | <.01 | O |
| ETH | ASIAN / PAC ISL | 0 | 34 | 34 | .0381 | 1.30 | -1.30 | -1.16 | 0.123 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 34 | 34 | .0037 | 0.13 | -0.13 | -0.36 | 0.361 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 34 | 34 | .1083 | 3.68 | -3.68 | -2.03 | 0.021 | U |
| GEN | MALE | 32 | 2 | 34 | .7529 | 25.60 | 6.40 | 2.55 | <.01 | O |
| GEN | FEMALE | 2 | 32 | 34 | .1439 | 4.89 | -2.89 | -1.41 | 0.079 | U-80%RUL |
| GEN | GENDER UNKNOWN | 0 | 34 | 34 | .1023 | 3.48 | -3.48 | -1.97 | 0.025 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 10/11/13
RUN TIME: 14:29:28
FY2014 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 660
PROGRAM: EBPPP961
EXTRACT DATE: 09/30/13

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
028 LABORERS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 16 | 15 | 31 | .2630 | 8.15 | 7.85 | 3.20 | <.01 | O |
| ETH | BLACK | 7 | 24 | 31 | .3027 | 9.38 | -2.38 | -0.93 | 0.176 | U-80%RUL |
| ETH | HISPANIC | 7 | 24 | 31 | .2268 | 7.03 | -0.03 | -0.01 | 0.495 | |
| ETH | ASIAN / PAC ISL | 1 | 30 | 31 | .0821 | 2.55 | -1.55 | -1.01 | 0.156 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 31 | 31 | .0029 | 0.09 | -0.09 | -0.30 | 0.382 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 31 | 31 | .0534 | 1.66 | -1.66 | -1.32 | 0.093 | U-80%RUL |
| GEN | MALE | 31 | 0 | 31 | .6625 | 20.54 | 10.46 | 3.97 | <.01 | O |
| GEN | FEMALE | 0 | 31 | 31 | .2356 | 7.30 | -7.30 | -3.09 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 31 | 31 | .0332 | 1.03 | -1.03 | -1.03 | 0.151 | N-05%RUL |

Appendix - 4

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
2nd Quarter of Fiscal Year 2017
(End of Audit Period)

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:18:37
FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 658
PROGRAM: EBPPP961
EXTRACT DATE: 12/31/16

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
004 SCIENCE PROFNS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 60 | 71 | 131 | .4568 | 59.84 | 0.16 | 0.03 | 0.489 | |
| ETH | BLACK | 19 | 112 | 131 | .1762 | 23.08 | -4.08 | -0.94 | 0.175 | |
| ETH | HISPANIC | 14 | 117 | 131 | .1023 | 13.40 | 0.60 | 0.17 | 0.431 | |
| ETH | ASIAN / PAC ISL | 36 | 95 | 131 | .2258 | 29.58 | 6.42 | 1.34 | 0.090 | |
| ETH | NATIVE AMERICAN | 1 | 130 | 131 | .0024 | 0.31 | 0.69 | 1.22 | 0.110 | |
| ETH | ETH UNKNOWN | 1 | 130 | 131 | .0315 | 4.13 | -3.13 | -1.56 | 0.059 | N-05%RUL |
| GEN | MALE | 101 | 30 | 131 | .6586 | 86.28 | 14.72 | 2.71 | <.01 | O |
| GEN | FEMALE | 30 | 101 | 131 | .3131 | 41.02 | -11.0 | -2.08 | 0.019 | U |
| GEN | GENDER UNKNOWN | 0 | 131 | 131 | .0201 | 2.63 | -2.63 | -1.64 | 0.051 | N-05%RUL |

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:18:37
FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 668
PROGRAM: EBPPP961
EXTRACT DATE: 12/31/16

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|-------|
| ETH | WHITE | 181 | 114 | 295 | .3705 | 109.30 | 71.70 | 8.64 | <.01 | O |
| ETH | BLACK | 31 | 264 | 295 | .3209 | 94.67 | -63.7 | -7.94 | <.01 | U |
| ETH | HISPANIC | 63 | 232 | 295 | .1322 | 39.00 | 24.00 | 4.13 | <.01 | O |
| ETH | ASIAN / PAC ISL | 18 | 277 | 295 | .0686 | 20.24 | -2.24 | -0.52 | 0.303 | |
| ETH | NATIVE AMERICAN | 1 | 294 | 295 | .0030 | 0.89 | 0.12 | 0.12 | 0.451 | |
| ETH | ETH UNKNOWN | 1 | 294 | 295 | .0983 | 29.00 | -28.0 | -5.48 | <.01 | U |
| GEN | MALE | 294 | 1 | 295 | .8102 | 239.01 | 54.99 | 8.16 | <.01 | O |
| GEN | FEMALE | 1 | 294 | 295 | .0986 | 29.09 | -28.1 | -5.49 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 295 | 295 | .0846 | 24.96 | -25.0 | -5.22 | <.01 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:18:37
FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 670
PROGRAM: EBPPP961
EXTRACT DATE: 12/31/16

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 19 | 19 | 38 | .1897 | 7.21 | 11.79 | 4.88 | <.01 | O |
| ETH | BLACK | 9 | 29 | 38 | .4871 | 18.51 | -9.51 | -3.09 | <.01 | U |
| ETH | HISPANIC | 10 | 28 | 38 | .1720 | 6.54 | 3.46 | 1.49 | 0.068 | |
| ETH | ASIAN / PAC ISL | 0 | 38 | 38 | .0381 | 1.45 | -1.45 | -1.23 | 0.110 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 38 | 38 | .0037 | 0.14 | -0.14 | -0.38 | 0.354 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 38 | 38 | .1083 | 4.12 | -4.12 | -2.15 | 0.016 | U |
| GEN | MALE | 38 | 0 | 38 | .7529 | 28.61 | 9.39 | 3.53 | <.01 | O |
| GEN | FEMALE | 0 | 38 | 38 | .1439 | 5.47 | -5.47 | -2.53 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 38 | 38 | .1023 | 3.89 | -3.89 | -2.08 | 0.019 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 01/04/17
RUN TIME: 13:18:37
FY2017 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 672
PROGRAM: EBP961
EXTRACT DATE: 12/31/16

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
031 PARA PROFESSION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 22 | 102 | 124 | .3243 | 40.21 | -18.2 | -3.49 | <.01 | U |
| ETH | BLACK | 48 | 76 | 124 | .2673 | 33.15 | 14.85 | 3.01 | <.01 | O |
| ETH | HISPANIC | 35 | 89 | 124 | .2449 | 30.37 | 4.63 | 0.97 | 0.167 | |
| ETH | ASIAN / PAC ISL | 13 | 111 | 124 | .0964 | 11.95 | 1.05 | 0.32 | 0.375 | |
| ETH | NATIVE AMERICAN | 0 | 124 | 124 | .0025 | 0.31 | -0.31 | -0.56 | 0.289 | N-05%RUL |
| ETH | ETH UNKNOWN | 6 | 118 | 124 | .0269 | 3.34 | 2.66 | 1.48 | 0.070 | |
| GEN | MALE | 65 | 59 | 124 | .3798 | 47.10 | 17.90 | 3.31 | <.01 | O |
| GEN | FEMALE | 59 | 65 | 124 | .5812 | 72.07 | -13.1 | -2.38 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 124 | 124 | .0011 | 0.14 | -0.14 | -0.37 | 0.356 | N-05%RUL |

Appendix - 5

Department of Citywide Administrative Services
Workforce Compared with Internal and External Pools
3rd Quarter of Fiscal Year 2017
(Most Recent Quarter Available)

FINAL DETERMINATION 6/22/2017

RUN DATE: 04/04/17
RUN TIME: 13:01:38
FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 660
PROGRAM: EBP961
EXTRACT DATE: 03/31/17

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
004 SCIENCE PROFNS

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 62 | 74 | 136 | .4568 | 62.12 | -0.12 | -0.02 | 0.491 | |
| ETH | BLACK | 18 | 118 | 136 | .1762 | 23.96 | -5.96 | -1.34 | 0.090 | N-05%RUL |
| ETH | HISPANIC | 15 | 121 | 136 | .1023 | 13.91 | 1.09 | 0.31 | 0.379 | |
| ETH | ASIAN / PAC ISL | 39 | 97 | 136 | .2258 | 30.71 | 8.29 | 1.70 | 0.045 | |
| ETH | NATIVE AMERICAN | 1 | 135 | 136 | .0024 | 0.33 | 0.67 | 1.18 | 0.119 | |
| ETH | ETH UNKNOWN | 1 | 135 | 136 | .0315 | 4.28 | -3.28 | -1.61 | 0.053 | N-05%RUL |
| GEN | MALE | 106 | 30 | 136 | .6586 | 89.57 | 16.43 | 2.97 | <.01 | O |
| GEN | FEMALE | 30 | 106 | 136 | .3131 | 42.58 | -12.6 | -2.33 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 136 | 136 | .0201 | 2.73 | -2.73 | -1.67 | 0.047 | N-05%RUL |

FINAL DETERMINATION 6/22/2017

RUN DATE: 04/04/17
RUN TIME: 13:01:38
FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 670
PROGRAM: EBP961
EXTRACT DATE: 03/31/17

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
025 CRAFT

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|-------|
| ETH | WHITE | 179 | 112 | 291 | .3705 | 107.82 | 71.18 | 8.64 | <.01 | O |
| ETH | BLACK | 30 | 261 | 291 | .3209 | 93.38 | -63.4 | -7.96 | <.01 | U |
| ETH | HISPANIC | 63 | 228 | 291 | .1322 | 38.47 | 24.53 | 4.25 | <.01 | O |
| ETH | ASIAN / PAC ISL | 17 | 274 | 291 | .0686 | 19.96 | -2.96 | -0.69 | 0.246 | |
| ETH | NATIVE AMERICAN | 1 | 290 | 291 | .0030 | 0.87 | 0.13 | 0.14 | 0.446 | |
| ETH | ETH UNKNOWN | 1 | 290 | 291 | .0983 | 28.61 | -27.6 | -5.44 | <.01 | U |
| GEN | MALE | 290 | 1 | 291 | .8102 | 235.77 | 54.23 | 8.11 | <.01 | O |
| GEN | FEMALE | 1 | 290 | 291 | .0986 | 28.69 | -27.7 | -5.45 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 291 | 291 | .0846 | 24.62 | -24.6 | -5.19 | <.01 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 04/04/17
RUN TIME: 13:01:38
FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 672
PROGRAM: EBP961
EXTRACT DATE: 03/31/17

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
027 TRANSPORTATION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 19 | 20 | 39 | .1897 | 7.40 | 11.60 | 4.74 | <.01 | O |
| ETH | BLACK | 9 | 30 | 39 | .4871 | 19.00 | -10.0 | -3.20 | <.01 | U |
| ETH | HISPANIC | 11 | 28 | 39 | .1720 | 6.71 | 4.29 | 1.82 | 0.034 | |
| ETH | ASIAN / PAC ISL | 0 | 39 | 39 | .0381 | 1.49 | -1.49 | -1.24 | 0.107 | N-05%RUL |
| ETH | NATIVE AMERICAN | 0 | 39 | 39 | .0037 | 0.14 | -0.14 | -0.38 | 0.352 | N-05%RUL |
| ETH | ETH UNKNOWN | 0 | 39 | 39 | .1083 | 4.22 | -4.22 | -2.18 | 0.015 | U |
| GEN | MALE | 39 | 0 | 39 | .7529 | 29.36 | 9.64 | 3.58 | <.01 | O |
| GEN | FEMALE | 0 | 39 | 39 | .1439 | 5.61 | -5.61 | -2.56 | <.01 | U |
| GEN | GENDER UNKNOWN | 0 | 39 | 39 | .1023 | 3.99 | -3.99 | -2.11 | 0.018 | U |

FINAL DETERMINATION 6/22/2017

RUN DATE: 04/04/17
RUN TIME: 13:01:38
FY2017 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E E D S S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 674
PROGRAM: EBP961
EXTRACT DATE: 03/31/17

AGENCY:
JOB GROUP:

868 DEPARTMENT OF CITYWIDE ADMINISTRATIVE SE
031 PARA PROFESSION

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: 0.05

USING BINOMIAL TEST

| EEO VAR | EEO VAL | FOCAL GROUP | OTHER THAN FOCAL GROUP | TOTAL | AVAIL % | EXPECTED # | DIFFERENCE | Z-SCORE | PROBABILITY | IMBAL |
|------------|-----------------|-------------|---------------------------|-------|---------|------------|------------|---------|-------------|----------|
| ETH | WHITE | 22 | 103 | 125 | .3243 | 40.54 | -18.5 | -3.54 | <.01 | U |
| ETH | BLACK | 49 | 76 | 125 | .2673 | 33.41 | 15.59 | 3.15 | <.01 | O |
| ETH | HISPANIC | 35 | 90 | 125 | .2449 | 30.61 | 4.39 | 0.91 | 0.181 | |
| ETH | ASIAN / PAC ISL | 14 | 111 | 125 | .0964 | 12.05 | 1.95 | 0.59 | 0.277 | |
| ETH | NATIVE AMERICAN | 0 | 125 | 125 | .0025 | 0.31 | -0.31 | -0.56 | 0.288 | N-05%RUL |
| ETH | ETH UNKNOWN | 5 | 120 | 125 | .0269 | 3.36 | 1.64 | 0.91 | 0.183 | |
| GEN | MALE | 64 | 61 | 125 | .3798 | 47.48 | 16.53 | 3.05 | <.01 | O |
| GEN | FEMALE | 61 | 64 | 125 | .5812 | 72.65 | -11.7 | -2.11 | 0.017 | U |
| GEN | GENDER UNKNOWN | 0 | 125 | 125 | .0011 | 0.14 | -0.14 | -0.37 | 0.355 | N-05%RUL |

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2017/211-868: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Citywide Administrative Services' Employment Practices and Procedures from July 1, 2013 through December 31, 2016.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPD Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Citywide Administrative Services' (DCAS) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30, 2017, setting forth findings and the following required corrective actions:

1. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
2. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
4. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use

uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

5. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.
6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
7. Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 16, 2017 which indicated that corrective action(s) nos. 1 - 7 require compliance monitoring; and

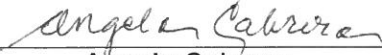
Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July 2017 through December 2017, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Lisette Camilo, Commissioner of the Department of Citywide Administrative Services.

Approved unanimously on June 22, 2017.



Angela Cabrera
Commissioner

Absent

Arva Rice
Commissioner



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



Lisette Camilo
Commissioner

July 7, 2017

The David N. Dinkins
Municipal Building
1 Centre Street
New York, NY 10007

212 386 0201 tel
nyc.gov/dcas

Charise L. Terry
Executive Director
Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Re: Determination for Audit: Review, Evaluation and Monitoring of the NYC Department of Citywide Administrative Services' Employment Practices and Procedures from January 1, 2013 to December 31, 2016.

Dear Executive Director Terry:

Thank you for giving the Department of Citywide Administrative Services ("DCAS") the opportunity to respond to the Determination issued by the EEPD pursuant to its audit of DCAS' compliance with the review, evaluation and monitoring of employment practices and procedures for the period July 1, 2013 through December 31, 2016.

We are pleased that the results of the audit were overwhelmingly positive and reflective of this agency's commitment to ensure equal employment opportunity and foster a diverse and inclusive workplace. We are committed to taking the following steps to implement the prescribed corrections:

Recommended Corrective Action #1

Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job related. Discontinue using criteria that are not job related and adopt methods which diminish adverse impact.

Response:

The agency will conduct the following tasks:

1. On a quarterly basis, for each job group category identified in CEEDS data as underutilizing a particular racial, ethnic, disability or gender group, the EEO Officer will determine whether there is a statistically significant disparity in that group of the persons hired compared to the available applicant pool. The EEO Officer will notify Human Resources of job group categories with respect to which the EEO Officer has identified a statistically significant disparity as to a protected category.
2. When the underutilization identified by the EEO Officer concerns a competitive class title or titles, Human Resources will notify the Examinations Bureau of the Human Capital line of service of such finding

and request that it assess whether the qualification criteria for the competitive class title or titles are job-related.

3. When the underutilization identified by the EEO Officer concerns a title or titles that are not competitive class titles and involve discretionary decisions, it will notify Human Resources. Human Resources will review the job duties, qualifications and preferred skills listed in the job postings for any such titles to ensure that the selection criteria are job-related. If Human Resources observes that selection criteria are not job-related, Human Resources will advise the hiring manager to revise the job description accordingly.
4. When interviews are being conducted for positions in titles in job group categories identified by CEEDs data as having underutilized protected categories, the EEO Officer will observe the interview process and review candidate evaluation sheets prior to the selection of a candidate for hire.

Recommended Corrective Action #2

If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Response:

On a quarterly basis, the EEO Officer will send Human Resources a list of underutilized titles within the agency. When the agency is able to hire for discretionary positions in which underutilization exists, Human Resources will alert the EEO Officer and request a list of diverse recruitment sources, which may include advertising in minority and/or female oriented publications, participation in career fairs, and internship programs.

Recommended Corrective Action #3

If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Response:

Within DCAS, the Human Capital line of service is the division that is responsible for carrying out the Commissioner's functions as the Director of Personnel and the Municipal Civil Service Commission for the City of New York. It comprises six bureaus, including the Bureau of Examinations. The Bureau of Examinations develops, validates, administers, and rates competitive civil service examinations, classifies civil service titles, and develops qualifications for titles.

DCAS has three primary objectives when constructing written examinations for competitive civil service titles. First, the content of the exam should relate to or be representative of the job content for which it is administered. Second, the exam's scoring system should usefully identify the best applicants to perform the job. Third, it is paramount that all exams can be validated as fair and as free from discriminatory effects based on race, national origin, and gender as business necessity permits. To achieve those objectives, DCAS engages in a rigorous process of test development, validation of questions and answers, and post-exam review and validation. DCAS also includes research questions on exams to validate questions for use in future exams for the same title.

The development of the exam proceeds through a multi-phase process to ensure that the questions are calculated to test the abilities essential to the performance of the job title. The initial phases constitute the Job Analysis of the title, and the last phase is Examination Development.

During the Job Analysis phase, the DCAS Examiner responsible for developing the test sends an "Exams Needs Letter" to Agency Personnel Officers (APO) that utilize the title (Appendix A). Within this letter, APOs are asked to provide demographic information on the incumbent population of the title within their agency and assistance with the arrangement of interviews of the incumbents, whom are considered as subject matters experts. The Bureau of Examinations also requests the ethnicity and gender of the incumbent population from DCAS' Citywide Diversity & EEO line of service to ensure that a diverse group of subject matter experts are selected to assist in the creation of the exam (Appendix B).

The DCAS Examiner then gathers information from subject matter experts provided by agencies that use the title about the work performed in order to construct a draft list of tasks and abilities that would inform the drafting of the test questions.

During this phase, the APO is also asked to review the Notice of Examination and provide feedback on the competencies, skills and abilities required to ensure that these standards are updated, job-related and required by business necessity (Appendix C).

DCAS' Office of Citywide Recruitment (OCR) works closely with other City agencies, attends career fairs with community based organizations and educational institutions and provides information sessions to educate the public about careers with City government, civil service examinations and the hiring process.

The EEO Officer will inform OCR on a quarterly basis of the titles in which underutilization exists. When civil service exams are being given for titles in which women, minorities, or other protected groups are underrepresented, the Director of Human Resources and/or the EEO Officer will alert OCR to conduct targeted recruitment in diverse recruitment sources, which may include advertising in minority and/or female oriented publications, and participation in career fairs, open houses that serve women, minorities, and other protected groups.

Recommended Corrective Action #4

Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview *and* select the most capable candidates (e.g. structured interview training or guide).

Response:

In February 2017, an email was sent to agency supervisors, HR, and EEO personnel that structured interviewing training is required for all personnel involved in the recruitment and hiring process (Appendix D). As of May 2017, 129 (32%) of approximately 400 supervisors, HR, and EEO personnel have been trained. The remaining staff will be trained in FY18. The HR and EEO Office will also work on creating a structured interviewing guide for the agency's hiring managers to use and refer to as needed.

Recommended Corrective Action #5

Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Response:

We recognize that this corrective action was directly related to a current DCAS EEO counselor that has not taken the City's five-day Diversity & EEO training since she became an EEO Counselor in 1988. This EEO Counselor will be scheduled for the next Diversity & EEO Basic training in Fall 2017.

Recommended Corrective Action #6

Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Response:

The EEO Officer meets with the Commissioner on a monthly basis, or sooner as needed, to review updates and other aspects of the agency's EEO program. Decisions made within these meetings that impact the administration and operation of the EEO program are then shared with senior leadership at bi-weekly senior leadership meetings. In FY18, the EEO Office will document decisions from the aforementioned meetings that impact the administration and operation of the EEO program through written meeting minutes that will be kept on file in the EEO Office, and through quarterly reports, when possible.

Recommended Corrective Action #7

Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Response:

DCAS currently uses ePerformance in NYCAPS to complete performance evaluations for non-managerial employees. The annual evaluation period is April 1st through March 31st. In FY18, DCAS will explore implementing an annual performance evaluation program for managerial staff through ePerformance or another method.

I trust that the proposed actions will satisfactorily comply with the EEPC's recommended corrective actions.

Sincerely,



Lisette Camilo
Commissioner

c: Belinda French, Diversity and EEO Officer
Monique Knoll, Director of Human Resources



File Message Tell me what you want to do



Fri 12/29/2017 3:35 PM

Office of the DCAS Commissioner (DCAS)

FY 2018 Diversity & EEO Commitment

To

Bcc All Users (DCAS)

Dear DCAS Colleagues,

I would like to share some good news with you.

The Equal Employment Practices Commission ("EEPC") has recently completed its audit of our agency's compliance with the City's Equal Employment Policy covering the period July 1, 2013 through December 31, 2016. The EEPC's findings were overwhelmingly positive and reflective of this agency's commitment to ensure equal employment opportunities and foster a diverse and inclusive workplace.

Over the past year, we expanded our diversity recruitment outreach efforts, created a structured interviewing guide for our hiring managers, and trained our EEO counselors in current EEO laws and procedures. We also initiated the development and implementation of a pilot performance review program for our managerial employees in 2018.

DCAS takes pride in the diversity of its workforce. We are committed to creating a workplace culture where our employees are engaged and the diversity of thought, experience, and cultural backgrounds are respected and valued.

I encourage each of you to review our [FY2018 Diversity & EEO Plan](#) for our journey ahead.

In addition, you can find out more about our agency's commitment in the following materials: [The City's EEO Policy](#), ["About EEO: What You May Not Know"](#) and the [2015 Reasonable Accommodation Procedural Guidelines](#).

If you have questions about EEO, disability rights, or reasonable accommodations, please reach out to Belinda French, our Diversity and EEO Officer, at bfrench@dcas.nyc.gov or 212-386-0297, or one of our [DCAS EEO Counselors](#).

Thank you,
Lisette Camilo

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #2017AP/217-868-(2018)C1: Determination of **Compliance** (Monitoring Period Required) by the Department of Citywide Administrative Services with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2013 to December 31, 2016.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPD Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Citywide Administrative Services' (DCAS) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30, 2017, setting forth findings and the following required corrective actions:

1. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
2. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
4. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
5. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.
6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

7. Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the DCAS did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on June 16, 2017 which indicated that corrective action nos. 1 - 7 required compliance monitoring; and

Whereas, the DCAS submitted its response to the EEPC's Final Determination letter, on July 10, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from July 2017 – December 2017, with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DCAS submitted a copy of the agency head's memorandum to staff dated December 29, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

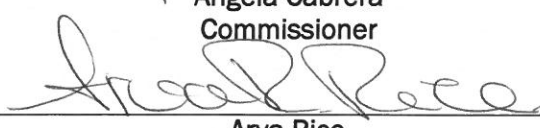
Be It Resolved, that the Department of Citywide Administrative Services has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Commissioner Lisette Camilo of the Department of Citywide Administrative Services.

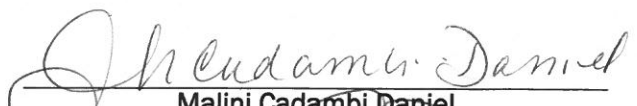
Approved unanimously on January 25, 2018.



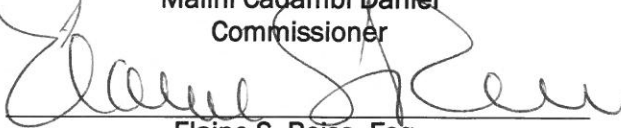
Angela Cabrera
Commissioner



Arva Rice
Commissioner



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY MAIL AND EMAIL

January 25, 2018

Lisette Camilo
Commissioner
NYC Department of Citywide Administrative Services
1 Centre Street, 18th Floor - North
New York, 10007

Re: Resolution #2017AP/217-868-(2018)C1: Determination of
Agency Compliance

Dear Commissioner Camilo:

On behalf of the members of the Equal Employment Practices Commission (EEPC or Commission), I want to inform you that the Commission has issued the attached Determination of Compliance to the Department of Citywide Administrative Services. This Commission has determined that the Department of Citywide Administrative Services has implemented the required corrective actions deemed necessary by this Commission for ensuring a fair and effective affirmative employment program of equal opportunity as required by the equal employment opportunity standards of this Commission and Chapters 35 and 36 of the New York City Charter.

On behalf of this Commission, I want to thank you and Principal EEO Professional Belinda French, PHR for the cooperation extended to the EEPC during the compliance-monitoring period.

Sincerely,


Malini Cadambi Daniel
Commissioner

c: Belinda French, PHR, Principal EEO Professional, Department of
Citywide Administrative Services

EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION

This

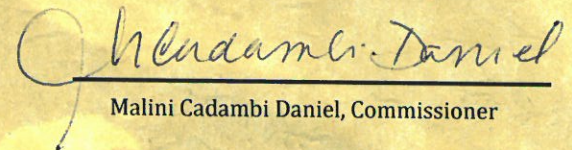
Determination of Compliance

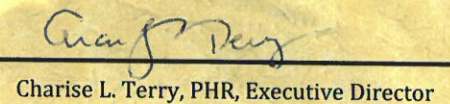
is issued to

Department of Citywide Administrative Services

*for successfully implementing 7 of 7 required corrective actions pursuant to the Equal Employment Practices Commission's
Employment Practices and Procedures Audit From July 1, 2013 to this date.*

On this 25th day of January in the year 2018,


Malini Cadambi Daniel, Commissioner


Charise L. Terry, PHR, Executive Director

*In care of Commissioner Lisette Camilo, and
Principal EEO Professional Belinda French, PHR.*