

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020**AGENCY NAME:** NYC Department of Citywide Administrative Services

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

Prepared by:Belinda French, Diversity & EEO Officer, 212-386-0297

Name	Title	Telephone No.
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Date Submitted: August 24, 2020**FOR DCAS USE ONLY*****Date Received:*****INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

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

PART I: NARRATIVE SUMMARY**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? ☒ Yes, On (Date): 2/26/2020 ☐ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

☐ Diversity & EEO Awards

☒ Diversity and EEO Appreciation Events

☐ Public Notices

☐ Positive Comments in Performance Appraisals

☐ Other (please specify): _____

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

DCAS recognized Asian Pacific American Heritage Month and Pride Month but could not hold events due to COVID-19.

III. WORKFORCE REVIEW AND ANALYSIS

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

☒ Yes, On (Date): _____ ☐ No

***During new hire orientation.**

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

☒ Yes, On (Date): 4/21/2020 ☐ No

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

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

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

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
In FY2020, an informative workforce data report for each line of service will be created and distributed twice a year. This report will assist each LOS in identifying their hiring trends and possible barriers to inclusion. The EEO Office will also assist in providing resources for addressing underutilization, if applicable.	The Office is currently gathering the data to be able to create this report successfully – workforce demographics, underutilized job groups, filled vacancies within the first six months of the fiscal year, and upcoming civil service exams and lists.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.																																								
<p>The EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, we will alert HR and the hiring manager of the title and ask that the job be promoted in diverse recruitment resources. Since last quarter, our underutilized job groups remain the same and hiring new employees has significantly decreased due to the COVID-19 pandemic. Below are the current job groups where underutilization still exists:</p> <p>Underutilization of Women and Minorities in DCAS Workforce</p> <table border="1"> <thead> <tr> <th>JobGroup</th> <th>Female</th> <th>Black</th> <th>Hispanic</th> <th>Asian</th> </tr> </thead> <tbody> <tr> <td>CRAFT</td> <td>-29</td> <td>-69</td> <td></td> <td></td> </tr> <tr> <td>OPERATORS</td> <td>-5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARA PROFESSIONAL OCCUPATIONS</td> <td>-19</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SCIENCE PROFESSIONALS</td> <td>-16</td> <td>-10</td> <td></td> <td></td> </tr> <tr> <td>TRANSPORTATION</td> <td>-4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grand Total</td> <td>-73</td> <td>-79</td> <td>0</td> <td>0</td> </tr> </tbody> </table>						JobGroup	Female	Black	Hispanic	Asian	CRAFT	-29	-69			OPERATORS	-5				PARA PROFESSIONAL OCCUPATIONS	-19				SCIENCE PROFESSIONALS	-16	-10			TRANSPORTATION	-4				Grand Total	-73	-79	0	0
JobGroup	Female	Black	Hispanic	Asian																																				
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SCIENCE PROFESSIONALS	-16	-10																																						
TRANSPORTATION	-4																																							
Grand Total	-73	-79	0	0																																				

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Creation of an agency EEO Counselor Program		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

<p>On a volunteer basis, employees can apply to become an EEO Counselor. EEO counselors assist in making employees more aware of agency resources and their rights and responsibilities under the City's EEO Policy.</p>	<p>The guide for this program was completed on February 14, 2020 and posted on DCAS Connect. Promotion of the program agency-wide has been delayed due to the City's COVID-19 emergency response.</p>	<input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Creation of an agency Employee Resource Group Program</p> <p>On a volunteer basis, employees can apply to start their own employee resource group (ERGs). Employee Resource Groups (ERGs) are voluntary, self-coordinating, employee-driven groups formed by employees based on shared characteristics or common interests. ERGs foster a sense of community, engagement and an inclusive work environment.</p>	<p>The guide for this program was completed on February 28, 2020. Promotion of the program agency-wide has been delayed due to the City's COVID-19 emergency response.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>Attended EEO Best Practices Meetings – May 22, 2020 and June 17, 2020 Attended OATH's Support Circle – April 22, 2020 Attended weekly/bi-weekly DSF check-in meetings In June 2020 after the death of George Floyd, DCAS' Commissioner issued a letter of support agency-wide, DCAS leadership issued quotes in support of racial equity and Black Lives Matter, and the Commissioner held a moment of silence for George Floyd, Ahmaud Arbery, Breonna Taylor, and all that have lost their lives in 2020.</p>					

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Conduct outreach and promote Civil Service jobs to diverse communities across the City	Gathered data related to existing job vacancies, underutilized job titles where vacancies exist, and upcoming civil service exams and lists. This data will be used to consult with our Office of Citywide recruitment and conduct a targeted outreach strategy.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Require disability awareness training for our hiring managers and employees that interact with the public	The agency currently has 242 employees that completed Disability Etiquette training. We are planning to promote this training to hiring managers along with our required structured interviewing training. The training catalogue for the spring is currently under review.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Procure from and promoting minority and women-owned business for City government contracting and sub-contracting opportunities.	As part of its operating procedures, the agency requires its lines of service to procure from MWBEs and the MWBE unit is dedicated to the promotion of the program to the public.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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V. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Create a targeted outreach strategy with our Office of Citywide Recruitment for underutilized job groups where vacancies exist		<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structured Interviewing and unconscious bias training	The agency requires its hiring managers to complete structured interviewing training and promotes training in accordance with the Citywide Training Center course catalogue.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

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

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	33	Unknown	M ___ F ___ N-B ___ O ___ U <u>X</u>
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify): Civil Service Pathways Fellows	12	(5) Asian; (4) Hispanic; (2) Black; (1) White	M <u>5</u> F <u>7</u> N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments:

C. 55-A PROGRAM

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

☒ Yes

☐ No

Currently, there are 10 55-a participants.

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

During this Quarter no participants left the program.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

e-mail ☐ Yes ☐ No

training sessions ☒ Yes ☐ No

agency website ☒ Yes ☐ No

agency newsletter ☐ Yes ☐ No

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

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	DCAS Employee Relations unit also sends agency-wide notices for internal vacancies.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);	<i>The DCAS EEO Office reviews and approves all interview questions and maintains a record of hiring managers and interview panels to ensure they have completed structured interviewing training. DCAS's HR Director and EEO Officer are notified via NYCAPS when a candidate has been selected for a position</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups;		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

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

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

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

*****Plans have been postponed due to the City’s COVID-19 emergency response.*****

Risk 1: Homogenous Workplace:

Planning for Q3 (January – March 2020):

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

Risk 2: Cultural and Language Differences in the Workplace:

Planning for Q3 (January – March 2020):

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

Risk 3: Workplaces with Significant Power Disparities:

Planning for Q3 (January – March 2020):

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

Risk 4: Isolated Workplaces:

Planning for Q3 (January – March 2020):

- Maintain a list of employees that work off-hours.
- Conduct regular site visits.

Risk 5: Decentralized Workplaces:

Planning for Q3 (January – March 2020):

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

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

Provide a short description of your efforts to analyze the results of climate survey in your agency.

DCAS received its climate survey results in March 2019 and observed a low response rate of 26.42% Of the responses received, a

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

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

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

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is involved in an audit; please specify who is conducting the audit: Equal Employment Practices Commission
- ☐ Attach or list below audit recommendations.
- ☒ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: [DCAS] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR _4_ QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title							
Nature of change		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role				Start Date or Termination Date:		Start Date or Termination Date:	
NOTE: Please attach CV/Resume of new staff to this report							
For Current EEO Professionals:							
Name & Title							
EEO Function		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Proportion of Time Spent on EEO Duties		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	
Attended EEO Professional On-Boarding at DCAS		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completed Trainings:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Diversity & Inclusion		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
lgbTq: The Power of Inclusion		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Structured Interviewing and Unconscious Bias		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sexual Harassment Prevention		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Source(s):		<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other		<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other		<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	

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

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

* Please indicate changes (i.e. if new personnel is filling a specified role.) You may insert additional entries as needed. "Title" refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above please indicate it on the chart.



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **DCAS** **4 Qtr** **FY 2020**

NOTE: FILL OUT YOUR TRAINING TARGETS IN **GREEN** FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

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

SAVE THIS FILE UNDER THE NAME: **[AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**

SUBMITTED BY [TITLE]: **Belinda French, Diversity & EEO Officer**
 DATE SUBMITTED: **8/24/2020** E-MAIL: **bfrench@dca** TEL #: **212-386-0297**

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

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	4100	1190	1914	100	339	3543

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	4000	1034	1742	40	82	2898
1. EEO Awareness	500	63	32	9	2	106
Administered by DCAS [NOTE: DCAS will provide this information]	500	63	32	9	2	106
Administered by Agency						0
2. D&I "Everybody Matters"	600	77	17	4	2	100
Administered by DCAS [NOTE: DCAS will provide this information]	600	77	17	4	2	100
Administered by Agency						0
3. IgBTq: The Power of Inclusion	500	59	31	5	2	97
Administered by DCAS [NOTE: DCAS will provide this information]	500	59	31	5	2	97
Administered by Agency						0
4. Sexual Harassment Prevention	2300	793	1650	20	76	2539
Administered by DCAS [NOTE: DCAS will provide this information]	2300	793	1650	20	76	2539
Administered by Agency						0
5. Disability Etiquette	100	42	12	2	0	56
Administered by DCAS [NOTE: DCAS will provide this information]	100	42	12	2	0	56
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	100	156	172	60	257	645
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		117	129	60	0	306
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED	100	8	13	0	0	21
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		1	2		257	260
9. Other Diversity/EEO Related	Specify topic:	Conflict Resolution				
TOTAL PARTICIPANTS TRAINED			5			5
10. Other Diversity/EEO Related	Specify topic:	EEO Refresher for Managers and Supervisors				
TOTAL PARTICIPANTS TRAINED		5	23			28
11. Other Diversity/EEO Related	Specify topic:	EEO Refresher for Chauffeur Attendants				
TOTAL PARTICIPANTS TRAINED		25				25
12. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0

Agency: 868 DCAS
Summary Period of EEO Complaints: 04/01/2020 - 06/30/2020
Number, basis and type of resolution

																									Failure to Reasonably Accommodate			
		TOTAL*	Age	Alienage/ Citizenship	Prior Record Arrest or Conviction	Caregiver	Consumer Credit History	Color	Creed/ Religion	Disability	Predisposing Genetic Characteristic	Gender/Sex	Military Status	Marital Status	National Origin	Pay History	Partnership Status	Race	Retaliation	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Status As Victim of Domestic Violence, Sex Offense or Stalking	Religion	Disability	Pregnancy	As Victim of Domestic Violence, Sex Offence or Stalking
INTERNAL	Complaints open at close of the period	12	1	-	-	-	-	1	1	-	-	4	-	-	-	-	-	3	-	6	1	-	-	-	-	-	-	-
	Complaints outstanding at close of the period	6	-	-	-	-	-	1	1	-	-	3	-	-	-	-	-	1	-	2	1	-	-	-	-	-	-	-
	Complaints filed during the period	7	1	-	-	-	-	-	-	-	-	2	-	-	-	-	-	2	-	4	-	-	-	-	-	-	-	-
	Complaints resolved during the period	13	1	-	-	-	-	-	1	1	-	1	-	-	2	-	-	1	2	5	-	-	-	-	-	-	-	-
	No Probable Cause/ Unsubstantiated	5	-	-	-	-	-	-	1	-	-	-	-	-	1	-	-	1	-	2	-	-	-	-	-	-	-	-
	Probable Cause/Substantiated	6	1	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	1	3	-	-	-	-	-	-	-	-
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mediated	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Administrative Closing	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXTERNAL	Complaints open at close of the period	8	1	-	-	-	-	2	2	3	-	2	-	-	4	-	-	3	4	2	1	-	-	-	-	1	-	-
	Complaints outstanding at close of the period	8	1	-	-	-	-	2	2	3	-	2	-	-	4	-	-	3	4	2	1	-	-	-	-	1	-	-
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

* The total basis of all complaints may exceed the total number of complaints

Agency: 868		DCAS			
Summary Period of EEO Reasonable Accommodation:		04/01/2020 - 06/30/2020			
Number, basis and type of resolution					
	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offense or Stalking
Reasonable Accommodations open at close of the period	4	4	-	-	-
Reasonable Accommodations filed during the period	25	22	3	-	-
Reasonable Accommodations resolved during the period	24	21	3	-	-
Granted as Requested	5	3	2	-	-
Modified Accommodation Granted	-	-	-	-	-
Denied	-	-	-	-	-
Withdrawn	1	1	-	-	-
Administratively Closed	18	17	1	-	-
Reasonable Accommodations appealed during the period	-	-	-	-	-

Summary Period of EEO Inquiry: 04/01/2020 - 06/30/2020											
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PR ACTICES/PROGRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	17	1	-	2	3	-	-	4	6	1	-
Inquiries filed during the period	-	-	-	-	-	-	-	-	-	-	-
Inquiries resolved during the period	2	-	-	2	-	-	-	-	-	-	-