

FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: NEW YORK DEPARTMENT OF HEALTH AND MENTAL HDOHMH

1st Quarter (July -September), due November 6, 2020
 2nd Quarter (October - December), due January 29, 2021
 3rd Quarter (January -March), due April 30, 2021
 4th Quarter (April -June), due July 30, 2021

Prepared by:
 Jorge Martinez EEO Director jmartin@health.nyc.gov 646-940-0628 _____

Name	Title	E-mail Address	Telephone No.
Date Submitted: _____			

FOR DCAS USE ONLY: _____ *Date Received:* _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]

1. Please save this file as ‘**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.
4. Please save the Excel file as ‘**XXXX Quarter X FY 2021 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): 1/24/2020 No
- By e-mail
- Posted on agency intranet
- Other

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:

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2020): 6391 Q2 (12/31/2020): 6353

Q3 (3/31/2021): _____ Q4 (6/30/2021): _____

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

Yes , On (Date): Ongoing No

3. 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 (Dates): 12/31/19 _____ 4/22/20 _____ 7/19/20 _____ 11/2/20 _____

The review was conducted with:	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources
	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input checked="" type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please 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 2021 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
<p>Our Workforce Development Program offers Career Counseling, Quarterly Career Information Workshops, Resume Writing Workshops, and targeted training and education to our employees.</p> <p>For FY 2021 Q1, we have hosted events on Civil Service; provided information on resources available to build the next level of qualified managers and provided continued support to divisions that have plans for or have started mentoring employees to address specific employee development and support.</p>	<ul style="list-style-type: none"> • Held virtual meetings/ conference with programs to determine workforce needs. • Provided guidance to divisions to start mentoring and cross training programs • Identified best practices to retain employees • Implemented initiatives to improve the development and training of employees • Promoted employee involvement by supporting Employee Resource Groups • Conducted Diversity and Inclusion Training <p>Steps taken to build an inclusive and sustainable pipeline:</p> <ul style="list-style-type: none"> • Strategically customize diversity recruitment initiatives based on 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>minority groups (e.g. Latino, veterans, 55-a, LGBTQ, people of color)</p> <ul style="list-style-type: none"> • Increased collaboration with Race to Justice work groups and the Employee Resource Groups (ERG) (e.g. Latino, African American and LGBTQ). • Increased partnerships (virtual) with Community Based Organizations, educational institutions, DCAS Office of Citywide Recruitment, MOPD, Mayor’s Office of Appointment, Elected Officials and internal programs targeting specific underserved populations. • Attended Virtual Career Information Sessions /job Fairs for diverse colleges/universities and high schools. • Participated in virtual Diversity Career Fairs and hiring events. 				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<p>Underutilization of women continues in the “Building services” job group; Blacks in the “Craft” job category; and Hispanics in the “Technicians” job category. As noted in previous submissions, the agency continues its efforts to recruit members of these demographic groups in these job categories. However, the current pandemic along with the impact of a citywide hiring freeze has hampered the ability to do more in this area.</p>					

B. WORKPLACE:

Please 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 2021 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
Expand on communication methods to ensure that our employees are aware of our agency’s Workforce Development programs that will assist them with information that can potentially help them qualify for career advancement opportunities. We continue to tailor workshops and webinars to our	<ul style="list-style-type: none"> ○ Continued to promote our Workforce Development Program (Virtual) which offers: ○ Career Counseling ○ Quarterly Career Information Workshops 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>audience’s needs and expand on our eLearning virtual presentations.</p>	<ul style="list-style-type: none"> ○ Targeted training and education to our employees ○ Developed online trainings to increase access to employees ○ Analyzed agency Exit Survey data to identify issues that can be addressed through workforce development and create quarterly reports that will be issued to agency division leadership to provide them with data that reflects their division <p>Steps taken/considered to create an inclusive work environment:</p> <ul style="list-style-type: none"> ○ Engagement /Job Satisfaction/ Employee Morale Survey(s) ○ Citywide Onboarding survey ○ Citywide Exit Survey for Non-Represented Employees ○ Exit surveys developed by the agency 				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <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"/>
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.					
August 2021- Black August Celebration & Film Screening; Asian and Pacific Islander ERG: Solidarity Space, 9/18/20; ACHIEVE (Black) ERG: Community Members Meeting; African American Day Parade Podcast 1/13/20; Post Election Community Space, 10 28/20.					

C. COMMUNITY:

Please 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 2021 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
<ul style="list-style-type: none"> Continue or plan to promote diversity and EEO community outreach in providing government services Promote participation with minority and women owned business enterprises (MWBEs). Conduct a customer satisfaction survey. Identify best practices for establishing a brand of inclusive customer service. 		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					
Participated in virtual job fairs to promote diversity and we partner with community-based organizations and neighborhood organizations.					

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 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
<p>The agency will implement the following recruitment strategies and initiatives in FY 2021:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review policies, procedures, and practices related to targeted outreach and recruitment. <input checked="" type="checkbox"/> Review underutilization in job groups to inform recruitment efforts. <input checked="" type="checkbox"/> Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment. <input checked="" type="checkbox"/> Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Currently in operation. 	<p>We have collaborated at virtual events with Community Based Organizations, Educational Institutions, DCAS Office of Citywide Recruitment, MOPD, Mayor’s Office of Appointment and Elected Officials.</p> <p>We participated in the September 24th, 2020: CMP Virtual Career Fair. CMP is a private, not-for-profit, community-based organization with a mission to promote economic self-sufficiency and career advancement.</p> <ul style="list-style-type: none"> - 27 resumes collected <p>September 25th, 2020: Harvard T. Chan School of Public Health Virtual Career Fair</p> <ul style="list-style-type: none"> - 119 resumes collected 	<ul style="list-style-type: none"> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging. <input checked="" type="checkbox"/> Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients. 					
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov <input checked="" type="checkbox"/> If your agency is an eHire agency, post ALL vacancies on NYC Careers. 		<ul style="list-style-type: none"> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Structured Interviewing training <input checked="" type="checkbox"/> Unconscious Bias training <p><input checked="" type="checkbox"/> Assess recruitment efforts to determine whether such efforts adversely impact any particular group.</p>	<p>Provide training to hiring managers and HR staff.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input 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 2021: 1st Quarter July -September

[NOTE: Please update this table every quarter

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows			M __ F __ N-B __ O __ U __
2. Public Service Corps			M __ F __ N-B __ O __ U __
3. Summer College Interns	6	American Indian/Alaska Native N=1 Asian N=1 Choose not to disclose N=1 Two or More Races N=1 White N=2 Asian N=2	M _4_ F _2_ N-B __ O __ U __
4. Summer Graduate Interns	6	Asian N=2 Black or African American N=2 Latino N=1 White N=1	M _1_ F _5_ N-B __ O __ U __
5. Other (specify): College Aides	89	American Indian/Alaska Native N=2 Asian N=20 Black or African American N=26 Choose not to disclose N=4 Latino N=20 Native Hawaiian/Pacific Islander N=1 Two or More Races N=5 White N=11	M _22_ F _68_ N-B _1_ O __ U __

Additional Comments:

C. 55-A PROGRAM

A PROGRAM

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

Currently, there are 28 55-a participants.

During the 1st Quarter, a total of 1 new applications for the program were received.
During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 new applications for the program were received.
During the 2nd Quarter 0 participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of 1 new applications for the program were received.
During the 3rd Quarter 1 participant left the program due to retirement.

During the 4th Quarter, a total of 0 [number] new applications for the program were received.
During the 4th Quarter 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

- 1. Disseminated 55-a information – by e-mail: Yes No
 - in training sessions: Yes No
 - on the agency website: Yes No
 - through an agency newsletter: Yes No

2. _____

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, 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
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<ul style="list-style-type: none"> Reviewed policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations). Our team continues to promote employee awareness of opportunities for promotion and transfer within the agency. Our Training and Professional Development team has encouraged the use of training and development programs to improve skills, performance and career opportunities via announcements and outreach to our employees via email. <p>Provided information to staff on both internal and external Professional Development</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Complete	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>training sources via email.</p> <ul style="list-style-type: none"> • Explained the civil service process to staff and what it means to become a permanent civil servant via workshops and webinars. • Provided technical assistance in applying for upcoming civil service exams. • Provided agency staff with citywide vacancy announcements, civil service exams notices and other career development information electronically. • Assisted employees and Job Training Program participants in assessing and planning to develop career paths. • Provide resources and support for: <ul style="list-style-type: none"> • Targeted job searches • Development job search strategies • Resume preparation • Review of effective interview techniques 				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<ul style="list-style-type: none"> • Review and develop a protocol for in-title promotions and salary increases. • Promote employee awareness of opportunities for promotion and transfer within the agency. • Assess the criteria for selecting persons for mid-level to high level positions. 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

	<ul style="list-style-type: none"> • Publicly post announcements for all positions, including senior level positions. • Actively reach out to networks of underrepresented groups as part of its outreach. • Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. In person trainings were suspended due to COVID. Guidance was provided to hiring managers as needed. • 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. • If adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method. • Compare the demographics of current employees to the placements. 				
--	---	--	--	--	--

	<ul style="list-style-type: none"> • Revise the promotion request form to include the various reasons why a promotion may be necessary. • Review the demographics race\ethnicity and gender for those who received the promotion\salary raises. <p>Submit the resumes for the second- and third-choices for the position.</p>				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible barriers that have a negative impact on minority employees and applicants. <input checked="" type="checkbox"/> Use a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers. <input checked="" type="checkbox"/> Develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates. 	<ul style="list-style-type: none"> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Establish written objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates. <input checked="" type="checkbox"/> In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. <input checked="" type="checkbox"/> Use a diverse panel of interviewers to conduct the interview. <input checked="" type="checkbox"/> Have the EEO Officer review the interview questions when possible. <input type="checkbox"/> Have the EEO Officer observe interviews, where possible. <input checked="" type="checkbox"/> Use the NYCAPS eHire applicant tracking system for external and internal applicants. <input checked="" type="checkbox"/> Make adjustments to agency outreach and recruitment efforts where necessary. <input checked="" type="checkbox"/> Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of 				
--	--	--	--	--	--

	qualified applicants and selection rates.				
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups	<p>The agency will continue use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2021.</p> <ul style="list-style-type: none"> • The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities. • Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>based on objective criteria and justified by business necessity.</p> <p>The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions when necessary. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).</p>				
Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
During this Quarter the Agency activities included:	<p># of Vacancies</p> <p># of New Hires</p> <p># of New Promotions</p>	<p># <u>676</u></p> <p># <u>26</u></p> <p># <u>6</u></p>	<p># _____</p> <p># _____</p> <p># _____</p>	<p># _____</p> <p># _____</p> <p># _____</p>	<p># _____</p> <p># _____</p> <p># _____</p>

VII. TRAINING

Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

VIII. REASONABLE ACCOMMODATION

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

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION

Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: https://mspwwa-dcslnx01.csc.nycnet/Login.aspx

D. LOCAL LAW 101: CLIMATE SURVEY

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

<i>Describe any follow-up measures taken to address the results of the climate survey:</i>
--

The agency enforces mandatory provision of EEO talk discussing agency’s EEO policies to all employee twice a year; training is provided covering diversity, gender identity awareness; staff is also reminded to report all instance of sexual harassment to EEO. Refresher EEO training is also available via zoom and other platforms to agency divisions and bureaus.

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: _____.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR __1__ QUARTER, FISCAL YEAR 2021

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	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<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:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report							
For New 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)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
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 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Completed Trainings:							
EEO Awareness	<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	<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	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	<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	<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	<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 [AGENCY NAME] AS OF 1 QUARTER FY 2021 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Diversity & Inclusion Officer</u>	n/a				
<u>EEO Officer/Director</u>	Jorge Martinez	<u>Executive Agency Counsel</u>	<u>100</u>	<u>Jmartin4@health.nyc.gov</u>	<u>646-940-0628</u>
Deputy EEO Officer	<u>n/a</u>				
ADA Coordinator	<u>Jorge Martinez</u>	<u>“</u>	<u>100</u>	<u>“</u>	
Disability Rights Coordinator	<u>Jorge Martinez</u>	<u>“</u>	<u>100</u>	<u>“</u>	
Disability Services Facilitator	<u>Jorge Martinez</u>	<u>“</u>	<u>100</u>	<u>“</u>	
55-a Coordinator	<u>Frances Matos</u>	<u>PRAA/Special Assistant</u>	<u>50</u>	<u>fmatos@health.NYC.gov</u>	<u>347-396-2127</u>
Career Counselor	<u>George Precil</u>	<u>Workforce Development Director</u>	<u>50</u>	<u>gprecil@health.nyc.gov</u>	<u>347-396-6183</u>
EEO Counselor					
EEO Investigator					
Investigator/Trainer	<u>Doug Barr</u>	<u>ASC INV-NOT 069</u>	<u>100</u>	<u>dbarr@health.nyc.gov</u>	<u>347-396-6507</u>
Investigator/Trainer	<u>Stephanie Saez</u>	<u>INVESTIG DISCIP</u>	<u>100</u>	<u>ssaez@health.nyc.gov</u>	<u>347-396-6466</u>
EEO Training Liaison	<u>n/a</u>				
Other (describe)					

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