

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF SOCIAL SERVICES - HRA

1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th

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

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

Prepared by:

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Name	Title	Telephone No.

Date Submitted: 8/2/2019

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as '**XXXX Quarter X FY 2019 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.
3. Please save this Excel file as '**XXXX Quarter X FY 2019 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): _____ 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
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): _____

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

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): _____ No

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): _____ No

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

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - **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 2019 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. o Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
We ensure that there is a diverse applicant pool for anticipated vacancies	We ensure that job posting have appropriate diversity, inclusion and equal opportunity messaging. We utilize diversity publications, and recruitment sites i.e. Professional Diversity Network/NAACP, DiversityJobs.com, Women for Hire, Careerbuilder, etc. Additionally we share postings with the Mayor’s Office for People with	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	Disabilities and ACCES VR.	
Ensure that we identify underutilized job groups	We review the quarterly workforce dashboard and to identify specific job groups where underutilization exists to guide recruitment efforts.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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.		

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 2019 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. ○ 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.	Status Update
	The DSS continues to encourage Employee	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred

	<p>Resource Groups and facilitate and promote events that highlight our diverse workforce. Below are some examples of these events which occurred in Q4.</p>	<p><input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
	<p>The DSS-HRA-DHS Russian Language & Heritage Club (RLHC) invites you to a celebration of the 220th Birthday of Alexander Pushkin on</p> <p>Thursday, June 20, 2019 12:00 noon – 2:00 p.m. 505 Clermont Avenue 7th Floor, Room 07-08A Brooklyn, NY 11238</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe</p>
	<p>Limited Seating The DSS-HRA-DHS African American Heritage Committee invites you to join them in Celebrating 154 Years of Freedom JUNETEENTH</p> <p>Wednesday, June 19, 2019 1:30 pm – 5:00 pm Regina Russ Training Center 505 Clermont Avenue, 6th Floor Brooklyn, NY</p> <p>Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States and is recognized as a ceremonial observance in roughly half of the states, but many</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe</p>

	<p>are not aware of this essential historical celebration. This year marks the 154th anniversary of Juneteenth which celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures. This is a great opportunity to educate staff and heighten awareness about this rich piece of history which should be shared, understood, and celebrated.</p> <p>The event program will include a video, song, dance, poetry, and Keynote Speaker: Rt. Rev. Floyd R. Blair, Assistant Deputy Commissioner for HRA Supplemental Nutrition Assistance Program, and Associate Professor at the College of New Rochelle/CUNY Guest Lecturer</p>	
	<p>The DSS-HRA-DHS Russian Language Heritage Club (RLHC) invites you to a Celebration of Victory Day, and DSS-HRA-DHS's "Immortal Regiment" event</p> <p>Tuesday, May 7, 2019 12:00 noon - 2:00 p.m. 4WTC, 43rd Floor Training Room New York, NY 10007</p> <p>We will be commemorating the victory over Nazi Germany in World War II (WW II) by holding DSS-HRA-DHS's very own "Immortal Regiment" event. Come find out what it is (it's a citizen's movement)</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>and the story behind it. The main purpose of the event is to remember and honor those who served and the lives lost during WW II, the bloodiest war in the human history.</p> <p>Please bring your stories and, if available, photos. If any of your ancestors (grandfathers, grandmothers, or any other relatives, however distant) participated and/or lost their lives in this war and you have their pictures and any stories you want to share, please bring them to the event. You can send a photograph to us in advance, at one of the email addresses below, and they will print it out for you.</p> <p>Pelmeni will be available on a first-come, first-served basis, as usual.</p>	
	<p>The Asian American Pacific Islander Heritage Committee of DSS-HRA-DHS invites you to attend an Exhibition and Cultural Experience commemorating Asian American Pacific Islander Heritage!</p> <p>Friday, May 3, 2019 10 a.m. – 2 p.m. 4 World Trade Center at 150 Greenwich Street 43rd Floor, Dr. James R. Dumpson Conference Center</p> <p>Refreshments will be served from 1:00 p.m. – 2:00 p.m.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p><i>Please feel free to wear traditional attire commemorating Asian American Pacific Islander heritage.</i></p>	
	<p>Commemorating and Celebrating the Contributions of our Immigrant Staff</p> <p>“We Are Immigrants Too” Immigrant Heritage Week</p> <p>Monday, April 15, 2019</p> <p>11:30 a.m. – 2:30 p.m., <i>Tabling, Networking, and opportunities to win fun prizes!</i> 12:00 noon, <i>Staff Recognition</i></p> <p>4 World Trade Center 150 Greenwich Street, 43rd Floor James R. Dumpson Center New York, NY 10007</p> <p><i>Lunch will be provided.</i></p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
	<p>The DSS-HRA-DHS African American Heritage Committee cordially invites you to attend</p> <p>A Seminar on:</p> <p>“Healthy Hearts and Health Disparities” Dr. Icilma Fergus, MD (Director of Cardiovascular Disparities at Mt. Sinai)</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>Wednesday, April 3, 2019 12:00 pm-2:00 pm</p> <p>4 World Trade Center 43rd Floor James R. Dumpson Center, Rooms B & C</p>	
<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>		

C. COMMUNITY:

<p>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 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ 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. 	<p>Status Update</p>
<p>1. Identify best practices for establishing a brand of inclusive customer service.</p>	<p>The DSS Office of External Affairs continues to provide inclusive customer service and access to service in the following ways during the 4th Quarter of FY'19:</p> <ul style="list-style-type: none"> - In Q4 the Office of Advocacy and Outreach, launched the sixth cohort of providers in the ACCESS HRA Provider Portal, expanding 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>access to 25 new Community-Based Organizations and an additional 18 CUNY EDGE programs. The Office also offers free trainings to community providers in the use of ACCESS HRA and the ACCESS HRA Provider Portal. In Q4 of FY 19, a total of 395 community providers were trained in the use of these tools.</p> <ul style="list-style-type: none"> - Through its Language Access Implementation Plan, the Office of Refugee and Immigrant Affairs continues to ensure the requirements of Local Law 30 about Language Access are implemented at HRA and DHS. - The Office of Constituent Services continues to work on improving our interaction with clients in their preferred language by hiring bilingual customer service representatives. We are working closely with our HR department and DCAS to schedule hiring pools for staff with the needed language skills. Currently, 26% of our workforce is bilingual and our target is to increase it to 40% by end of year. This effort is on hold due to the hiring freeze imposed by OMB but will restart when the freeze is lifted. - The Office of Communication and Marketing (OCM) DSS is continuing to ensure that the agency's message is expanded to a broader and more diverse spectrum of potential clients. DSS it's increasing its presence in 	
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	<p>ethnic media by disseminating information about DSS' news and initiatives and by allocating advertising dollars in these outlets for our public information campaigns. DSS seeks to use social media channels to increase agency communication with non-English speaking communities.</p> <ul style="list-style-type: none"> - In Q4 OCM produced "Open Doors: Resources for New Yorkers Facing Housing Instability" which was translated into 11 languages. This guide lists the many resources that exist for New Yorkers looking for housing, such as rental assistance. It explains what Source of Income Discrimination is and how we can help. It also provides guidance on navigating the apartment search process. 	
<p>2. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.</p>	<p>The DSS Office of External Affairs executed the following activities in the 4th Quarter of FY'19 to improve community relations, awareness and engagement in service development and delivery:</p> <ul style="list-style-type: none"> - Through the Office of Advocacy and Outreach, we continue our advocacy work by reaching out to service providers across the City to develop open lines of communication concerning barriers to access for diverse population, and we have been working internally to ensure that these barriers are ameliorated through policy report and staff 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>training and education. This office continues to accomplish this in part by continuing to strengthen its advisory councils in the areas of Language Access, Disability Affairs, Immigrant Affairs, and LGBTQI Affairs.</p> <ul style="list-style-type: none"> - Through the Office of Advocacy and Outreach, we continued our collaborative work with community-based organizations to expand access to HRA benefits in the community, with an emphasis on those who provide services tailored to the needs of underserved populations, such as, immigrants and people with limited English proficiency, particularly Spanish, Chinese-Mandarin, and/or Chinese-Cantonese speakers; people with disabilities; LGBTQI people; families with child welfare involvement; individuals and families who are homeless; and geographically isolated communities with a low rate of SNAP participation among those who are likely to be eligible. - In Q4 of FY 19, OAO's SNAP Outreach team provided SNAP outreach assistance at 67 unique locations throughout NYC, assisting more than 2300 New Yorkers access SNAP benefits in the communities where they live and work. - As part of DSS's commitment to community engagement, the agency continues to run a series of workgroups with LGBTQI advocates 	
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	<p>to ensure that our services and programs are responsive to community needs.</p> <ul style="list-style-type: none"> - LGBTQI Community Meeting: The DSS LGBTQI work group met on April 3, 2019. The primary agenda item was review and discussion of a new best practices policy for the Department of Homeless Services. <p>During the 4th Quarter of FY19, DSS did a tremendous amount of outreach, including the following additional activities:</p> <ul style="list-style-type: none"> - LGBTQI Merchandise: For Q4, DSS developed new outreach items designed to increase awareness of DSS during Pride month. This included fans, small flags and stickers with the DSS logo and the expression “Proud to Fight Poverty and Homelessness.” - LGBTQI Outreach Event: DSS attended several Pride-related events during Q4 to promote our services, including Queens Pride, Brooklyn Pride, and Bronx Pride. - LGBTQI Food Insecurity Campaign: DSS launched a new outreach campaign in Q4 of 2019, called “Take Pride in Using Your SNAP Benefits.” The campaign features LGBTQ models and branding and is designed to improve SNAP utilization amongst LGBTQ people, who experience disproportionately 	
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	<p>high food insecurity. An outreach event was held on May 31, 2019. (See OCM note below)</p> <ul style="list-style-type: none"> - In Q4 OCM developed the LGBTQI Food Insecurity outreach and ad campaign to create awareness of SNAP and Access HRA, our website and mobile app to apply for SNAP, in the LGBTQI community. We specifically used images to reach youth, transgender and seniors 	
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V. RECRUITMENT

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 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.	Status Update
Increasing the positions filled through civil service lists to reduce Provisionals	Civil Service pools are held daily inviting candidates from within the agency and/or outside who took and passed exams administered by DCAS.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

We encourage agency employees to take promotional civil service examinations	HRA's recruitment calendar is posted on the agency intranet so staff can readily access job postings and civil service exam information. We inform all employees via email regarding upcoming civil service test/deadlines, and QIE/ E&E tests.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Increasing our targeted outreach to ensure that we get a diverse applicant pool	We recruit via several sources, online advertisement, special publications, Mayor's Office for People with Disabilities, DCAS Office of Citywide Recruitment (OCR), etc.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:			
Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows		N/A	Male: <u>0</u> Female: <u>0</u>
2. Public Service Corps		(2) White; (2) Hispanic; (8) Asian/Middle Eastern; (5) African-American; (2) Unidentified	Male: <u>4</u> Female: <u>13</u> Unidentified: <u>2</u>
3. Summer College Interns		N/A	Male: <u>0</u> Female: <u>0</u>
4. Summer Graduate Interns		N/A	Male: <u>0</u> Female: <u>0</u>
5. Other (specify):		(28) White; (8) Hispanic; (3) Asian/Middle Eastern; (6) African-American; (3) Unidentified	Male: <u>26</u> Female: <u>20</u> Unidentified: <u>2</u>
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

Currently, there are 54 [number] 55-a participants. During this Quarter, a total of 0 [number] new applications for the program were received and participants left the program due to [state reasons] termination, resignation, and civil service appointments.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and 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 2019 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.	Status Update
Advising employees of opportunities for promotion and career development	HRA/DHS recruitment calendar is posted on the agency intranet detailing all opportunities within both agencies. We also inform all employees via email regarding upcoming civil service test/deadlines, and QIE/ E&E tests.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Reviewing the methods by which candidates are selected for new hiring and promotion	All hiring actions are subject to the December 2014 Commissioner’s Executive Order “Hiring and Promotion Policy” setting forth postings, interviewing, and selection procedures to promote diversity. The structured interview model ensures that all applicants are asked the same questions and scored on their responses. This ensures an objective review of the qualifications of each candidate. In addition, we use diverse interview panels. Panel interviews for all mid- and high-level discretionary positions are also conducted with the presence of the EEO Officer and/or Agency Personnel Officer	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Increasing the positions filled through civil service lists	Civil Service pools are held daily inviting candidates from within the agency and/or outside who took and passed exams administered by DCAS	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Analyzing the impact of layoffs or terminations on racial, gender and age groups		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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://mspwva-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 the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding 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

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING

SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and 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:

Risk 1: Homogenous Workplace:
_____ *N/A* _____

Risk 2: Cultural and Language Differences in the Workplace:
_____ *N/A* _____

Risk 3: Workplaces with Significant Power Disparities:
_____ *N/A* _____

Risk 4: Isolated Workplaces:
_____ *N/A* _____

Risk 5: Decentralized Workplaces:
_____ *N/A* _____

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 update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information 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://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

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 EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- 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 2019.

XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]

Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to ocei@dcas.nyc.gov. Thank you for your thoughts!

Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?

APPENDIX: DSS EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 4 QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions:
Employee's Name	Patty Baez		
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: June 24, 2019 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 Current EEO Professionals:			
Title	Investigator (DISCP) Level III		
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" 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 checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <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 Sexual Harassment Prevention	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> DCAS <input checked="" 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 QUARTER (X) FY 2019 *					
<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>Lawanna Kimbro</u>	<u>ASSOCIATE COMMISSIONER FOR DHS ADULT SERVICES (DOSS) M7 *civil service title to change</u>	<u>Chief Diversity and Equity Officer</u>	<u>25%</u>	<u>kimbro@l@dss.nyc.gov</u>	<u>929-221-6658</u>
<u>Stephanie Grant</u>	<u>Director of Equal Employment Opportunity and Contract Compliance (DOSS) M-III</u>	<u>Assistant Deputy Commissioner of Equal Opportunity and Employment (EEO), Disability Access and Compliance</u>	<u>100%</u>	<u>grantst@dss.nyc.gov</u>	<u>929-221-5145</u>
<u>Jason Hryckowian</u>	<u>Administrative Staff Analyst</u>	<u>Deputy EEO Officer</u>	<u>100%</u>	<u>hryckowians@hra.nyc.gov</u>	<u>929-221-5141</u>
<u>Milagros Cordero</u>	<u>Community Associate</u>	<u>Reasonable Accommodation Coordinator</u>	<u>100%</u>	<u>corderom@dss.nyc.gov</u>	<u>929-221-5140</u>
<u>Cindy Lyons</u>	<u>Principal Administrative Associate III</u>	<u>EEO Associate</u>	<u>100%</u>	<u>lyonsc@dss.nyc.gov</u>	<u>929-221-5078</u>
<u>Keith Gilmore</u>	<u>Confidential...</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>gilmorek@dss.nyc.gov</u>	<u>929-221-5109</u>
<u>Dennis Whinfield</u>	<u>Associate Staff Analyst</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>whinfieldd@dss.nyc.gov</u>	<u>929-221-5144</u>
<u>Patty Baez</u>	<u>Investigator (DISCP) III</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>Baezp@dss.nyc.gov</u>	<u>929-221-5143</u>

* Please 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 Just indicate it on the chart.