

FISA-OPA FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: <u>FISA-OPA</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 4, 2022		<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2023	
<input type="checkbox"/> 3 rd Quarter (January -March), due May 1, 2023		<input type="checkbox"/> 4 th Quarter (April -June), due July 31, 2023	
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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): ___2/16/2022_____ 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, equity, inclusion and equal employment opportunity through the following:

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

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

During Q1 of FY 2023, FISA-OPA facilitated its Agency Health Challenge, where work colleagues participate in team activities, and share information such as recipes, ideas and workout regimens that have repeatedly shown to improve one's physical and mental health.

In September 2022, FISA-OPA will host its Book Club that will take place over the next three months. Based on up to five selected books each month, each staff member will be assigned to a reading group where weekly and monthly chapter discussions will be encouraged.

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 544 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): By default, when employees log into ESS, they are first presented with a reminder to update this information before proceeding to the ESS home page. Yes again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

III. 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):

Q1 Review Date: 11/14/2022 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

NOTE: Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. GOAL: Awareness & Education: Diversity and EEO Policies, Resources and Practice

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**
- FISA-OPA will continue to execute DCAS-issued risk assessment analyses, climate survey(s) and where required, other relevant data collection/analysis/reporting which will focus on identifying and eliminating possible risks and/or conditions specific to the “Stop Sexual Harassment in New York City Act” and local laws 93, 95, 96 and 101.
- FISA-OPA will continue to ensure that all agency staff participate in and complete all mandated EEO-related training sessions.

The following mandatory training sessions have reached 100% completion and have fulfilled FY 2022 compliance

- ✓ EEO Awareness: (100% completion achieved in Q1, FY 2022)
- ✓ Everybody Matters: Diversity & Inclusion (100% completion achieved in Q3, FY 2022)

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- ✓ IgbTq: The Power of Inclusion (100% completion achieved in Q3, FY 2022)
- ✓ Sexual Harassment Prevention (100% completion achieved in Q1, FY 2023)

The following training sessions have been targeted for deployment in FY 2023:

- ❖ Structured Interviewing and Unconscious Bias (All managers and supervisors); training sessions completed in September 2022; make-up session is scheduled for early November 2022.
- ❖ Sexual Harassment Prevention (all staff members)

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

2. GOAL: Diversify our workforce demographic

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

FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2023. FISA-OPA Human Resources will continue to send out monthly Notices of Examination for all Civil Service Exams open for filing. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. HR also holds periodic meetings with groups of staff members with questions about civil service lists and titles. HR advises employees which exams they should be filing for and serves as a resource for employees for information. FISA-OPA is making a commitment to attend more job fairs, such as the Community and Career Resource Fair that took place on 09/21/2022 on the Plaza at the Atlantic Mall, Brooklyn New York.

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

3. GOAL: Succession Planning

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

- During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees. In the coming months, FISA-OPA management will continue to:
 - Identify those with the potential to assume greater responsibility in the organization
 - Provide critical development experiences to those that can move into key roles
 - Engage the leadership in supporting the development of high-potential leaders.

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

4. GOAL: Mentoring and leadership opportunities

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

FISA and OPA will continue to collaborate on projects that encourage and require cross-functional knowledge transfer of each agency’s operational, technical and business support processes. As an added incentive towards completion of these projects, employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees will be appointed to team lead

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and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

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

❖ **Please 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.**

FISA-OPA values the importance of a diverse workforce. Our Agency Head and EEO officer review CEEDS data and workforce reports on a quarterly basis before submitting the Agency’s quarterly EEO report. For the 1st quarter of FY 2023, FISA-OPA posted discretionary positions to recruitment sources and our Agency will diligently continue to address any underutilization of job groups identified. The CEEDS reports for the 1st quarter indicate that FISA needs to address underutilization of Black and Hispanics in the Managers group, Hispanics in the Paraprofessionals group, and also the underutilization of Females in both the Managers and Paraprofessionals groups. OPA needs to address the underutilization of Blacks in the Clerical Group and Hispanics in the Managers group.

All jobs vacancies are posted on the City’s central job posting website, NYC Careers that is part of e-Hire where they are available on the World Wide Web, and the Agency will also post with the Mayor’s Office for People with Disabilities. For discretionary vacancies only, the Agency posts on internet job sites like Monster.com, Dice.com, WITI.com (Women in Technology International), Black Data Processing Association of New York, & Women for Hire, Indeed.com, Glassdoor.com and LinkedIn.com. FISA-OPA will continue to use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Goal: Training and Professional Development

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City’s EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA will train all new staff in VDT/Right to Know, Security Awareness, and Workplace Violence Prevention. FISA-OPA’s professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. FISA-OPA will continue to encourage staff to learn new skills and to enhance their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.

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

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2. Goal: Maintain an Open-door Policy to all employees

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- Our managers, Career Counselors, and the EEO Office will continue to have an open-door policy. Staff can use any of these avenues to get advice or to raise any issues. Our contact information is easily accessible from our Agency’s Intranet, our Agency’s Microsoft Outlook Directory and email correspondence footers, as well as Cityshare’s Employee Search Directory.

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

3. Goal: Deliver EEO, Diversity and Inclusion Training on a Consistent Basis

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- FISA-OPA will continue to stay current with EEO and Diversity training requirements provided by DCAS’s Office of Citywide Equity and Inclusion. Over the past few years FISA-OPA has trained its staff on the Diversity and Inclusion CBT, the Basic EEO CBT, Structured Interviewing and Unconscious Bias, Transgender Inclusion, and how to do effective performance evaluations.

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

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- ❖ **Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.**
 - The FISA-OPA Administration Unit continuously posts on the Agency’s intranet and sends email announcements about various Cultural Heritage Celebrations. For Q1 FY 2023, the Agency recognized Hispanic Heritage Month which was celebrated from September 15 through October 15, 2022. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage months.

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. **Goal: Promote participation with minority and women owned business enterprises (MWBEs)**

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

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA does purchase goods/services from M/WBE (Minority and Women owned Business Enterprises) vendors.

- In the 1st quarter of FY 2023, 42.22% of FISA’s contracts were awarded to M/WBE vendors. The value of these contracts was 26.01% of FISA’s procurement spend. FISA’s M/WBE \$ as a percentage of total City M/WBE spend was 0.19%. In Q1, FISA awarded 19 out of 45 contracts to M/WBE businesses. In the 1st quarter of FY 2023, OPA did not award any contracts to M/WBE vendors.

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

- ❖ **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 the activities, including the dates when the activities occurred.**

N/A.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Goal: Obtain Agency Head authorization to send periodic messages that support Equity, Diversity and Inclusion principles.

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- FISA-OPA consistently distributes EEO-related information such as the City’s EEO Policy, including the Agency Head’s EEO Policy Commitment Statement, the City’s Anti-Discrimination Protection Policy and all EEO-related information and resources. In Q2 FY 2023 and Q4 FY 2022, FISA-OPA’s EEO Office also announced via email, that all levels of FISA-OPA leadership, managers and supervisors must conduct mandatory EEO Policy Review meetings with their respective staff members. The EEO Office will use www.surveymonkey.com to capture confirmation that these meetings with staff members actually occurred. The EEO Office’s contact information is always provided as part of every email correspondence.

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

2. Goal: Participate in the City’s Gender Equity Interagency Partnership Relaunch

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

FISA-OPA plans to send an EEO Delegate to meetings and/or events related to this initiative, dates to be determined. Steps/action plans to evaluate effectiveness, to be determined.

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

3. Goal: Incorporate the Agency’s Diversity and Inclusion efforts to the goals and responsibilities of managers and supervisors.

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- During Q1 of FY 2023, 137 of FISA-OPA’s managers and supervisors participated in mandatory webinar training sessions for Structured Interviewing and Unconscious Bias in September 2022. The few staff who were not able to attend the mandatory September class have been registered to attend a make-up training session at DCAS on November 9, 2022.

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

4. Goal: Encourage and support new and existing Employee Resource Groups (ERGs).

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- At the end of Q1 FY 2023, FISA-OPA recently launched the Agency’s Book Club. Based on up to five selected books each month, each staff member will be assigned to a reading group where weekly and monthly chapter discussions will be encouraged.

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

❖ **Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**

FISA-OPA plans to send an EEO Delegate to meetings and/or events related to this initiative, dates to be determined. Steps/action plans to evaluate effectiveness, to be determined. Equity and Race Relations action plans, to be determined.

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IV. Recruitment

A. Recruitment Efforts

NOTE: Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- Review underutilization in job groups to inform recruitment efforts.
- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights. This is currently in operation.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- 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.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.

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- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
 - Everybody Matters EEO and Diversity and Inclusion Training
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.
- FISA-OPA is making a commitment to attend more job fairs, such as the Community and Career Resource Fair that took place on 09/21/2022 on the Plaza at the Atlantic Mall, Brooklyn New York
- FISA-OPA recruited and hired one (1) employee to the 55-a Program

1. Review policies, procedures, and practices related to targeted outreach and recruitment.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- ✓ Integrate succession planning into the agency’s activities to develop a pipeline, facilitate a seamless transition and continuity of service.
- ✓ For discretionary hires, we will do our best to ensure that there will be a diverse applicant pool for the anticipated vacancies.
- ✓ Encourage agency employees to take open-competitive and promotional civil service examinations.

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

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2. Review underutilization in job groups to inform recruitment efforts.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- ✓ Focus on enhancing internal and external applicant pools to address underutilization, when required.
- ✓ Assess recruitment efforts to determine whether such efforts adversely impact any particular group.
- ✓ FISA-OPA is making a commitment to attend more job fairs, such as the Community and Career Resource Fair that took place on 09/21/2022 on the Plaza at the Atlantic Mall, Brooklyn New York.

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

3. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- ✓ All jobs vacancies are posted on the City’s central job posting website, NYC Careers that is part of e-Hire where they are available on the World Wide Web, and the Agency will also post with the Mayor’s Office for People with Disabilities.
- ✓ For discretionary vacancies only, FISA-OPA will post on internet job sites like Monster.com, Dice.com, WITI.com (Women in Technology International), Black Data Processing Association of New York, & Women for Hire, Indeed.com, Glassdoor.com and LinkedIn.com.
- ✓ FISA-OPA will continue to use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.

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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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

- ✓ FISA-OPA is making a commitment to attend more job fairs, such as the Community and Career Resource Fair that took place on 09/21/2022 on the Plaza at the Atlantic Mall, Brooklyn New York.

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

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

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black__--__ Hispanic__--__ Asian/Pacific Islander__--__ Native American__--__ White__--__ Two or more Races__--__

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

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__ Native American__ White__ Two or more Races__

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

3. Summer and/or College Interns Total: 3

Race/Ethnicity* [#s]: Black__--__ Hispanic__--__ Asian/Pacific Islander__--__ Native American__--__ White__--__ Two or more Races__--__

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Gender* [#s]: M 1 F 2 N-B ___ O ___ U ___

4. Summer Graduate Interns Total: 0

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

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

5. Other (CSP Fellows) Total: 0

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

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

Additional comments:

NONE.

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V. Selection (Hiring and Promotion)

NOTE: Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, additional budget PEGS, the OMB hiring allotment process, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- ✓ Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the Selection process for mission critical occupations).
- ✓ Promote employee awareness of opportunities for promotion and transfer within the agency.
- ✓ Arrange for agency wide notification of promotional and transfer opportunities.
- ✓ Encourage the use of training and development programs to improve skills, performance and career opportunities.
 - Provide information to staff on both internal and external Professional Development training sources.
 - Explain the civil service process to staff and what it means to become a permanent civil servant.
 - Provide technical assistance in applying for upcoming civil service exams.
- ✓ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.

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- ✓ Assist employees and Job Training Program participants in assessing and planning to develop career paths.
 - ✓ Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - ✓ Internship exploration
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
- ✓ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
 - ✓ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
 - ✓ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
 - ✓ Assist the hiring manager if a reasonable accommodation is requested during the interview.
 - ✓ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
 - ✓ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

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3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

FISA-OPA’s EEO Office will work with Human Resources to be more involved in the interview process.

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

Q1 did not include any layoffs or terminations but this is what FISA-OPA would do, if needed:

- ✓ 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 based on objective criteria and justified by business necessity.
- ✓ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs will be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

5. Other:

N/A

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>41</u>	# <u>14</u>	# <u>34</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

Per your request, FISA-OPA’s Diversity and EEO Training Summary for Q1, FY 2023 accompanies the submission of this quarterly EEO report.

VII. 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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

All Reasonable Accommodation requests and their dispositions have been entered into DCAS’s Complaint/Reasonable Accommodation Tracking System.

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

A. Local Law 92: Annual Sexual Harassment Prevention Training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

Per your request, OPA’s Sexual Harassment Prevention Training Information for Q1, FY 2023 accompanies the submission of this quarterly EEO report.

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B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mispwva-dcslnx01.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

Per your request, OPA’s Executive Order 16 Training Information for Q1, FY 2023 accompanies the submission of this quarterly EEO report.

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D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees' familiarity with the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?
 - ✓ The City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy and all EEO-related information and resources will continue to be distributed agency wide via email, also re-targeted for Q2 FY 2023 and Q4 FY 2023
 - ✓ The City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy all EEO-related information and resources are available and will continue to be posted on the Agency's intranet (SharePoint) and also be provided as part of FISA-OPA's onboarding activities to all new hires
 - ✓ Instructions on where to find and how to obtain the City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy all EEO-related information and resources will be posted and visible on FISA-OPA's Intranet (SharePoint), and on various bulletin boards, agency wide

Intended reach: All FISA-OPA staff, including senior executives, managers, supervisors, interns, temporary workers and consultants. All staff members currently have access to devices and resources where they can read correspondence, complete eLearning courses, and/or attend virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780.

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Who will be responsible for implementing the action?

- ✓ FISA-OPA's EEO Office
- ✓ FISA-OPA's Human Resources Unit
- ✓ FISA-OPA's Communications Unit

2. Improve the EEO Office's visibility to the workforce.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- ✓ Throughout FY 2023, FISA-OPA's EEO Office resources, including the names and contact information of all EEO Office staff members will continue to be distributed as part of any EEO-related correspondence that is sent agency wide, via email
- ✓ FISA-OPA's EEO Office, including the names and contact information of all EEO Office staff members will continue to be posted on FISA-OPA's Intranet (SharePoint), as well as posted and visible on FISA-OPA's various bulletin boards
- ✓ Once a quarter effective Q2 - Q4 FY 2023, FISA-OPA's EEO Office may consider either: (i) scheduling a "Come Talk with EEO Day," or (ii) do an agency-wide email distribution called "Send us your Diversity, Equity & Inclusion Suggestions or Concerns"
- ✓ In Q3 FY 2023, FISA-OPA will target to deploy an Employee Engagement Survey to anonymously collect and assess workplace and job satisfaction feedback, agency wide

Intended reach: All FISA-OPA staff, including senior executives, managers, supervisors, interns, and consultants. All staff members currently have access to devices and resources where they can read correspondence, complete eLearning courses, and/or attend virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780

Who will be responsible for implementing the action?

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- ✓ FISA-OPA's EEO Office
- ✓ FISA-OPA's Human Resources Unit
- ✓ FISA-OPA's Communications Unit

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- ✓ The City's EEO Complaint Process, including the contact information of Federal, State and City EEO agencies, as well as the chart called "EEO Complaint Process at a Glance," will continue to be posted FISA-OPA's Intranet (SharePoint)
- ✓ In Q2 FY 2023 and Q4 FY 2023, the City's EEO Complaint Process, including the contact information of Federal, State and City EEO agencies, as well as the chart called "EEO Complaint Process at a Glance," will be distributed via email, agency wide
- ✓ Once a quarter, effective Q2- Q4 of FY 2023, FISA-OPA will distribute the toll-free Hotline to Report Sexual Harassment, 1-800-HARASS-3 (1-800-427-2773), via email agency wide. The information will also be posted on the Agency's Intranet (SharePoint) and will be posted and visible as flyers on the Agency's various bulletin boards

Intended reach: All FISA-OPA staff, including senior executives, managers, supervisors, interns, temporary workers, new hires, temporary workers and consultants. All staff members currently have access to devices and resources where they can read correspondence, complete eLearning courses, and/or attend virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780

Who will be responsible for implementing the action?

- ✓ FISA-OPA's EEO Office
- ✓ FISA-OPA's Human Resources Unit
- ✓ FISA-OPA's Communications Unit

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4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.
- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?
- ✓ In Q4 FY 2023, FISA-OPA in coordination with DCAS's Citywide Compliance Training Division will target scheduled deployment of the annual, mandatory Sexual Harassment Prevention Training, agency wide
 - ✓ Throughout FY 2023, FISA-OPA will continue to provide EEO-related eLearning/training web links via the Agency's Intranet (SharePoint)
 - ✓ Once a quarter, effective Q2- Q4 of FY 2023, FISA-OPA will provide EEO-related information such as CCHR's Notice of Rights Fact Sheet and CCHR's Protected Classes Fact Sheet, via email agency wide. Also, the information currently is and will continue to be posted on the Agency's Intranet (SharePoint), as well as flyers posted and visible on the Agency's various bulletin boards
 - ✓ During FY 2023, FISA-OPA will continue to provide consultation sessions and New Hire Orientation training (which addresses the above target area and objective) to all new staff members, as part of agency onboarding activities

Intended reach: All FISA-OPA staff, including senior executives, managers, supervisors, interns, temporary workers, new hires, temporary workers and consultants. All staff members currently have access to devices and resources where they can read correspondence, complete eLearning courses, and/or attend virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780

Who will be responsible for implementing the action?

- ✓ FISA-OPA's EEO Office
- ✓ FISA-OPA's Human Resources Unit
- ✓ FISA-OPA's Communications Unit

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5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

✓ In Q2 FY 2023 and Q4 FY 2023, FISA-OPA's EEO Office will announce via email, that all levels of FISA-OPA leadership, managers and supervisors must conduct mandatory EEO Policy Review meetings with their respective staff members. The EEO Office's contact information will be provided as part of each email

✓ Once a quarter during FY 2023, FISA-OPA may consider distributing email reminders to managers and supervisors about EEO awareness, including how to explain to employees which measures the latter can take to report any potential violations under the EEO Policy, including discrimination and sexual harassment that they saw or heard themselves, or that another staff member brought to either that employee's, manager's or supervisor's attention

Intended reach: All FISA-OPA leadership, including senior executives, managers, and supervisors. All staff members currently have access to devices and resources where they can read/present EEO-related correspondence, information and/or host virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780

Who will be responsible for implementing the action?

✓ FISA-OPA's EEO Office

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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- ✓ Once a quarter during FY 2023, FISA-OPA may consider distributing email reminders to managers and supervisors regarding to whom and where to direct employees that may want to discuss an EEO complaint. The EEO Office’s contact information can be provided as part of each email reminder
- ✓ Once a quarter during FY 2023, FISA-OPA’s EEO Office may consider either:
 - (i) scheduling a “Come Talk with EEO Day,” or
 - (ii) do an email distribution to managers and supervisors called “Send us your Diversity, Equity & Inclusion Suggestions or Concerns”
- ✓ **Intended reach:** All FISA-OPA leadership, including senior executives, managers, and supervisors. All staff members currently have access to devices and resources where they can read/present EEO-related correspondence, information and/or host virtual sessions. The information can also be provided via regular USPS mail, and via TTY: (212) 857-1780

Who will be responsible for implementing the action?

- ✓ FISA-OPA’s EEO Office

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: **_ On 03/23/2022, the EEPC formally initiated its audit of FISA-OPA; EEO Officer Ms. Lois Valero will conduct the Audit ____.**
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

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

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Appendix A: EEO Personnel Details

EEO Personnel For _1st_ Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.	2.	3.				
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:	Start Date or Termination Date:				
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:	Start Date or Termination Date:				
For New EEO Professionals:							
Name & Title	4.	5.	6.				
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)				
Percent of Time Devoted to EEO	<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 %):				
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)				
Percent of Time Devoted to EEO	<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 %):				

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Rudolph Phillips, EEO Counselor (OPA)	2. Margaret Withers, EEO Officer (FISA)	3. Angela Roberts, EEO Counselor (OPA)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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EEO Personnel Training Continued:

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

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

Please provide full mailing address of the principal Agency EEO Office: 450 West 33rd Street, 4th floor, New York, NY 10001

Diversity and EEO Staffing as of _1st_Quarter FY 2023*

<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>
EEO Officer/Director	Margaret Withers	Computer Systems Manager	85%	MWithers@fisa- opa.nyc.gov	212-857-7169
EEO Officer/Director	Lois Valero	Admin Staff Analyst	100%	LValero@fisa- opa.nyc.gov	212-857-7248
Chief Diversity & Inclusion Officer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Diversity & Inclusion Officer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Aamer Parvez	Administrative Contract Specialist	0%	AParvez@fisa- opa.nyc.gov	212-742-5942
ADA Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248

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Disability Rights Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
Disability Services Facilitators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
55-a Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
Career Counselor (FISA-OPA)	Kristel Simmonds-Cobb	Admin Staff Analyst	25%	<a href="mailto:KSimmonds-Cobb@fisa-
opa.nyc.gov">KSimmonds-Cobb@fisa- opa.nyc.gov	212-742-5931
EEO Counselors (FISA)	Sherine Wright (FISA)	Computer Systems Manager	20%	SWright@fisa- opa.nyc.gov	212-857-1253
	Hiroko Miyamoto (FISA)	Computer Systems Manager	5%	HMiyamoto@fisa- opa.nyc.gov	212-857-1119
	Ajit Abraham (FISA)	Computer Systems Manager	25%	AAbraham@fisa- opa.nyc.gov	212-857-7234

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EEO Counselors (OPA)	Rudolph Phillips (OPA)	Computer Systems Manager	10%	RPhillips@fisa- opa.nyc.gov	212-857-7141
	Angela Roberts (OPA)	Computer Associate, Software	10%	ARoberts@fisa- opa.nyc.gov	212-857-7153
EEO Counselor\ Investigator	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Investigator/Trainer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
EEO Training Liaison	Glenis Patterson	Admin Staff Analyst	20%	GPatterson@fisa- opa.nyc.gov	212-857-1614
Other (specify)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Other (specify)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.