

## FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>NYC DEPARTMENT OF FINANCE</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2020		<input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2021	
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2021		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2021	
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> <u>March 4, 2021</u>			
<b><i>FOR DCAS USE ONLY:</i></b>		<b><i>Date Received:</i></b>	

### INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

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

1. Please save this file as '**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.
4. Please save the Excel file as '**XXXX Quarter X FY 2021 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_12/23/20\_\_\_\_\_  No  
 By e-mail  
 Posted on agency intranet  
 Other

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2020): \_\_\_\_\_ Q2 (12/31/2020): 1947

Q3 (3/31/2021): \_\_\_\_\_ Q4 (6/30/2021): \_\_\_\_\_

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

Yes, On (Date): \_\_\_\_\_  No

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

Yes, On (Dates): \_\_\_\_\_

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

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

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

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Strategically align diversity recruiting, internal candidate development and equitable selection practices with current employment needs, underutilization assessments and budget availability.</p> <p>Ensure that all employees receive diversity and EEO training, know their rights and responsibilities under the City’s EEO policy and understand the value of diversity and EEO as well as the importance of a discrimination-free workplace.</p>	<p>The Agency continues enhancing internal and external applicant pools to address underutilization.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Ensure that all employees receive diversity and EEO training, know their rights and responsibilities under the City’s EEO policy and understand the value of diversity and EEO as well as the importance of a discrimination-free workplace.</p> <p>Ensure that reasonable accommodations based on disabilities, religion, pregnancy, childbirth and related medical conditions and status as victims of domestic violence, sex offense or stalking are provided to</p>	<p>The Agency continues to receive and process Reasonable Accommodation requests from employees as well as ADA requests from the general public in the prescribed timelines.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>employees in an efficient and timely manner through the EEO Office.</p> <p>Continue to conduct and participate in mentoring, leadership development and cross- agency training initiatives to expand the skills of employees and improve the quality of employee engagement.</p> <p>Guarantee that all employees, with the launch of the Department of Finance agency-wide training initiative, have the opportunity to attend a wide range of internal and external trainings to improve their skills and enhance their ability to compete in a competitive workplace environment. Employees will also be offered monthly webinars on various employment and career development skills.</p> <p>Require diverse interview slates to ensure the recruitment of diverse candidates for all positions.</p>	<p>During the Q2 of FY 2021, the Agency offered Career Development Workshops covering various topics: Effective Interviewing Skills; Managing Your Career; Email Etiquette; Effective Resume Writing; and Maximize Your LinkedIn Profile; Tools, Technology and Techniques DCAS eLearning Training Sessions; and Supervisor/Managerial Training Program Pilot roll out offered via Microsoft Teams (online). A total of 173 employees attended these workshops.</p> <p>Due to COVID-19 pandemic, as of March 15, 2020 all instructor led trainings (ILT) for DOF employees were canceled. Instead, Career Development Workshops were offered to employees in Webinar format.</p>				
<p>The agency EEO Officer and Chief Diversity and Inclusion Officer will continue to help raise awareness of the agency’s need to support and better communicate with our transgender colleagues and constituents, utilizing the City of New York-issued</p>		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Workplace Gender Transition Guidelines, which provide guidance for transgender or gender non-conforming City employees or job applicants, their managers/supervisors, coworker and Human Resources/Equal Employment Opportunity (HR/EEO) personnel regarding issues that may arise in the workplace when an employee transitions. These guidelines support the City’s EEO policy, which includes gender identity and expression as a protected category and Mayoral directive, Executive Order 16. Executive Order 16 assures transgender and gender non-conforming persons the right to access the single-sex facilities consistent with their gender identity and gender expression and in alignment with the City’s commitment to creating a safe and inclusive work environment for transitioning employees. In keeping with the goal of the Workplace Gender Transition Guidelines and in continued conjunction with Executive Order 16, the Department of Finance’s CDO and EEO Officer will encourage all employees to take advantage of the “IgbTq: The Power of Inclusion” computer-based, adaptive training offered by DCAS. In support of Pride Month, I reiterated my commitment to building a fair and inclusive workforce at the agency by reminding everyone that, “This agency understands that fully embracing diversity is not just a nice thing to do; it is the right thing to do.” We want to provide a work environment where everyone thrives; where everyone has the opportunity to contribute and where everyone feels acknowledged.</p>		<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>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.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
In addition to EEO training, implement experiential learning for staff focused on diversity and inclusion. Through diversity and EEO training, the Department of Finance will ensure that all employees receive training and know their rights under the City’s EEO policy. All managers and supervisors will reaffirm their commitment to the City’s EEO policy in staff meetings, which will be documented by the diversity and EEO office. The department will ensure collaboration among Employee Services, the EEO Officer and Legal Affairs to provide non-discriminatory human resource policies and practices. It is our goal to create a work environment in which all employees know their value and have an opportunity to contribute to the agency.	The Agency, together with the EEO Office has created a Share Point site where every employee will be able will be able to reaffirm commitment to the EEO Policy.	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Participate and encourage involvement in agency initiatives and training programs focused on diversity, equal employment opportunity and inclusion. These initiatives include the Mayor’s Graduate Scholarship Program, the Mayor’s Office for Appointments Flash Mentorship Program, the Leadership Institute, the DCAS Training Institute, Managerial 360 and other federal, state and local training programs.</p>		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<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 <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.</p> <ul style="list-style-type: none"> <li>○ <b>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.</b></li> </ul>	<p><b>Q1 Update</b></p>	<p><b>Q2 Update</b></p>	<p><b>Q3 Update</b></p>	<p><b>Q4 Update</b></p>
<p>Use technology and social media to reposition and update our brand to become more accessible to the public. We have provided our customers with the ability to offer feedback via customer surveys. We will use this feedback to improve customer service training and enhance the monitoring, effectiveness and timeliness of customer response. We have launched several online branding campaigns via our LinkedIn, Facebook and Twitter pages featuring videos and posts showcasing employees in various units. Most recently, we posted audio recordings of participants describing their mentoring experiences along with group photos depicting the multicultural Hispanic/Latino/Caribbean diaspora.</p> <p>Consistent with City policy, the Department of Finance provides language interpretation services at each of its business centers. Employees who speak another language can participate in the City’s language bank for translation and interpretation assistance. We also</p>		<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>contract for translation services for essential documents. We offer applications and publications in as many as 11 languages (Arabic, Bengali, Chinese, English, French, Haitian Creole, Korean, Polish, Russian, Spanish and Urdu) and work with community groups to aid in other languages at outreach events.</p>	<p>The Agency continues to utilize the Language Access Bank to provide the best customer service to its clients with language interpreting services.</p>				
<p>To provide the best possible customer service to the elderly and the disabled, the Department of Finance established a dedicated unit for the administration of the New York City Rent Freeze programs, including the Senior Citizen Rent Increase Exemption (SCRIE) and Disabled Rent Increase Exemption (DRIE). We have a business center for SCRIE and DRIE applicants, located in Manhattan, where customers can receive one-on-one assistance, and we are exploring the possibility of establishing additional Rent Freeze help centers in other boroughs. All Rent Freeze staff members have received EEO and customer sensitivity training.</p> <p>The Department of Finance’s Disability Service Facilitator, Tanika Thomas, whose responsibilities include, but will not be limited to, accepting, drafting and investigating customer complaints and facilitating the resolution of accessibility issues. Ms. Thomas will also collaborate with staff in the Rent Freeze and Property Exemption units regarding customer requests for reasonable accommodations.</p>	<p>The Agency continues to receive and provide the Senior Citizen Rent Increase Exemption and Disabled Rent Increase Exemption application assistance to the elderly and disabled.</p> <p>The DOF Disability Service Facilitator, Tanika Thomas continues to receive and process customer requests for reasonable accommodations, and accessibility issues requests in the prescribed timelines.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>Minority- and Women-Owned Business Enterprises (MWBE): Consistent with Local Law 129 and Local Law 1 requirements and compliance administration, the Department of Finance is dedicated to promoting fairness and equity in the City’s procurement processes. Prospective vendors for all micro-purchases are first drawn from the SBS MWBE vendor list. All small purchases and solicitations are sent to a minimum of 15 vendors, consisting of a minimum of 10 MWBE vendors sourced from FMS and the SBS MWBE directory. MWBE contact information is also posted on the Department of Finance’s external website. We hosted our first DOF MWBE Fair in June, inviting over 80 vendors and contractors and participated in the annual Citywide Procurement Fair, which was attended by more than 2,000. As a result, we made a number of contacts with MWBE vendors, several of whom have expressed an interest in doing business with the DOF. Incidentally, the vendors with whom we have contracted for the mentorship program and the caterers for its closing ceremony are MWBEs.</p>		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
Empty space for additional activities					

**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The Agency will implement the following recruitment strategies and initiatives:</p> <ul style="list-style-type: none"> <li>• Review policies, procedures, and practices related to targeted outreach and recruitment.</li> <li>• Review underutilization in job groups to inform recruitment efforts.</li> <li>• Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.</li> <li>• Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers.</li> <li>• Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.</li> <li>• 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</li> </ul>	<p>The Agency continues to implement outlined recruitment strategies throughout all recruitment areas.</p> <p>During the period from 10/01/20–12/31/20, the Agency did not perform any recruitment advertisement or events due to COVI 19 pandemic.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Maureen.Anderson@nysed.gov, (212) 630-2329 so they can share it with their clients.</p> <ul style="list-style-type: none"> <li>• Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov.</li> <li>• Post ALL vacancies on NYC Careers.</li> <li>• Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:             <ul style="list-style-type: none"> <li>• structured interviewing training; and</li> <li>unconscious bias training;</li> </ul> </li> <li>• Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.</li> <li>• Assess recruitment efforts to determine whether such efforts adversely impact any particular group.</li> </ul>					
		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	0		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):	0		M ___ F ___ N-B ___ O ___ U ___

*Additional Comments:*

**C. 55-A PROGRAM**

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

Currently, there are 44 [number] 55-a participants.

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

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

During the 3rd Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.  
During the 3rd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

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

The 55-a Coordinator has achieved the following goals:

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



**VI. SELECTION (HIRING AND PROMOTION)**

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<p>The Agency continues to: 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; inform employees on promotional and transfer opportunities; arrange agency wide notification of promotional and transfer 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 filing for upcoming civil service exams; provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<p>The Agency continues to review and develop a protocol for in-title promotions and salary increases; promote employee awareness of opportunities for promotion and transfer within the agency; assess the criteria for selecting persons for mid-level to high level positions; publicly post announcements for all positions, including senior level positions; actively reach out to networks of underrepresented groups as part of its outreach; reach out to the Mayor’s Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates; ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process; assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any racial, ethnic, disability, or gender group; if adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.</p>	<p> <input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>The Agency continue to reach out to DCAS' Classification at 212-386-0344 to ensure that the job description and specification is current; review and develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination; use structured interview, where the same questions are asked of all applicants for a particular job or category.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>The Agency 's EEO office continues to participate in the hiring and selection process in the following ways:                  Pre – appointment: collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained; actively monitor agency job postings; review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity; provide feedback to the hiring manager after the EEO Officer's assessment; assist the hiring manager if a reasonable accommodation is requested during the interview; may observe interviews when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>Post-appointment: 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; and review hiring package for review and approval.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>The agency will continue to use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons; the agency will analyze the impact of layoffs or terminations on racial, gender and age groups; 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 and will be based on with seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).</p>	<p> <input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

Other:		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
During this Quarter the Agency activities included:	# of Vacancies	# <u>  3  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Hires	# <u>  0  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>
	# of New Promotions	# <u>  0  </u>	# <u>    </u>	# <u>    </u>	# <u>    </u>

**VII. TRAINING**

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

**VIII. REASONABLE ACCOMMODATION**

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

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

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

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

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

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

**C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

- 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>**

**D. LOCAL LAW 101: CLIMATE SURVEY**

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

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



APPENDIX: [DOF] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2<sup>nd</sup> QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

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

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

**DIVERSITY AND EEO STAFFING IN [DOF] AS OF 2nd QUARTER FY 2021**

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Diversity &amp; Inclusion Officer</u>					
EEO Officer/Director/ADA Coordinator	<u>William F. Marshall</u>	<u>Administrative Labor Relations Analyst</u>	<u>100%</u>	<u>MarshallW@finance.nyc.gov</u>	<u>(212) 748-2854</u>
Deputy EEO Officer					
Disability Rights Coordinator					
Disability Services Facilitator	<u>Tanika Thomas</u>	<u>Labor Relations Analyst</u>	<u>100%</u>	<u>ThomasT@finance.nyc.gov</u>	<u>(212) 748-2857</u>
Career Counselor					
EEO Counselor	<u>Anna Zhurbina</u>	<u>Clerical Associate 3</u>	<u>100%</u>	<u>ZhurbinaA@finance.nyc.gov</u>	<u>(212) 748-6907</u>
EEO Investigator	<u>Nichole Grant</u>	<u>Administrative Staff Analyst</u>	<u>100%</u>	<u>GrantN@finance.nyc.gov</u>	<u>(212) 748-6905</u>
Sr. EEO Counselor/55-a Coordinator	<u>Kimberly Corker</u>	<u>Administrative Manager</u>	<u>100%</u>	<u>CorkerK@finance.nyc.gov</u>	<u>(212) 748-2856</u>
EEO Investigator	<u>Hellura Lyle</u>	<u>Labor Relations Analyst</u>	<u>100%</u>	<u>LyleHellura@finance.nyc.gov</u>	<u>(212) 748-2858</u>
EEO Training Liaison					
Executive Assistance to EEO officer	<u>Jacqueline Morrell</u>	<u>Principle Administrative Associate 3</u>	<u>100%</u>	<u>MorrellJ@finance.nyc.gov</u>	<u>(212) 748-2855</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.