

## FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>DEPARTMENT OF TRANSPORTATION</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022		<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due August 5, 2022	
<b>Prepared by:</b>			
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<b>Date Submitted:</b> <u>8/05/2022</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><u>Date Received:</u></b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

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 2022 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 Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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 2022 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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

Distributed to all agency employees? ☐ Yes, On (Date): \_\_\_\_\_ ☐ No  
☐ 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 (9/30/2021): 5617 Q2 (12/31/2021): 5020 Q3 (3/31/2022): 5423 Q4 (6/30/2022): 5660

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

☒ Yes , On (Date): 10/22/21 (veteran status only) ☐ 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

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):

ERG Leadership meeting – 09/01/2021

D&I Committee meetings – 07/30/2021; 10/14/2021; 12/14/2021; 05/24/2022

Agency Administrative Check-in – 01/14/2022; 02/18/2022; 03/18/2022

Promotion Review Committee Meeting – 01/24/2022

Q1 Review Date: \_\_\_\_\_ Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

The review was conducted with:

☒ Human Resources

☐ Agency Head

☒ General Counsel

☒ Other Executive staff

☐ Not conducted

☒ Human Resources

☐ Agency Head

☒ General Counsel

☒ Other Executive staff

☐ Not conducted

☒ Human Resources

☐ Agency Head

☒ General Counsel

☒ Other Executive staff

☐ Not conducted

☒ Human Resources

☒ Agency Head

☒ General Counsel

☒ Other Executive staff

☐ Not conducted



#### IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - 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 2022 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. • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During this quarter, the Agency’s HR Analytics Team and Performance Management Team continued building on its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. DOT has been looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working dialogue with Agency leaders and senior staff. DOT also worked diligently with Citywide EEO to	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	make the CEEDS data even more useful with its discussions around new title mapping groups and adding work unit codes to the workforce composition data.				
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During this quarter, DOT’s Human Resources division worked diligently to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Workforce: Overall Objective – build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	In addressing the impending retirement of employees, DOT Human Resources Division annually reviews the workforce with senior management to identify potentially qualified successors and to discuss the competencies and skills to be developed with training.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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.

The following combinations of Job Groups and Demographic Groups are experiencing underutilization at DOT at the end of FY22 Q3:

**Craft:** Female, Black, Asian

**Laborers:** Female, Asian

**Managers:** Female, Hispanic

**Para Professionals:** Female, Hispanic

**Science Professionals:** Female, Black

**Social Scientists:** Black

**Technicians:** Hispanic

Below is a table of DOT's utilization statistics at the end of FY22 Q4:

Job Group	HC	Female HC	Female Availability	Female Expected	Female Z-Score	Black HC	Black Availability	Black Expected	Black Z-Score	Hispanic HC	Hispanic Availability	Hispanic Expected	Hispanic Z-Score	Asian HC	Asian Availability	Asian Expected	Asian Z-Score
Administrators	7	3	0.3841	2.7	0.31	1	0.1745	1.2	-0.24	1	0.1543	1.1	-0.09	1	0.1123	0.8	0.27
Building Service P/T - 8	1	1	0	0.0	0.00	0	0	0.0	0.00	0	0	0.0	0.00	0	0	0.0	0.00
Clerical	317	231	0.6776	214.8	3.43	168	0.5347	169.5	-0.25	49	0.1509	47.8	0.20	32	0.0716	22.7	2.10
Clerical Supervisors	153	126	0.7769	118.9	2.93	80	0.5619	86.0	-1.47	31	0.1348	20.6	2.64	9	0.0511	7.8	0.45
Craft	2034	98	0.0986	200.6	-8.03	494	0.3209	652.7	-9.15	312	0.1322	268.9	3.03	99	0.0686	139.5	-3.68
Farming	5	0	0.2778	1.4	-1.63	2	0.3166	1.6	0.48	1	0.2661	1.3	-0.39	0	0.0498	0.2	-0.53
Laborers	812	128	0.2356	191.3	-5.99	280	0.3027	245.8	3.13	175	0.2268	184.2	-0.87	14	0.0821	66.7	-7.03
Lawyers	20	14	0.4738	9.5	2.79	7	0.131	2.6	3.11	1	0.102	2.0	-0.81	0	0.0721	1.4	-1.29
Management Specialists	1091	443	0.4032	439.9	0.25	381	0.2958	322.7	4.61	166	0.1295	141.3	2.39	167	0.1301	141.9	2.42
Managers	223	60	0.4206	93.8	-6.02	46	0.1889	42.1	0.74	15	0.1297	28.9	-2.97	41	0.1017	22.7	4.28
Operators	17	1	0.1213	2.1	-0.84	2	0.174	3.0	-0.67	7	0.1385	2.4	3.51	1	0.0524	0.9	0.12
Para Professional Occupations	226	118	0.5812	131.4	-2.78	63	0.2673	60.4	0.45	42	0.2449	55.3	-2.38	50	0.0964	21.8	6.69
Personal Services	23	8	0.4047	9.3	-0.72	12	0.2584	5.9	3.35	10	0.2881	6.6	1.84	0	0.0918	2.1	-1.60
Police	9	2	0.2529	2.3	-0.24	1	0.3039	2.7	-1.51	2	0.2189	2.0	0.03	1	0.0487	0.4	0.89
Public Relations	4	2	0.3401	1.4	0.83		0.1549	0.6	-0.93		0.117	0.5	-0.77		0.0851	0.3	-0.64
Sanitation Workers	4	0	0.03	0.1	-0.36	2	0.2271	0.9	1.48	0	0.1676	0.7	-0.98	0	0.0134	0.1	-0.23
Science Professionals	502	110	0.3131	157.2	-5.48	48	0.1762	88.5	-5.22	58	0.1023	51.4	1.03	177	0.2258	113.4	7.72
Social Scientists	130	65	0.493	64.1	0.22	8	0.1667	21.7	-3.52	13	0.0913	11.9	0.36	13	0.0957	12.4	0.18
Technicians	33	12	0.3662	12.1	-0.04	12	0.3293	10.9	0.51	1	0.1923	6.3	-2.63	6	0.1005	3.3	1.64

To address underutilization, DOT did the following this quarter:

1. DOT continues to build upon its comprehensive Workforce Composition and Utilization reporting and performance tracking/management. The HR Analytics Team along with the Performance Analytics Team release an annual internal Workforce Profile Report which details Agency Wide and Division specific workforce statistics. The annual report is shared with the Agency's Executive Staff as well as Division Heads at the time of the annual release.

The report is used to measure performance of our initiatives and identify the annual list of "Titles of Interest" for which DOT's mandates "Structured Hiring" because of elevated levels of underutilization.

DOT released the 2021 Agency Wide and Divisional Workforce Profile reports internally in early May 2022 to review changes in utilization statistics and evaluate the agency's performance in reducing underutilization in FY 2021. Additionally, an updated set of "Titles of Interest" will be released.

2. Structured Hiring Initiative: the EEO, Diversity & Inclusion (EDI) office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes detailed information starting with the basics of a structured interview and the steps to be taking pre-interview through post interview. While structured hiring is encouraged for all interviews, it is mandatory for the hiring of "Titles of interest".
3. DOT's EDI and the Executive Team worked closely with DOT Human Resources division this quarter to ensure alignment of diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs and in conjunction with our "Titles of Interest".
4. DOT Continued to encourage employees to participate in civil service exams to promote growth towards advancement by sending e-mails with the schedule of exams, providing the link to specific DCAS exams, and posting schedules and exam announcements on the Agency's intranet.
5. DOT Human Resources continued to email employees the DCAS Monthly Exam Schedule every month. HR continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their division's staff. Information on



exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in the lower titles that are promotable.

6. DOT Human Resources Continued to reach out to non-traditional sources to generate applicant interest for underutilized titles. HR, for underutilized titles of interest, continued to post external job vacancy notices on multiple recruitment websites which target underrepresented populations.
7. DOT Human Resources continued to facilitate divisional participation in job fairs which target underrepresented populations.
8. DOT endeavored to maintain and update a roster of recruitment sources which target underrepresented populations, and will, where possible, sent posting notices for titles of interest to those organizations.
9. DOT's Performance Analytics Team has worked closely with DCAS' NYCAPS Central Team to facilitate additional data sharing to further inform our monitoring and execution of the programs/initiatives mentioned above. During this quarter, DOT gained access to an automated feed of job applicant demographics data. DOT is now working on standing up a dashboard/data visualization platform to assist in understanding the diversity of applicant pools and to allow for measuring interview and candidate selection statistics. We expect this new dashboard/reporting tool to be operational by November of 2022.

**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 2022 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. <ul style="list-style-type: none"> <li>Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	<b>DOT ERG Initiative:</b> EDI introduced employees to DOT's newest Diversity & Inclusion initiative, Employee Resource Groups or ERGs in the Fall of 2018. ERGs are employer-recognized groups of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. ERGs are instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. ERGs are responsible for establishing their own mission, goals, and annual activities, which must align with DOT's strategic goals.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	<b>Special Events for Cultural and Heritage Recognition:</b> Throughout the calendar year, the EDI Office has scheduled different cultural and heritage events, including programming for Black History Month, Women's History Month, Asian American and Pacific Islander Heritage Month, LGBTQ+ Pride Month, Disability Pride and Disability Employment Awareness Month, and Hispanic Heritage Month.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Some examples of events include book club, view and discussion of TED talks, museum trips, and panel discussions.</p> <p>This quarter ERGs partnered with EDI in celebrating the following:</p> <p>Asian Pacific Islander Association (APIA) presents: Employee Spotlight Career Development 05/04 at 12:30PM Virtual Event</p> <p>APIA presents: May Heritage Month Movie Night, "English Vinglish" 05/12 at 6:30PM Virtual Event</p> <p>APIA presents: Movie Discussion &amp; Experience Timeline Activity Topic: The portrayals of Asian Pacific Islander culture, heritage, and representation in film. 05/13 at 12:30PM Virtual Event</p> <p>LGBT@DOT - NYC AIDS Walk @ Central Park 05/15 at 9:15AM</p> <p>APIA presents: Discussion with Guest speaker City Council Member Linda Lee 05/23 at 1:00PM Virtual Event</p> <p>APIA presents: A Taste of Asia Pick up a goodie bag and enjoy some food items and snacks popular in Asian culture. 05/31 at 12:00PM 55 Water Street</p>				
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	<p>LGBT@DOT - Watch Party – PRIDE Docuseries 06/09 at 12:00PM 55 Water Street</p> <p>LGBT@DOT - Broadway Event - Strange Loop 06/16 at 7:00PM Lyceum Theater</p> <p>African American Career Advancement Network (AACAN) Presents: 1st Annual Juneteenth Celebration - Black Independence Day The Significance of Juneteenth - with Council Member Selvena Brooks-Powers 06/17 at 12:00PM Virtual Event</p> <p>LGBT@DOT - NYC Pride March 06/26 at 11:00AM</p> <p>LGBT@DOT - OUT in Government NYC Networking Event 06/29 at 5:30PM Le Bain / The Standard Rooftop Bar New York, NY</p> <p>All ERGs - DOTea With Your ERG - Employee Resource Group Tabling Event 06/30 at 12:00PM 55 Water Street</p> <p>DiverseAbilities - 2022 Disability Unite Festival 07/17 at 12:00PM Naumberg Band shell, Central Park</p> <p>DiverseAbilities - My Disability Roadmap Film Screening and Discussion 07/19 at 12:00PM</p>				
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	55 Water Street & Virtual  DiverseAbilities - Designing an Inclusive Workplace Learning Disabilities at Work: Assistive Technologies For Digital Inclusion Guest Speaker: Neil Milliken - Global Head of Accessibility & Digital Inclusion at Atos 07/26 at 12:00PM Virtual Event				
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	In 2017, recognizing that the transportation and engineering fields, as well as the trades, are traditionally white male-dominated, and we see that often reflected in the Civil Service hiring process, DOT created the Future Leaders Program to specifically identify, nurture and promote a diverse cohort of employees from all divisions within the agency, with a particular focus on employees of color and women who might not ordinarily get exposure to agency leadership and the full range of agency functions and opportunities. This year-long fellowship provides 30 early to mid-career professionals from across every part of the agency the opportunity to develop networking, communication, and presentation skills and connect their work to the big picture. Currently spearheaded by Lauren Antonelli, the Agency's Deputy Director for Administration for the Commissioner's Office, organizes and leads events for the Future Leaders including guest speakers, panel discussions, interactive workshops, tours, and social events. Through conversations and interviews with your peers, Future Leaders will exchange ideas and experiences and ask questions to learn more about	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>the inner workings of DOT. The program includes up to a month-long rotation in another agency division and culminates with group presentations to pitch an idea to senior staff. The Future Leaders program complements the variety of professional development opportunities that DOT already offers. Diversity is one of the factors considered in the selection of candidates.</p> <p>Due to the pandemic, the program was suspended in 2020, but the program is planned to start again in mid-2022 as a more robust program through an assimilation of the DOT Leadership Academy, which was also suspended in 2020 and 2021, and provided similar opportunities to seasoned employees in search of ways of advancing their careers.</p>				
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 briefly the activities, including the dates when the activities occurred.					

## C. COMMUNITY:

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 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>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 variety of communities that are served.</li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<b>Community:</b> Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.	In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public’s feedback and knowledge of DOT’s Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Community:</b> Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community relations through	<b>Mobility Management Program</b> The Mobility Management Program (MMP) was established in 2012 to improve transportation access for people with disabilities, older adults, low income, and limited English proficient populations. MMP provides DOT staff with education, guidance, data, and coordinating outreach to these target	<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"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

effective leadership and accountability.	<p>populations.</p> <p>MMP conducted monthly outreach with organizations serving the Mobility Management target populations, including persons with disabilities (PwD), older adults, low income populations (LIP), and limited English populations (LEP) groups. Through monthly meetings, presentations and tabling outreach with community organizations, MMP seeks to strengthen relationships and communication with hard-to-reach populations and increase awareness of DOT's accessibility initiatives and programs.</p>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Community:</b> Overall Objective – facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u><b>Language Access</b></u></p> <p><u><b>Language Access and Increased Visibility for DOT</b></u></p> <p>CSLACU continues to play an important role in providing Limited English Proficient (LEP) communities with vital translations of the current COVID-related DOT service alerts.</p> <p>CSLACU has initiated program improvements and process adjustments to its inclusive projects:</p> <p>➤ <b>Schedule Meetings with the DOT Strategic Communications Office and IT</b> to develop more complete language access linkage for LEP customers who are searching for COVID alerts, service updates, or an LPR, as required by Local Law 30 (LL 30) mandate. This effort provides the following ongoing activities:</p> <ul style="list-style-type: none"> <li>• A unified presence for LL30 and Title VI objectives</li> <li>• Routine support and updates of Vote NYC initiatives</li> <li>• The ability to introduce new programs, program updates, and service updates translated into the top ten</li> </ul>	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



	<p>languages</p> <ul style="list-style-type: none"><li>- Rapid deployment of COVID Alerts to DOT service modifications</li><li>- Current and future Mayoral Initiatives</li><li>• Delivery of translated social media alerts to the public</li><li>• Direct document access for the public, including translated information</li><li>• The ability for the public to share their ideas with and provide feedback to DOT</li><li>• Upgraded Language Access Database (LAD) for improved processing:<ul style="list-style-type: none"><li>- Direct access to translation services for agency operational managers</li><li>- Direct access to multilingual and ASL interpretation services for agency operational managers.</li></ul></li></ul> <p>➤ <b>Local law 30 and LPR Compliance:</b></p> <ul style="list-style-type: none"><li>• Language Access submitted DOT's Language Access Annual Report for 2021 Language Access on April 30, 2022 to the Mayor's Office of Immigrant Affairs (MOIA). In May 2022, MOIA requested that DOT's Language Access Unit to assist in training other City agencies.</li><li>• Training session will be re-scheduled as the public service centers (PSCs) reopen. During F22- Q4, telephonic interpretation training was conducted during individual conversations with DOT staff. Voter Registration reminders are routinely updated and remain on DOT's web site.</li><li>• Provided Interpretation support for the DOT Street Ambassador community outreach efforts. During F22- Q4, there were 28 Street Ambassador deployments in 4</li></ul>				
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boroughs. In the Bronx, there were E-Scooter pedestrian surveys in Spanish for Bike Share, and 181st Street Bus post-implementation public surveys in Spanish for Transit Development. In Queens, there were Jamaica/Archer Busway public surveys in Spanish and Bengali for Transit Development. In Manhattan, there were Canal Street Visioning Project pedestrian surveys in Mandarin and Cantonese for the Pedestrian Unit. In Brooklyn, there were public Bike Network surveys in Spanish and Haitian Creole for the Bikes Unit in Flatbush, and Traffic Safety pedestrian surveys in Spanish and Russian for Transit Development in Coney Island.

➤ **Plain language Initiatives:**

- DOT Operational Units are encouraged to use Plain Language to develop materials intended for public distribution and CSLACU edits materials sent for translation, when feasible. DOT's Language Access SharePoint lists Plain Language hyperlinks.

➤ **Desktop Publishing/Digital Graphics:**

- LEP customers require vital access to DOT's Covid service updates, Mayoral initiatives, and LPRs. CSLACU's improved graphics on DOT's internal landing page increase visibility for translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation services. Increased visibility of DOT's programming affords the LEP customer equal participation by providing multilingual translation and interpretation, and ASL interpretation to DOT divisions responding to LEP issues. CSLACU's desktop publishing and digital

	<p>graphic initiatives adhere to ADA-AA Compliance Guidelines on DOT's internal and external landing pages.</p> <ul style="list-style-type: none"><li>• Language Access Newsletter- Summer 2022 Edition- This new addition to the Language Access toolbox reminds DOT staff of our mission to support DOT in expanding its outreach to all communities. Summer 2022 and all issues profile one DOT Language Bank Volunteer (LBV). Future quarterly issues will highlight DOT events that feature translated materials and interpretation.</li></ul> <p>➤ <b>During FY22-Q4, COVID-19 restrictions were partially lifted.</b> The Public Service Centers (PSCs) are partially re-opened and CSLACU has resumed routine visits to DOT PSCs to replenish documents and will continue to provide:</p> <ul style="list-style-type: none"><li>• Updated Welcome Posters translated into the City's top 10 languages</li><li>• Coordinated Welcome palm cards - pending</li><li>• New LPR Posters</li><li>• Access to online DOT Glossaries of Common Transportation Terminology in Spanish, Russian, Simplified and Traditional Chinese</li><li>• Updated training of service center personnel to respond to Limited English Proficiency (LEP) customers.</li></ul> <p><b><u>I. Agency Requests for Translated Content</u></b></p> <p>During F22-Q4, the number of translations requested stayed roughly the same with 33 requests for 110 document translations resulting in fewer translated pages at 95 pages, compared to F22-Q3 with 37 document requests for 78 document translations, resulting in 135 pages.</p>				
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Thirty-Three (33) documents were translated into fourteen (14) languages: Arabic, Bengali, Traditional/Simplified Chinese, French, Haitian Creole, Korean, Polish, Russian, Spanish, Urdu, Yiddish, Portuguese, Ukrainian, and English.

Seven (7) DOT Divisions requested translations in FY22-Q4: Transportation Planning and Management, Executive, External Affairs, Legal Affairs, Safety Education & Outreach, Customer Service, and Creative Services.

**Language Access Database (LAD) Document Translations**

During FY22-Q4, Language Access received 33 requests from various DOT Divisions to translate content. Each Division's document request was made for one or more translations; the 33 requests resulted in 110 document translations in multiple languages. The total number of translated pages is 95.

- None of the 110 documents were translated by Language Access Staff.
- All 110 documents were sent to Languageline Solutions, DOT's language service provider for translation.

Q4 LAD Translations	
Language	#Requested
Spanish	21
Chinese (Traditional/Simplified)	14
Haitian Creole	11
Russian	10
Polish	9
Bengali	8

French	8
Korean	7
Arabic	7
Urdu	7
English	3
Ukrainian	2
Portuguese	2
Yiddish	1
<b>Total</b>	<b>110</b>

**Secondary Reviews Recorded in Language Access Database (LAD)**

- CSLACU's standard operating procedure has always included conducting secondary reviews of all translations completed and reviewed by Language Translation Solutions (LLTS) and additional reviews by GV Solutions, when possible. Secondary (tertiary) reviews of the Covid-19 updates have been curtailed because of the need for swift turnaround time and cost containment. CSLACU will continue to conduct future secondary reviews of documents with fewer time restrictions.
- In the fourth quarter, CSLACU submitted one (1) document for external tertiary review. Six (6) of the requests received for the 110 translated documents underwent external tertiary linguistic review by multilingual DOT employees in this quarter. All one-hundred-ten (110) translated documents underwent secondary linguistic review conducted by multiple experts at LLTS during this quarter.

FY22-Q4 LAD Expert Linguistic Reviews		
Reviewers	Number of Requests Reviewed	Languages
GV Solutions	1	Russian
Language Access Staff	5	Chinese (Mandarin)
Language Bank Volunteers	1	Chinese (Cantonese)
<b>Total</b>	<b>7</b>	<b>Russian, Chinese (Mandarin, Cantonese)</b>

## **II. Agency Requests for Interpretations**

### **Over-the-Phone / Telephonic Interpretation**

During Q4, the number of calls on behalf of customers with Limited English Proficiency decreased to 196 and 1,513 minutes, down from FY22-Q3's 241 calls and 1,971 minutes. These calls were accessed by Traffic Operations- Parking Permits. In Q-4, Greek and Ukrainian were added to the languages requested. Language Access used Voiance for the telephonic interpretation service through the expiration of their contract on June 2, 2022. Language line has been conducting our telephonic interpretation since June 3, 2022 and will continue to do so through 2025.

	<b>FY22 – 4<sup>th</sup> Quarter Over-the-Phone/Telephonic Interpretation</b>								
	<b>Languages</b>	<b>Calls</b>	<b>Minutes</b>	<b>% Calls</b>	<b>% Minutes</b>				
	Spanish	132	1,005	67.3%	66.4%				
	Russian	36	279	18.3%	18.4%				
	Mandarin	12	106	6.1%	7%				
	Cantonese	4	46	2%	3%				
	Polish	4	36	2%	2%				
	Bengali	2	17	1%	1%				
	Ukrainian	2	7	1%	0.5%				
	Turkish	1	7	0.6%	0.4%				
	Italian	1	1	0.5%	0.4%				

					Operations-PPPD
Arabic	1	1	0.5%	0.4%	Traffic Operations-PPPD
Greek	1	8	0.7%	0.5%	Traffic Operations-PPPD
<b>Report Total:</b>	<b>196</b>	<b>1,513</b>	<b>100%</b>	<b>100%</b>	

**In-Person and Virtual Interpretation**  
**American Sign Language**

During FY22-Q4, Language Access processed seven (7) ASL interpretation requests on behalf of the Franchises/Concessions & Consents Unit and Executive Division, both in-person meetings, as well as web conferences. The 7 requests for ASL interpretation resulted in a total of seven (7) interpretation events taking place online and in-person. The two Communication Access Realtime Translation (CART) interpretation requests resulted in a total of two (2) CART events taking place online.

FY22 – Q4 ASL & CART Requests			
#	Languages	Assignments	Interpreters
1	ASL Services	7	13
2	CART Services	2	2
<b>Total</b>		<b>9</b>	<b>15</b>



**Multilingual Interpretation for LEP Customers**

During 04, CSLACU received forty-five (46) multilingual interpretation requests for DOT outreach events from Transportation Planning and Management, Helmet Fitting events from Safety Education, constituent meetings from Legal Affairs, an Open Streets fair from Public Spaces, and an Off-Hour-Delivery informational webinar from Freight Mobility. In this reporting period there were forty-five (45) requests for in-person and virtual interpretation, up from thirteen (13) requests in Q3, due to the re-integration of public events by DOT, in addition to an increase in Street Ambassador public and merchant surveys.

During 04, there were 28 Street Ambassador deployments in 4 boroughs. In the Bronx, there were E-Scooter pedestrian surveys in Spanish for Bike Share, and 181st Street Bus post-implementation public surveys in Spanish for Transit Development. In Queens, there were Jamaica/Archer Busway public surveys in Spanish and Bengali for Transit Development. In Manhattan, there were Canal Street Visioning Project pedestrian surveys in Mandarin and Cantonese for the Pedestrian Unit. In Brooklyn, there were public Bike Network surveys in Spanish and Haitian Creole for the Bikes Unit in Flatbush, and Traffic Safety pedestrian surveys in Spanish and Russian for Transit Development in Coney Island.

**FY22 – Q4 Multilingual Requests**

#	Requests/Events by DOT Divisions/Unit	
1	Transportation Planning & Management	31
2	Safety Education	10

3	Legal Affairs	2
4	Public Spaces	1
5	Freight Mobility	1
<b>Total</b>		<b>45</b>

FY22 – Q4 Multilingual Requests by Language			
#	Languages	Assignments	Interpreters
1	Spanish	39	57
2	Chinese	11	22
3	Russian	7	7
4	Bengali	3	6
5	Haitian Creole	3	3
6	Yiddish	1	4
7	Polish	1	1
<b>Total</b>		<b>15</b>	<b>28</b>

### **III. Language Bank Volunteers (LBV) Citywide Database**

During FY22-Q4, two (2) LBV requests were processed by DOT's LBV Project utilizing the services of NYCDOT language bank volunteers, down from five (5) requests in FY22-Q3. During this reporting period:

- DOT LBVs accepted zero (0) Citywide Translation Requests
- CSLACU processed two (2) requests for document translation services
- CSLACU processed zero (0) requests for interpretations
- CSLACU processed zero (0) requests for ARTS related correspondence
- A total of zero (0) requests were processed in the LBV Citywide Database

FY22 – Q3 Requests for LBVs			
Language	April	May	June
Chinese (Cantonese)	0	1	0
Spanish	0	0	1
<b>Total 2</b>	<b>0</b>	<b>1</b>	<b>1</b>

#### **IV. DOT Literature and Voter Registration Distribution**

DOT's literature requests originating from NYC311 are processed in 311 Dynamics. DOT has received requests for VR in English and Spanish during F22-Q4. There is a DOT system in place to accommodate LEP customer requests. As stated in the biennial VR report submitted to MOO, it is important to differentiate between the numbers of VR distribution packets distributed and the actual number of voter registrations taking place. Prior to the pandemic, as now, DOT has no way of knowing whether the customers corresponding with DOT, or requesting DOT literature, are already registered to vote. DOT also has no way of knowing if a customer completes the VR forms and returns them to the Board of Elections (BOE). The PSC managers have, prior to COVID and once the PSCs reopen, will continue to encourage VR. Unless the customer fills out the VR forms at the PSC, we would not see the VR forms and have a way to return the VR forms to the BOE.

We have spoken with the BOE and, currently, there is no method in place that could determine which voter registrations, if any, have been returned as a result of DOT's efforts. Since MOO seems so focused on measuring the efficacy of City Agencies

registering voters, it is important for the Board of Elections (BOE) to give each designated agency a code print up separate Voter Registration (VR) Forms listing each code on the bottom of the form. In this way, the BOE can count how many forms are submitted from each agency. The BOE could set up electronic sorting to scan the agency codes, since they cite being understaffed. It is important that MOO recognize the fact that these VR forms are blindly distributed without considering that the recipient might already have registered or may be ineligible to register. DOT has also sent our suggestions to T Campaign Finance Board.

Voter Registration (VR) packet distribution numbers are identical to literature request numbers as they are mailed with each literature request. The numbers in the chart found on this page are aggregated for all literature requests:

- 1) CSLACU includes VR packets with every document sent to customers.
- 2) The DOT website has a "Register to Vote" icon/tile on its landing page. The hyperlink sends DOT customers directly to "NYC VOTES."

FY22- Q4 Literature Requests and Voter Registration			
Language	Total SR*	Total # Literature Requested	Total # VR Sent*
English	1,522	2,078	1,522
Spanish	24	36	24
Chinese	4	4	4

	<table><tr><td>Russian</td><td>9</td><td>9</td><td>9</td></tr><tr><td>Total</td><td>1,559</td><td>2,127</td><td>1,559</td></tr></table>	Russian	9	9	9	Total	1,559	2,127	1,559				
Russian	9	9	9										
Total	1,559	2,127	1,559										
	<p>*During Q4, the total# of SR's (Service Requests), showing the total number of people requesting literature was 1,559, a slight increase from Q3's 1,401 requests. In response to customer service requests via 311, a total of 2,127 pieces of DOT literature were requested in multiple languages, a slight increase from Q3's 1,946:</p> <ul style="list-style-type: none"><li>• 1,522 – English</li><li>• 37 - Other languages, combined: 24 Spanish, 4 Chinese, and 9 Russian.</li></ul> <p><b><u>V. Desktop Publishing/Digital Graphics (SharePoint)</u></b></p> <p>CSLACU's desktop publishing and digital graphic SharePoint initiatives increase DOT's employee awareness of the need for inclusivity of the diverse populations DOT serves and the availability of Language Access services for document translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation. DOT's internal SharePoint showcases LAD, the Language Access Database, a portal to translation and interpretation services. Telephonic (over-the-phone) interpretation is available by directly contacting LanguageAccess@dot.nyc.gov. CSLACU's diversity desktop publishing and digital graphic initiatives now adhere to ADA-AA Compliance Guidelines.</p> <p>During FY22-Q4, CSLACU has worked on:</p> <p><b><u>Publications</u></b></p>												

- **Public Service Center Welcome Posters, and Flyers/Lamination:**
  - Welcome Poster revisions- Completed, printed, framed, and installed in eleven public service centers (PSCs), and borough permit offices .
  - Licenses, Permits, and Registrations (LPR) Quick Reference- Needs revision for new vendor- in progress
  - Language Bank Volunteer (LBV) Contact List and Language Access (LA) Contact List- completed and ready to laminate
  - Great Service - Great City additional poster with ADA Compliance color scheme- in progress

**Digital Publications**

- DOT LPR website and SharePoint were revised to ensure ADA-AA color compliance for the visually impaired and color blind. Design completed. Uploaded to DOT's SharePoint site. Additional edits in progress.
- Language Access Newsletter - Summer 2022 Edition - (Accessible document, ADA-AA Compliant) completed and distributed through DOT's SharePoint during June 2022.
  - Designed Language Access News icon/tile for the announcement for the internal DOT Share Point homepage, to notify DOT employees of this new digital publication.
  - Language Access News icon/button was also formatted as a round shape for use in CSLACU's Share Point.

	<ul style="list-style-type: none"> <li>• Language Access and LPR Training Manual: revisions - in progress</li> </ul> <p><b><u>Digital Signage</u></b></p> <ul style="list-style-type: none"> <li>• Created new digital signs and revised existing signs. There are 34 ADA-AA compliant digital slides of current and ongoing DOT initiatives, including digital signs for the new portal:             <ul style="list-style-type: none"> <li>- Licenses, Permits &amp; Registrations (LPRs): "Need a Translated Application? Translations &amp; interpretations available in the top 10 languages"- currently being framed.</li> <li>- Vision Zero "Speeding Ruins Lives. Slow Down."</li> <li>- "What's Happening Here"</li> </ul>             These will be displayed on the digital monitor at Permit Management and Construction Control PSC at 55 Water Street. Ensuring all digital sign information is ADA color compliant- in progress.           </li> <li>• Digital signage at other DOT PSCs - ongoing project</li> </ul>				
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.					

**D. EQUITY and RACE RELATIONS INITIATIVES:**

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

**Equity Working Groups:**

COVID-19's disproportionate impact on historically disenfranchised communities, as well as the recent deaths of Black men and women during confrontations with law enforcement, have re-emphasized the need for open conversations around racial disparities and equity in all aspects of our society. Racial disparities and systematic racism are unfortunately, also a part of the present experiences of many members of the public, in their interactions with other government agencies throughout our nation, and this is particularly true for people of color.

Consequently, it is pivotal that the work that we do and decisions we make as the city's Department of Transportation (DOT) focus on promoting racial and social equity. The agency has several efforts underway to advance this goal, including three staff-level working groups; the Equity in Planning Working Group, led by Denise Ramirez, Strategic Planning Unit; Equity In Enforcement Working Group, led by Assistant Commissioner Kim Wiley-Schwartz, Safety Education and Outreach Unit; and the Equity in Infrastructure Working Group, led by Luis Gonzalez, Policy Unit. Each of these groups have a focused mission to address key areas of concern where policy change is needed. Additionally, the agency has begun the formation of an Advancement of Black and Brown Women in DOT Working Group, which is expected to begin its efforts in early 2022.

These groups provide further opportunities for staff engagement and to cohesively communicate the sum total of these efforts back to staff.

- Agency Equity Initiatives
- Equity in Planning
- Equity in Enforcement
- Equity in Infrastructure

**Environmental Justice Interagency Working Group:**

Environmental justice (EJ) refers to the principle that all people, regardless of race or socioeconomic background, have a right to live, work, and play in communities that are safe, healthy, and free of harmful environmental conditions. In order to advance environmental justice, New York City (City or NYC) must provide for the fair treatment and meaningful involvement of all New Yorkers in the development, implementation, and enforcement of environmental laws, regulations, policies, and activities.

Under the leadership of Mayor Bill de Blasio, the City committed to environmental justice with nation-leading legislation to investigate historic and persistent environmental injustices and develop a plan to tackle these disparities. The legislation also aims to build equity and embed



environmental justice into the fabric of the City's decision making.

The Environmental Justice program is centered on three main products, which include the delivery of an EJ study, portal, and plan. The EJ study will provide a comprehensive view of the present state of environmental justice in the City and inform the development and implementation of the remainder of the EJ program. The data and analysis from the EJ study will be used to create a public portal and mapping tool where New Yorkers can see what environmental justice looks like in their community. All of this work leads up to the creation of the City's Environmental Justice Plan, which will identify possible citywide initiatives for promoting EJ and outline a set of discrete recommendations for better imbedding equity and environmental justice into the City's decision making processes.

These products will be developed and implemented by three distinct teams, including the Mayor's Office of Climate Policy & Programs (CPP), an Interagency Working Group comprised of staff from 18 City Agencies, and the Environmental Justice Advisory Board made up of nationally recognized EJ advocates and subject matter experts. DOT is one of the 18 agencies that comprise the Interagency Working Group. Denise Ramirez, Director, Strategic Planning Unit represents DOT at the Interagency Working Group. The staff from the Strategic Planning Unit are also part of several subcommittees tasked with developing the study.

In 2021, DOT supported this effort by participating in various subcommittees to develop the EJ Study scope of work. DOT was also instrumental in the citywide virtual town hall held on February 25. DOT provide training on how to host an accessible and inclusive virtual meeting to the project leadership team. DOT hosted the virtual meeting via Zoom Webinar, ensured key accessible and inclusive features were activated (ex. closed captions, language interpretation), and updated presentation materials for accessibility.

In 2022, the project leadership team will be working with the Advisory Board, the Working Group, and the Consultant Team to collect and analyze agency data, conduct additional public outreach, and develop the EJ Study.

## V. RECRUITMENT

### A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 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
Development and Execution of a Structured Interviewing Guide	<p>EDI office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes</p> <ul style="list-style-type: none"> <li>- The Basics of Structured Interviewing</li> <li>- Pre-Interview Hiring Requirements</li> <li>- The Structured Interview</li> <li>- Post-Interview Hiring Requirements</li> <li>- Unconscious Bias</li> <li>- Governing EEO Laws</li> </ul> <p>This quarter HR continued to advise and remind division personnel coordinators to enter interview information in NYCAPs, as required by all city agencies. This enables</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>HR and EDI to evaluate the interview process.</p> <p>Oversight at resume selection stage:</p> <ul style="list-style-type: none"><li>• Review by HR and EDI of resumes selected.</li><li>• HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines.</li><li>• HR and EDI will approve interview questions.</li><li>• EDI will perform advisory role and will conduct post-audit review.</li></ul> <p>Oversight at Interviews and Candidate Selection</p> <ul style="list-style-type: none"><li>• Review by HR and EDI after first (and subsequent) round interviews.</li><li>• HR will hold hiring process if upon review rating sheets from each round of interviews are not</li></ul>				
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	<p>satisfactory and if applicants advancing are not otherwise qualified for the position sought.</p> <ul style="list-style-type: none"> <li>• EDI will perform advisory role and will conduct post-audit review.</li> <li>• Review by HR and EDI for final selection.</li> <li>• HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines.</li> <li>• EDI will perform advisory role and will conduct post-audit review.</li> </ul>				
Implementation of DOT's Recruitment Plan	<p>HR will, on a monthly basis, continue to distribute to relevant organizations DCAS issued Notices of Examinations for underutilized titles of interest. For these titles, HR will continue to post external job vacancy notices on multiple recruitment websites which target underrepresented populations and will maintain and update a roster of recruitment sources. DOT will also continue to participate in job fairs which also target these populations and when pictures are used in recruitment advertisements, diversity will be</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	displayed. All advertisements will include a statement that the City of New York and DOT are equal employment employers and will include the Mayor's Office for People with Disabilities (which has access to DOT vacancies) as an important recruitment source for people with disabilities.				
Implementation of DOT's Recruitment Plan	<p>In some titles where there is underutilization, we have reached out to non-traditional sources for applicants, including the following sources:</p> <ul style="list-style-type: none"> <li>- Advancing Women In Transportation</li> <li>- Society of Women Engineers</li> <li>- LatPro-Latin Professionals</li> <li>- CUNY Schools</li> <li>- National Society of Black Engineers</li> <li>- Society of Hispanic Professional Engineers</li> <li>- Society of Asian Scientists and Engineers</li> <li>- Nontraditional Employment for Women (NEW)</li> <li>- Organization of Black Maritime</li> </ul>	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>

	<p>Graduates</p> <ul style="list-style-type: none"><li>- Women Offshore</li><li>- IT Diversity Careers</li><li>- Women in Technology International</li><li>- Black Data Processing Association</li><li>- Tech Latino</li></ul> <p>In order to expand our diverse recruitment sources, all Agency job openings are posted to the following websites:</p> <ul style="list-style-type: none"><li>- AfricanAmericanHires.com</li><li>- AllHispanicJobs.com</li><li>- AllLGBTJobs.com</li><li>- AsianHires.com</li><li>- BlackCareers.org</li><li>- DisabilityJobs.net</li><li>- DiversityJobs.com</li><li>- LatinoJobs.org</li><li>- Native Jobs.org</li><li>- OverFiftyJobs.com</li><li>- VeteranJobs.net</li><li>- WeHireWomen.com</li></ul>				
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Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.

## B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022 Q4:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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	2	Asian = 1 White = 1	F = 2
2. Other (specify): College Aides	99	Asian = 46, Black = 12 Hispanic = 13, White = 24 2 or more races = 3, Unknown = 1	M = 59 F = 39 N-B = 1
3. Other (specify): Summer Interns	18	American Indian or Alaskan Native= 1 Asian = 7, Black = 4 Hispanic = 4, White = 2	M = 9 F = 9
4. Other (specify): 9/11 Scholars	3	Asian = 1 Hispanic = 1 2 or more races = 1	M = 2 F = 1
5. Other (specify): CUNY Service Corps	6	Black = 5 Hispanic = 1	M = 5 F = 1
6. Other (specify): InTech Academy CTE	6	Black = 1, Hispanic = 3, White = 2	M = 5 F = 1

Additional Comments:

In FY 2022, DOT submitted five Urban Fellows applications, and two Fellows were placed with our agency. DOT will continue to participate in this program in FY 2023.

In FY 2022, DOT will continue to recruit both College Aides and Summer Interns from local and regional schools and via posting on the City's website. In addition to participating in career fairs, DOT will also hold agency-specific info sessions at CUNY schools in order to attract a diverse intern candidate pool.

In FY 2022 Q1, the agency participated in the DYCD (Department of Youth and Community Development) Summer Youth Employment Program (SYEP), the Ladders for Leaders Program, the Intern & Earn Program, and the Transportation Career Mentoring Program. DOT will continue to participate in available DYCD internship programs in the summer of 2022.

In FY 2022 Q1, DOT partnered with local high schools to provide internships to students through the following programs: the IN-Tech Academy Career and Technical Education (CTE) Summer Internship, the Erasmus High School for Youth and Community Development Reimagine HS Initiative, and the Alfred E. Smith HS Automotive High School Internship Program.

In FY 2022 Q2, the agency participated in the September 11<sup>th</sup> Memorial Program for Regional Transportation Planning. This program provides funding to graduate students to work on transportation planning projects with NY Metropolitan Transportation Council member agencies, such as DOT.



**C. 55-A PROGRAM**

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2021): 22 Q2 (12/31/2021): 22 Q3 (3/31/2022): 21 Q4 (6/30/2022): 21

During the 1st Quarter, a total of 2 [number] new applications for the program were received.  
During the 1st Quarter 1 participants left the program due to [state reasons] retirement.

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] N/A.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.  
During the 3rd Quarter 1 participants left the program due to [state reasons] retirement.

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: ☒ Yes ☐ No  
in training sessions: ☐ Yes ☒ No  
on the agency website: ☒ Yes ☐ No  
through an agency newsletter: ☒ Yes ☐ No
2. Ensuring that all competitive job postings include the 55-a language.
3. Participating on panels and in job fairs.

**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 2022 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
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	DOT posts information on the agency's intranet site regarding job openings, civil service exams, DCAS resources, agency training and professional development, and online learning and training. HR emails all employees updates to this site, including all new job postings. Agency Personnel Coordinators ensure that employees without email receive the same information. The Career Counselor and the Training & Development Office continue to advise employees regarding promotional opportunities and career development, both through individual meetings and by conducting group info sessions.	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>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</p>	<p>While it is a best practice for all interviews to be conducted by a diverse panel of at least three people, with respect to interview panels of titles where underutilization exist, panels must be comprised of at least two people and must, except in very unusual circumstances, be diverse (that is, the panel must be comprised of at least one male and female, and must be comprised of individuals of different ethnicities).</p> <p>For higher-level discretionary positions, DOT also established a Promotion Review Committee (PRC) that is made up of the Executive Deputy Commissioner, the Chief Operations Officer (COO), the COO's Chief of Staff, the Commissioner's Chief of Staff, the Deputy Commissioner for Human Resources and Facilities Management, and the Assistant Commissioner for Equal Employment, Diversity and Inclusion. The PRC meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency's budget.</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 checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>
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<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>Divisions are encouraged to submit proposed interview questions to EDI and HR for review before interviews. EDI representatives also participate in interviews as observers on occasion. There is also EDI oversight at resume selection stage:</p> <ul style="list-style-type: none"> <li>• Review by HR and EDI of resumes selected</li> <li>• HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines.</li> <li>• HR and EDI will approve interview questions.</li> <li>• EDI will perform advisory role and will conduct post-audit review.</li> </ul> <p>There is EDI oversight on Interviews and Candidate Selection as well:</p> <ul style="list-style-type: none"> <li>• Review by HR and EDI after first (and subsequent) round interviews</li> <li>• HR will hold hiring process if upon</li> </ul>	<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 checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>
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	<p>review rating sheets from each round of interviews are not satisfactory and if applicants advancing are not otherwise qualified for the position sought.</p> <ul style="list-style-type: none"> <li>• EDI will perform advisory role and will conduct post-audit review.</li> <li>• Review by HR and EDI for final selection</li> <li>• HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines.</li> <li>• EDI will perform advisory role and will conduct post-audit review.</li> </ul>				
Analyzing the impact of layoffs or terminations on racial, gender and age groups	<b>There were no layoffs or terminations due to fiscal/operational reasons during this quarter.</b>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Other:					

During this Quarter the Agency activities included:		Q1	Q2	Q3	Q4
	# of Vacancies	# <u>367</u>	# <u>987</u>	# <u>629</u>	# <u>323</u>
	# of New Hires	# <u>137</u>	# <u>94</u>	# <u>63</u>	# <u>220</u>
	# of New Promotions	# <u>77</u>	# <u>166</u>	# <u>175</u>	# <u>446</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://mstpwwa-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. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

☐ The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: \_\_\_\_\_

**C. 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).*

**D. 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://mstpwa-dcslnx01.csc.nycnet/Login.aspx>**

**E. 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 2018 Climate Survey:*

*Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):*

The results of the climate survey were compiled into tables to allow for a clear comparison between Citywide data and DOT 2018 and 2020 data in order to pinpoint significant shifts in key areas, spot trends, both positive and negative, and problems areas, as



well as those showing success. Having identified these issues, current relevant DOT initiatives, programs, and policies are being re-evaluated and new ones are being considered. In collaboration with the DOT's HR Analytics Team and Performance Management Team, and with executive staff input, DOT is creating its 2020 Climate Survey Action Plan to address the identified target areas.

## 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 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.**

**APPENDIX: DOT EEO PERSONNEL DETAILS**  
**EEO PERSONNEL FOR 4<sup>th</sup> QUARTER, FISCAL YEAR 2022**

**A. PERSONNEL CHANGES**

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

**EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):**

Name & EEO Role	1. Benjamin Graham, Deputy EEO Officer	2. Andrew Sonpon, EEO Investigator	3. Bellonne Pierre-Canel, EEO Investigator
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. 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
6. 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
7. Disability Etiquette	<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
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<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
C. Understanding CEEDS Reports	<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
<b>Name &amp; EEO Role</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. 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
3. 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
4. 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
5. IgbTq: 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
6. 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
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)****DIVERSITY AND EEO STAFFING IN DOT AS OF 4<sup>th</sup> QUARTER FY 2022 \***

<b><u>EEO\ Diversity Role</u></b>	<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b><u>EEO Officer/Director</u></b>	Benjamin Graham	Agency Attorney	100	bgraham1@dot.nyc.gov	(212) 839-6605
<b><u>Deputy EEO Officer OR Co-EEO Officer</u></b>	Benjamin Graham	Agency Attorney	100		
<b><u>Chief Diversity &amp; Inclusion Officer</u></b>					
<b><u>Diversity &amp; Inclusion Officer</u></b>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Carlos Bannister	Administrative Procurement Analyst		cbannister@dot.nyc.gov	(212) 839-9421
ADA Coordinator	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50	easiedu@dot.nyc.gov	(212) 839-6995
Disability Rights Coordinator	Benjamin Graham	Agency Attorney	100		
Disability Services Facilitator	Edmund E. Asiedu	Administrative Staff Analyst (NM)	50	easiedu@dot.nyc.gov	(929) 441-9658

55-a Coordinator	Lianne Palacios	Administrative Staff Analyst	15	lpalacios@dot.nyc.gov	(212) 839-9516
Career Counselor	Peter Scavetta	Administrative Staff Analyst (NM)	25	pscavetta@dot.nyc.gov	(212) 839-9452
EEO Counselor					
EEO Investigator	Andrew Sonpon	Agency Attorney	100	asonpon@dot.nyc.gov	212-839-6610
EEO Investigator	Bellonne Pierre-Canel	Agency Attorney	100	BPierre-Canel@dot.nyc.gov	212-839-6606
Investigator/Trainer					
EEO Training Liaison	Carol Adamson	Principal Administrative Associate	10	cadamson@dot.nyc.gov	(212) 839-9495
Other (specify) EEO Training Liaison					
Other (specify)					

\* 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.