

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF TRANSPORTATION

- 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th
- 3rd Quarter (January -March), due April 30th
- 4th Quarter (April -June), due July 30th

Prepared by:

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Date Submitted: January 30, 2019

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

- Please save this file as ‘**XXXX Quarter X FY 2019 DEEO Quarterly Report**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
- Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
- Please save this Excel file as ‘**XXXX Quarter X FY 2019 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

○ **COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? Yes, On (Date): _____ No

○ **RECOGNITION AND ACCOMPLISHMENTS**

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

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

○ **WORKFORCE REVIEW AND ANALYSIS**

- Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 - Yes, On (Date): _____ No

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

Yes, On (Date): _____ No

- The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. Yes , On (Date): 10/12/18 No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other DOT HR Analytics Team and Performance Management Team

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - **Proactive Strategies to Enhance Diversity, EEO and Inclusion:**

- WORKFORCE:**

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. a. Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
Workforce: overall objective is to 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 the 1 st and 2 nd quarters, 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	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>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 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.</p>	
<p>Workforce: Overall objective is to 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.</p>	<p>During the 1st and 2nd quarters, DOT’s Human Resources division worked diligently to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
<p>Workforce: Overall objective is to 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.</p>	<p>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.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

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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.

To address underutilization, DOT did the following during the 1st and 2nd quarters:

- 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. HR emails employees the DCAS Monthly Exam Schedule every month and 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 lower level titles that are promotable.
- The DOT Human Resources Division emailed 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.
- Use the quarterly workforce dashboard (provided by DCAS) to identify specific job groups where underutilization exists to guide recruitment efforts.
- 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.
- DOT will continue to participate in job fairs which target underrepresented populations.
- DOT will endeavor to maintain and update a roster of recruitment sources which target underrepresented populations, and will,

where possible, send posting notices for titles of interest to those organizations.

- HR Analytics and Performance Management team, each quarter implements its ‘Plan to Reduce Underrepresentation and Prohibition against the Use of Criteria that is not Job Related in the Selection Process.’ This process includes identifying civil service titles that contribute to underutilization of females and ethnic groups in DCAS designated job groups. HR shares this title of interest list with Division Personnel Coordinators (PCs) on a quarterly basis. During the meetings in which the list is distributed, representatives from HR and EDI will reiterate both what is expected of Divisions with respect to recruitment and selection for these titles and DOT’s commitment to equal employment opportunity.
- Also, we looked specifically at our Civil Engineer title because of attrition in that population and devised a plan to hire suitable candidates right out of school which includes our personnel staff going to college career fairs to speak directly with students.

• **WORKPLACE:**

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. 1. Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Status Update
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.	DOT ERG Initiative: On September 21, 2018, EDI invited DOT employees to attend an informational session to learn about DOT’s newest Diversity & Inclusion initiative, Employee Resource Groups or ERGs. at the session, EDI explained that ERGs are employer-recognized group of employees who convene to collectively celebrate, promote, and	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. It acknowledged that ERGs would be instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. EDI also told attendees that each ERG would be responsible for establishing its own mission, goals, and annual activities, which must align with DOT’s strategic goals.</p> <p>Since the launch, EDI has received several ERG applications from DOT employees wishing to form ERGs. Those applications will be reviewed by the larger DOT Diversity & Inclusion Committee.</p>	
<p>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.</p>	<p>Special Events for Cultural and Heritage Recognition: 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, LBGQTQ+ Pride Month, Disability Pride and Disability Employment Awareness Month, and Hispanic Heritage Month. Some examples of events include book club, view and discussion of TED talks, museum trips, and panel discussions.</p> <p>For example, EDI invited employees to celebrate the history, culture, and contributions of Hispanic</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>

	<p>and Latinx Americans during Hispanic Heritage Month (September 15-October 15), through the following events:</p> <ul style="list-style-type: none"> • Screening and Discussion: NYT Op-Doc “A Conversation with Latinos on Race” • Facilitating Special Exhibit Tour at the Nation Museum of the American Indian —Taino: Native Heritage and Identity in the Caribbean • EDI Book Club Discussion of The House on Mango Street by Sandra Cisneros <p>During the month of October we celebrated Disability Employment Awareness Month, recognizing the successes of all employees with disabilities and the importance of a diverse workforce. Specifically, on October 23rd DOT will host a panel discussion in the 55 Water Street Bid Room featuring Councilwoman Helen Rosenthal, Mayor’s Office for People with Disabilities Commissioner Victor Calise, DOT Deputy Commissioner for Human Resources & Facilities Management Janice Stroughter, and DOT’s Chief Accessibility Specialist Quemuel Arroyo. We hope you will join us for this important conversation on encouraging a safe, welcoming, and inclusive environment throughout the agency and city for people with disabilities (including non-visible disabilities).</p> <p>In honor of Veteran’s Day (November 11, 2018) and Military Family Month (November), the</p>	
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	<p>Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) would like to take a moment to acknowledge all of DOT's past and current service members and military families. Thank you for your service. We also take this opportunity to remind all DOT employees that uniformed service is a protected class in NYC, meaning that discrimination (in terms of housing, public accommodation, and employment) is prohibited.</p>	
<p>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.</p>	<p>DOT Future Leaders: As mentioned above, in 2017 DOT launched the DOT Future Leaders Fellowship Program which is a competitive program designed to foster the next generation of leaders at DOT. 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. Chief of Staff to the Commissioner Emily Gallo 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 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</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

	<p>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>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>		

• **COMMUNITY:**

<p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <p style="text-align: center;">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.</p>	<p style="text-align: center;">Status Update</p>
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Street Ambassador Program</u> 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</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>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.</p>	
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Mobility Management Program</u> 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 populations.</p> <p>On May 22, 2018 MMP, in collaboration with the Mayor’s Office for People with Disabilities, held an inclusive engagement training for DOT staff. The training focused on including the needs of people with disabilities in public engagement from the initial stages. Information covered included: legal requirements, using person first language, writing outreach materials in plain language, high color contrast for presentations and marketing materials, and using assistive technology. The workshop was attended by 54 DOT employees. MMP is now working on creating a series of e-learning modules to facilitate this type of education on an ongoing basis.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>As a follow up to the training, DOT featured the Hemingway Editor in the September 2018 agency newsletter. The Hemingway Editor is a communication tool that enables more direct and clearer communication, using plain language. Plain language benefits people with cognitive and mental health disabilities, as well as those with lower literacy levels and limited English proficiency. This was the first accessibility tool to be featured in the agency newsletter; other tools will be featured to ensure all DOT employees gain exposure to inclusive strategies.</p> <p>The team is currently planning a series of webinars on equity and inclusion in the transportation planning process. The online conference will take place in early 2019 and will focus on: 1) understanding equity, 2) engaging communities of color in meaningful ways, 3) incorporating equity in project prioritization, and 4) evaluating equity (developing goals and metrics).</p>	
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p>QUARTER 1</p> <p>DOT EDI Policies At the 09/11/18 Customer Service/Language Access (CSLA) staff meeting, agency policies on Disability Rights, Diversity and Inclusion, Sexual Harassment and EEO policy were acknowledged and reinforced; all staff received copies of agency policy statements.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>Plain Language and Local Law 30 CSLA has included “Before and After” plain language (English) samples of DOT’s customer forms and applications in an agency report submitted to a Special Plain Language Working Group called by Mayor’s Office of Operations during this reporting period. Some of the forms reported to the Mayor’s Office consist of Street Lighting and Parking Permits customer forms that were also illustrated in 3 days of Plain Language briefings, held earlier this year. The briefings were attended by: DOT managers and supervisors as well as CSLA inter-agency partners, including representatives from more than 10 agencies: Mayor’s Office of Chief Technology Officer; Mayor’s Office of Housing Recovery; HPD; OEM; DOF; DOC; DOITT; Office of Medical Examiner; and OCME.</p> <p>DOT National Voter Registration Campaign As part of DOT’s “Local Law 29 and Mayoral Directive One” Voter Registration initiatives, CSLA partnered with the NYC Campaign Finance Board (CFB) and hosted a voter registration campaign scheduled on National Voter Registration Day 09/25/18 (rescheduled to rain date 10/4/18).</p> <p>CSLA included DOT Social Media and DOT Street Ambassadors in the planning and hosting of the community based event held at Brooklyn College. Students and visitors from the community were encouraged to register to vote</p>	
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	<p>before the Mid-Term Elections. NYC Votes volunteers and DOT staff were on hand to distribute and post translated Voter Registration signage. (English, Chinese, Haitian Creole and Spanish). DOT Street Ambassadors helped community members estimate how far to the nearest poll site and how long it takes to get there by bike, train or walking.</p> <p>Event participants included Mayor’s Office of Immigrant Affairs; NYC Votes volunteers; Hot 97 Radio Station, and various campus wide organizations. Since the event was so successful, CSLA and NYC CFB are planning to co-host similar campaigns in 2019.</p> <p>DOT/Hunter College Partnership - New Master’s degree in Translation Since 2010, CSLA has partnered with Hunter College Divisions of Romance Languages; Russian and Slavic Studies and Classical and Oriental Studies offering language access college internships. In response to faculty members’ request, Eleanor DiPalma submitted a letter in support of their Master’s degree program proposal in Spanish, Russian and Chinese translation/interpretation. The proposal was voted unanimously “yes” in the first round of the college approval process. If accepted, this program will be the first of its kind on the East Coast providing an affordable education and City government language access internships to students aspiring to enrich their careers in the</p>	
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	<p>rapidly growing language services industry.</p> <p>1. Translations and Reviews</p> <p><u>Language Access Database (LAD) Translations</u></p> <p>1. CSLA received (27) requests to translate, update or review content since the last reporting period. These requests resulted in 47 translated documents.</p> <ol style="list-style-type: none"> 1. 5 of the 47 documents were translated by Language Access Staff; 2. 42 of the 47 documents were sent to Language Line Solutions, language services provider, for translation <p>2. The total number of translated pages is 71</p> <p>2. <u>Interpretations</u></p> <p>Over-the-Phone Interpretations</p> <p>1. CSLA managed a total of 308 calls on behalf of customers with Limited English Proficiency for the following 6 DOT Units: Traffic Operations, Bureau of Permits, NYC DOT Executive, HIQA, Bridges, and Sidewalk Inspection; 16 languages were accessed:</p>	
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	<p>In-Person Interpretations (July – September 2018)</p> <ol style="list-style-type: none"> 1. CSLA received 12 interpretation service requests from DOT Units resulting in arrangements for LEP’s to access 4 languages (Spanish, Russian and Chinese [Cantonese/ Mandarin]) 26 interpreters were assigned to DOT-related events: community outreach, public surveys, revocation hearings and safety education workshops. DOT Units requested between one and three interpreters and multiple languages for each event. For example, CSLA received language interpreters for DOT Summer Streets event. For each of the two languages requested, two interpreters were assigned. 2. CSLA received requests from the following DOT Divisions/Units: Public Space Unit (TPM); Executive/Management and Administration (Legal Affairs); Transportation Planning & Management (Office of Freight Mobility). Manhattan had the highest number of requests. 3. <u>Language Bank Volunteers (LBVs) Citywide Database</u> <p>CSLA reports the number of Citywide language volunteers who have accepted and provided</p>	
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	<p>translation, reviews and/or interpretation servicers:</p> <ol style="list-style-type: none"> 1. DOT LBVs accepted 15 Citywide Translation Requests 2. CSLA processed 12 translation requests created by DOT LBV database users 3. CSLA processed 4 ARTS translation/interpretation requests in the LBV database <p>A total of 32 requests were processed through the VLB Citywide Database.</p> <p>4. <u>DOT Literature Distribution</u></p> <ol style="list-style-type: none"> 1. In response to 311 customers requesting DOT literature during this reporting period, CSLA distributed 4,841 or more than 50% of 9,079, the total number of requested literature. CSLA distributed hard copies of DOT literature (primarily agency “Essential” documents) while the remaining 4,238 pieces were forwarded to customers electronically by 311 via links to literature posted on the DOT website. 2. Total number of DOT pieces of literature (9,079) requested by 3,345 customers via 311: <ol style="list-style-type: none"> 1. 8,976 English 	
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	<p>2. 103 Other Languages: 54 Spanish; 20 Russian; 18 Arabic; 6 Chinese; 3 Bengali; 2 Korean</p> <p>5. <u>Voter Registration Assistance</u></p> <p>1. In September 2018, CSLA trained DOT Street Ambassadors in advance of the DOT/NYC Campaign Finance Board National Voter Registration Day event. CSLA used the same Voter Registration Assistance curriculum distributed via E-learning format, with help from HR, earlier in the year to DOT employees.</p> <p>2. Voter Registration forms are included in CSLA’s weekly direct mailings when fulfilling customer literature requests for a diverse population in compliance with Mayoral Directive #1.</p> <p>3. CSLA mailed 3,637 Voter Registration forms to customers:</p> <ol style="list-style-type: none"> 1. 3,585 English 2. 52 Other Languages: 46 Spanish; 3 Bengali; 2 Korean; 1 Chinese <p>6. Desktop Publishing (Editing; Resizing; Formatting; New designs)</p>	
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	<ol style="list-style-type: none"> 1. In honor of 2018 Customer Service week, CSLA designed: <ol style="list-style-type: none"> 1. Agency Customer Service Week Calendar for submission to Mayor’s Office for Citywide posting 2. Famous people Customer Service Quotes” for posting on DOTs main SharePoint homepage 3. “Save the Date” for agency wide internal email correspondence 4. “Thank You” e-Cards (including 12 languages) recognizing more than one hundred DOT employees including Language Bank Volunteers and Language Access Database users. 2. Formatted design layout addressing word swells and other translation factors for Essential and Period documents and Voter Registration campaign material: <ol style="list-style-type: none"> 1. Bike Map Insert (multiple translations) 2. Speed Camera Postcard (Russian translation) 3. National Voter Registration Day Posters (NVRD) posters and flyers 3. Customer Outreach Designs: <ol style="list-style-type: none"> 1. “Free Interpretation Services” postcards for customer literature inserts 2. CSLA Logo for In Person 	
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	<p>Interpreter vests</p> <ol style="list-style-type: none"> 3. Updates to Customer Electronic Signage 4. Internal Process Design Work: <ol style="list-style-type: none"> 1. In-Person Interpretation Assignment Fillable Form Checklist for CSLA internal use <p>QUARTER 2</p> <p>DOT Recognized at City Council - Local Law 30 - Oversight Hearing On October 25, 2018 a joint oversight hearing led by Chairman Fernando Cabrera and Chairman Carlos Menchaca (Committee on Governmental Operations and the Committee on Immigration) on Local Law 30, the City’s Language Access Law was held at City Hall. CSLA attended and noted questions and discussion initiated by City Council Member Yeger with Commissioner Bitta Mostofi regarding DOT Language Access. Both CM Yeger and Commissioner Mostofi recognized DOT Language Access as taking the lead to include translations of agency communications in languages beyond the “10 languages mandate” in Local Law 30.</p> <p>DOT Website Translation Pilot Project - Mayor’s Office of Immigrant Affairs/DOT/DoITT DOT CSLA/IT in partnership with MOIA and</p>	
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	<p>with direct oversight from DoITT initiated a pilot project that will make DOT’s and MOIA’s external websites accessible to Limited English Proficient Customers by utilizing human translation resources in addition to “google translate.” Smartling, a new web platform was launched to translate a targeted scope of DOT’s primary web pages, including Pedestrian Ramps. CSLA staff, Language Line Translation Solutions (DOT’s translation team) as well as DOT’s additional language service providers (professional reviewers) are completing Smartling training. Plain language reviews of targeted web pages will be conducted before translation begins and published live.</p> <p>DOT Customer Service/Language Access (CSLA) - Campaign Finance Board Event (CFB)</p> <p>DOT Customer Service/Language Access (CSLA) in partnership with the Campaign Finance Board co-hosted a “National Voter Registration Day” (NVRD) event at Brooklyn College. The event initially scheduled on September 25th NVRD was postponed to October 4th due to rain. This special campaign involving DOT Social Media, Street Ambassadors and CSLA with CFB resulted in 114 new voter registration forms that were collected and sent to Board of Elections. CSLA identified languages most commonly spoken in the area of Brooklyn College and translated</p>	
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	<p>additional posters in Haitian Creole, Chinese and Spanish. Customers noticed the translated posters in their language and responded by approaching the DOT/CFB event tables.</p> <p>Sidewalk and Inspection Management (SIM) Employee Recognition – October 24, 2018</p> <p>Eleanor Di Palma was invited to speak at SIM’s Employee Recognition on Customer Service and present Customer Service Excellence Award/Certificates signed by the Mayor. Two HIQA/SIM Service Centers; Four Permit Management Centers as well as Parking and Permits (3030 Thomson Ave) all received Perfect Scores in the categories of 1) Cleaning and Maintenance and 2) Customer Service.</p> <p>Language Assistance to DOT Future Leaders</p> <p>Joaquim Rabinovitch and team of DOT Future Leaders requested translations and assistance for a Group Presentation to Emily Gallo, DOT Chief of Staff, on making “Carshare” more equitable and accessible to limited English proficient (LEP) customers. Eleanor Di Palma provided technical assistance in how to identify the appropriate LEP groups based on the Pilot Carshare project locations; she also helped in revising the source material for presentation in plain language before providing requested translations.</p>	
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	<p>5. Translations and Reviews</p> <p><u>Language Access Database (LAD) Translations</u></p> <p>1. CSLA received (20) requests from various DOT Units to translate, update or review content since the last reporting period. Each Unit’s document request was made for one or more translations; the 20 requests resulted in 58 translations in multiple languages – see chart below.</p> <p>CSLA’s standard operating procedure is to review all translations completed by Language Line Translation Solutions (LLTS); therefore each of the 58 translated documents underwent a through linguistic review; some were reviewed by multiple experts.</p> <p>The total number of translated pages is 71.</p> <p>1. <u>Interpretations</u></p> <p><u>Over the Phone Interpretations</u></p> <p>CSLA managed over the phone interpretation services during this reporting period. A total of 291 calls on behalf of customers with Limited English Proficiency in Traffic Operations, Bureau of Permits, NYC DOT Executive, HIQA, Bridges, and Sidewalk Inspection, in 14 languages, were accessed.</p>	
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	<p>In-Person Interpretations</p> <p><u>American Sign Language</u></p> <p>Six (6) requests were processed for Sign Interpreters with Accurate Communication, DOT's language services provider (via the DCAS Citywide contract) to provide Sign Interpretation services at six events held at DOT and off-site.</p> <p>Two (2) Sign Interpreters were assigned to each of the six scheduled events requested by EDI and Concessions and Consents; events included public hearings, a community board meeting and a special panel presentation honoring Disability Employment Awareness Month. On October 23, 2018, sign interpretation and CART (onsite captioning) services were provided to ensure inclusive communication between audience and panelists speaking on: Mobility; Accessibility; 55-A Program; Mayor's Office for People with Disabilities; DOT Human Resources; Recruitment; Retention; and more.</p> <p><u>Language Interpretations</u></p> <p>2. CSLA received 10 interpretation service requests from DOT Units resulting in arrangements for LEP's to access 5 languages (Spanish, Chinese, Bengali, Tibetan and Hindi) 16 interpreters were</p>	
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	<p>assigned to DOT-related events: community outreach, public surveys, revocation hearings and safety education workshops. DOT Units requested between one and three interpreters and multiple languages for each event.</p> <p>CSLA received requests from the following DOT Divisions/Units: Public Space Unit (TPM); Executive/Management and Administration (Legal Affairs); Transportation Planning & Management (Office of Freight Mobility). Queens had the highest number of requests.</p> <p>3. <u>Language Bank Volunteers (LBV) Citywide Database</u></p> <p>Customer Service-Language Access reports the number of Citywide language bank volunteers who have accepted requests for translation, reviews and/or interpretation services in the Citywide Language Bank Volunteer (LBV) database. In this reporting period;</p> <p>4. DOT LBV's accepted 3 Citywide Translation Requests</p> <p>5. CSLA processed 9 requests for translation services</p> <p>6. CSLA processed 7 requests for ARTS translation services</p> <p>A total of 19 requests were processed in the LBV Citywide Database.</p> <p>7. <u>DOT Literature Distribution</u></p> <p>1. In response to 311 customers</p>	
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	<p>requesting DOT literature during this reporting period, CSLA distributed 4,841 or more than 50% of 9,079, the total number of requested literature. CSLA distributed hard copies of DOT literature (primarily agency “Essential” documents) while the remaining 4,238 pieces were forwarded to customers electronically by 311 via links to literature posted on the DOT website.</p> <p>2. Total number of DOT pieces of literature (6,852) requested by 3,301 customers via 311:</p> <p>1. 6,746 English 106 Other Languages: (60) Spanish; (26) Russian; (12) Arabic; (8) Chinese.</p> <p>8. <u>Voter Registration Assistance</u></p> <p>1. CSLA provided training to DOT Street Ambassadors and volunteers in advance of the DOT/NYC Campaign Finance Board National Voter Registration Day event at Brooklyn College</p> <p>2. Voter Registration forms are included in CSLA’s weekly direct literature fulfillment mailings in</p>	
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	<p>response to customer requests in compliance with Mayoral Directive #1.</p> <ol style="list-style-type: none"> 3. CSLA mailed 3,637 Voter Registration forms to customers: <ol style="list-style-type: none"> 1. 3,936 English 2. 49 Other Languages: (44) Spanish; (5) Chinese <p>9. Desktop Publishing</p> <p><u>Mayor’s Office of Operations (MOO)/CSLA Customer Service Initiative</u></p> <ol style="list-style-type: none"> 1. Update and printing of CSLA Compendium of “Customer Service” also published online at MOO website 2. “CSW Events 2018” PowerPoint Presentation for CS/LA SharePoint Homepage <p><u>English to Spanish NYC DOT terms Glossary</u></p> <ol style="list-style-type: none"> 1. In progress and under review by professional Spanish linguist <p><u>Voter Registration Assistance</u></p> <p>National Voter Registration Day (NVRD) – Brooklyn College Event</p> <ol style="list-style-type: none"> 2. NVRD Posters: English, Spanish, Chinese and Haitian Creole. 3. “I speak” Cards (top 7 languages) <p><u>Signage</u></p> <ol style="list-style-type: none"> 1. Updated electronic signage in Permit 	
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	<p>Mgt. Public Service Center - 55 Water Street:</p> <ol style="list-style-type: none"> 2. Holiday Panels: Election Day, Veterans Day, Thanksgiving Day, Christmas Day 1. CSW 2018 (Parking Permits for People with Disabilities, 30-30 Thomson) 2. “Customer Service Week – We Listen, We Care” Posters <p><u>Customer Service Week</u></p> <ol style="list-style-type: none"> 3. “Famous Quote” daily designs honoring Customer Service Week announced on DOT Share Point 4. DOT Customer Service Week Calendar posted on DOT Share Point 	
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Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Status Update
Development of a Structured Interviewing Guide	DOT is in the process and near completion of the development of a comprehensive Structured Interviewing Guide that it will use to eliminate bias in the DOT hiring process, focusing on job analysis, recruitment, panel interviewing, avoidance of improper questions, and post-interview scoring and document retention.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

<p>Implementation of DOT’s Recruitment Plan</p>	<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 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.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

<p>Implementation of DOT’s Recruitment Plan</p>	<p>In titles where there is underutilization, HR has reached out to non-traditional sources for applicants, including the following sources:</p> <ol style="list-style-type: none"> 1. Advancing Women in Transportation 2. Society of Women Engineers 3. LatPro-Latin Professionals 4. CUNY Schools 5. National Society of Black Engineers 6. Society of Hispanic Professional Engineers 7. Nontraditional Employment for Women (NEW) 	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Implementation of DOT’s Recruitment Plan</p>	<p>In order to expand our diverse recruitment sources, all Agency job openings have been posted to the following websites:</p> <ol style="list-style-type: none"> 1. AfricanAmericaHires.com 2. AllHispanicJobs.com 3. AllLGBTJobs.com 4. AsianHires.com 5. DisabilityJobs.net 6. DiversityJobs.com 7. LatinoJobs.org 8. VeteranJobs.net 9. WeHireWomen.com 	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
I. Urban Fellows	1	Black: 1	Male: 1 Female: 0
II. Public Service Corps	0	0	Male: 0 Female: 0
III. Summer College Interns	13	Asian: 4, Black: 1, Hispanic: 3, White: 5	Male: 8 Female: 5
IV. Summer Graduate Interns	12	Asian: 5, Black: 2, Unknown: 1, White: 4	Male: 6 Female: 6
V. Other (specify): College Aides	151	Asian: 53, Black: 21, Hispanic: 24, 2 or more races: 1, Unknown: 2, White: 50	Male: 84 Female: 67
VI. Other (specify): DYCD Interns	3	Until January 2019 DYCD Interns did not self-identify, therefore the following information is not provided. Moving forward, 3 rd Q FY 2019, will identify the race/ethnicity and gender of DYCD interns	Gender of DYCD Interns is unavailable
VII. Other (specify): CUNY Service Corps	5	n/a	n/a

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 23 [number] 55-a participants. During this Quarter, a total of 3 [number] new applications for the program were received and 1 participants left the program due to [state reasons] retirement .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. Ensured that all competitive postings included the 55-a language (in the 2nd Quarter).
3. Continued to participate in accessibility-related job fairs.

○ **SELECTION (HIRING AND PROMOTION)**

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	Just as HR passes information regarding civil service exams to the Agency’s Personnel Coordinators, HR ensures that information is similarly passed on to those employees serving in lower titles that are promotable. All job vacancy notices are posted on DOT’s website. The Career Counselor and the Training and Development Office continue to advise employees regarding promotional opportunities and career development.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Reviewing the methods by which candidates are selected for new hiring and promotion	In the 4 th Quarter FY 2018, DOT established a promotion Review Committee (PRC). The committee meets <i>monthly</i> 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 promotions	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>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>Increasing the positions filled through civil service lists</p>	<p>To fill positions through civil service lists HR’s goal is to increase the number of employees taking civil service exams and will advertise such opportunities by emailing employees DCAS Monthly Exam Schedule every month and will continue to email civil service exam notices to DOT Personnel Coordinators who then distribute to all staff within their division. Information regarding exams is also posted on DOT kiosks, bulletin boards, and intranet. The Agency continues to increase participation in hiring pools, as well as pickup-and-transfer opportunities with other agencies.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>There were no layoffs or terminations due to fiscal/operational reasons during the first two quarters of FY 2019.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other – not yet applicable </p>
<p>Other: Structured Interviewing</p>	<p>DOT is in the process and near completion of the development of a comprehensive Structured Interviewing Guide that it will use to eliminate bias in the DOT hiring process, focusing on job analysis, recruitment, panel interviewing, avoidance of improper questions, and post-interview scoring and document retention.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

<p>Other: Selection Process Plan (Review of Preferred Qualifications)</p>	<p>With respect to external Job Vacancy Notices for underutilized titles, HR will continue to review all requests by hiring Divisions for “Preferred Qualification” – that is, qualifications beyond those required by the DCAS Title Specifications – and will continue to request an explanation as to why the Division has concluded that the requested preferred qualifications are essential for the position.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Other: Selection Process Plan (Interview Questions)</p>	<p>While Divisions are encouraged to submit all proposed interview questions to EDI and HR for review before interviews, proposed interview questions when interviewing to fill titles where underutilization exist MUST, except in very unusual circumstances, be submitted beforehand to EDI and HR for review.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Other: Selection Process Plan (Diverse Interview Panels)</p>	<p>While it is a best practice for all interviews to be conducted by a diverse panel of at least two 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><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

○ **TRAINING**

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

○ **REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide

Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:
<https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

○ **COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

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

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

III. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

IV. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace:

Risk 2: Cultural and Language Differences in the Workplace:

Throughout the calendar year, the EDI office has scheduled different cultural and heritage months, such as for black history, LGBTQ+ pride, Hispanic heritage, and Asian heritage. Through the various events scheduled each month, employees learn to appreciate a diverse workplace community where risk factors of feeling alienated either due to physical location, entry-level position, or race or gender for example, are likely diminished.

Risk 3: Workplaces with Significant Power Disparities:

Risk 4: Isolated Workplaces:

EEO Liaison Program: As described above, through a competitive application process, and through proper training, EEO Liaisons are responsible for tasks such as assisting other employees and job applicants in understanding processes for filing EEO complaints and requests for reasonable accommodations; contacting the EDI Office when made aware of allegations of employment discrimination, harassment, retaliation, or other potential EEO violations; serving as observers on select panel interviews for discretionary hires; and ensuring all EEO posters, policy statements, and other related materials are prominently posted and maintained in conspicuous areas in each Division's facilities.

Risk 5: Decentralized Workplaces:

Training: All employees are required to complete EEO training a minimum of once every two years. We provide training in different formats, including traditional in person class-room training, computer based trainings, and by providing iPads for certain field employees who do not have regular access to computers.

V. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-dcslnx01.csc.nyenet/Login.aspx>

VI. 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:

N/a

o AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

APPENDIX: DEPARTMENT OF TRANSPORTATION EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2019

• PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 2	Number of Deletions: 4
Employee's Name	William Henning	Ciera T. Hearn	Miguel Duque
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date: September, 2018	Start Date: OR Termination Date: December, 2018	Start Date: OR Termination Date: September, 2018
Employee's Name	Soo Jin Lee		
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion

Start/Termination date of EEO Function	Start Date: OR Termination Date: August, 2018	Start Date: OR Termination Date:	Start Date: OR Termination Date:
Employee's Name	Benjamin Graham	Vincent DiGennaro	
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: 10/2018 OR Termination Date:	Start Date: 10/2018 OR Termination Date:	Start Date: OR Termination Date:
Employee's Name			
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
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
Employee's Name			
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
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
Employee's Name			
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
Start/Termination date of EEO Function	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 Current EEO Professionals:

Title	Benjamin Graham	Vincent DiGennaro	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" 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 checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:			
EEO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" 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 DOT AS OF QUARTER 2 FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EDI Office					
James L. Hallman	Executive Agency Counsel	EEO Officer/Director	100%	jhallman@dot.nyc.gov	(212) 839-6603
James L. Hallman	Executive Agency Counsel	Disability Services Facilitator	100%	jhallman@dot.nyc.gov	(212) 839-6603

Nneka Udoh	Agency Attorney 3	Deputy EEO Officer	100%	nudoh@dot.nyc.gov	(212) 839-6606
Benjamin Graham	Agency Attorney	EEO Investigator	100%	bgraham1@dot.nyc.gov	(212) 839-6605
Vincent DiGennaro	Community Coordinator	Lead Trainer	100%	vdigennaro@dot.nyc.gov	(212)839 4151
Liz Joslin	Community Coordinator	Diversity Specialist	100%	ejoslin@dot.nyc.gov	(212) 839-7151
Janell Bates-Taft	Community Coordinator	Office Manager/Reasonable Accommodations	100%	jbatestaift@dot.nyc.gov	(212) 839-6607
Melissa Quiros	Principal Administrative Associate Level 1	Administrative Assistant	100%	mquiros@dot.nyc.gov	(212) 839-6608
HR/Executive Staff who perform EEO/Diversity and Inclusion work					
Ciera T. Hearn	Confidential Strategy Planner	Equity and Inclusion Research Manager	100%	chearn@dot.nyc.gov	(212) 839-9451
Lianne Palacios	Administrative Staff Analyst	55-a Coordinator	15%	lpalacios@dot.nyc.gov	(212) 839-9516
Peter Scavetta	Administrative Staff Analyst	Career Counselor	25%	pscavetta@dot.nyc.gov	(212) 839-9452
Quemuel Arroyo	Administrative Staff Analyst	ADA Coordinator		qarroyo@dot.nyc.gov	(212) 839-6426
Quemuel Arroyo	Administrative Staff Analyst	Disability Rights Coordinator		qarroyo@dot.nyc.gov	(212) 839-6426

* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO/Diversity role that your staff performs that is not on the list above

Just indicate it on the chart.