

DYCD FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Agency Name: DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

1st Quarter (July -September), due November 10, 2023

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

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Date Submitted: 11/10/2022

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2023

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

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

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

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

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

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

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 10.17.2022 No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Town Halls & Community Forums (Barbershop Talks)

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

The agency employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity, equity, and equal employment opportunity through **Town Halls** and **Community Forums including Barbershop talks**.

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 500 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): 08/09/2022 Yes again on (Date): _____ No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes On (Dates):

Q1 Review Date: 09/23/22 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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

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

A. Workforce:

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

1. Align diversity recruiting, internal candidate learning development, and equitable selection practices strategically with contemporary employment needs.

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

DYCD continue to work collaboratively to align diversity recruiting, internal candidate learning development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary limitations.

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Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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2. DYCD will continue to notify our employees of upcoming DCAS Civil Service exams as well as conduct informational sessions for staff.

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

An all staff DCAS Civil Service 101 Information Session was shared with employee on 08/16/22. Human Resources unit proactively shared Civil Service information with staff on a regular basis. DYCD continue to meet agency head to discuss recruitment strategies designed to attract diverse workforce and best practices in addressing underutilization in job groups and titles which are underrepresented and not tied with civil service requirements.

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

3. DYCD will expand its recruitment outreach on discretionary hires to improve the representation of women, minorities, persons with disabilities and veterans at all levels within the organization through targeted recruitment and employee development strategies.

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

To accomplish this goal, DYCD continue to reach out to community college to determine opportunities to make connections with students to benefiting from new and diverse talent.

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4. DYCD will continue to conduct seminars internally intended to engage employees and promote cultural diversity and inclusion such as distributing Quarterly EEO newsletter to all staffs and updating the cultural corner in EEO SharePoint Portal.

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

DYCD's EEO Office disseminates quarterly and EEO Diversity and Inclusion newsletter to all staff. Each edition contains information on cultures and protected classes. The first quarter newsletter included information on Women Equality Day, Hispanic Heritage Month and Voting Rights Act.

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

- ❖ **Please describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

No underutilization has been found in workforce composition. Discussions have been held regarding increasing recruitment outreach to various populations: including persons with disabilities and veterans.

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B. Workplace:

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

1. DYCD will launch a survey to obtain employee feedback on the work environment and conditions.

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

DYCD is working on the process of employee engagement survey. The agency is planning to review and analysis the results of the survey with agency head and senior leadership.

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

2. DYCD will disseminate contact information on the agency’s EEO Personnel and engage in respective and constructive dialogue.

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

DYCD disseminate all staff email including quarterly EEO & Diversity Inclusive newsletter with photos of the EEO personnel along with a one pager EEO Counseling Resources, dissemination of information on how to access the policy, dissemination of EEO policy statement.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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3. DYCD will bring a Quality of Work Life (QWL) and wellness initiative.

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

Quality of Work Life (QWL) program at DYCD is moving along, and we have started to form a solid team of staff to see it through. Meetings of the QWL Committee and Ambassadors, Internal, and External Subcommittees are already underway, during which volunteers requested to participate in specific activities they felt would provide the most positive impact. Activities will include employee longevity and perfect attendance recognition events, cultural activities, lunchtime seminars on work-related topics, and informational newsletters. Ultimately, QWL will help improve the effectiveness of our agency, build better interpersonal relationships, and improve job satisfaction and employee morale.

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

4. Diversity and Inclusion trainings will be mandated to inform employees of their rights, responsibilities, and protections under the EEO policy and Human Rights Laws.

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

DYCD ensure that all employees are following all the mandated Diversity and EEO Trainings.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

DYCD’s EEO Office disseminates quarterly and EEO Diversity and Inclusion newsletter. Each edition contains information on cultures and protected classes. 1st quarter newsletter included information on Hispanic Heritage Month, Women Equality Day, and Voting Rights Act.

C. Community:

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

1. DYCD is conducting a citywide needs assessment to inform funding, siting, and other strategies for the agency. While historically focused solely on NDAs and CSBG funding, it has evolved to influence agencywide decision-making.

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

As of beginning of October, DYCD received 16,582 responses on the Community Needs Assessment (CNA).

Public hearings continued on September, as we gather input from New Yorkers in the 41 Neighborhood Development Areas (NDAs) and promote the [Community Needs Assessment \(CNA\)](#). The CNA/hearings are conducted to hear directly from New Yorkers in neighborhoods most in need and document their views on their highest priorities and what resources would improve the well-being of their communities. They are also used to inform our Requests for Proposals (RFPs) and determine the most effective use of federal CSBG anti-poverty funding administered by DYCD.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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2. DYCD will continue to engage community residents in different forums such as Barbershop Talks with non-custodial fathers, public hears, in person interviews at our community sites.

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

On September 22, 2022, DYCD’s Beacon and other providers participated in the 16th annual Dads Take Your Child to School Day. Initially a project of the NYS Office of Children and Family Services and the NYS Office of Temporary Disability Assistance, Dads Take Your Child to School Day is New York State’s response to the “Million Father March” events, now held at more than 700 locations across the United States. This NYC event illustrates DYCD’s commitment to parent engagement, and supports DYCD’s Fatherhood Initiative, which helps non-custodial dads reconnect with their children and actively participate in their lives both emotionally and financially.

DYCD co-hosted the National Community Action Partnership Annual Convention held on August 31 through September 2 the city’s official Community Action Agency. The Convention brings together Community Action professionals from across the country to network and discuss topics ranging from equity and leadership skill development to strategic planning, use of trauma-informed approaches, and collection of relevant data to alleviate poverty, a key goal of our agency’s mission. the National Community Action Partnership (NCAP) annual convention, co-hosted by DYCD, was the largest ever with 1,500 in-person and 200 virtual attendees.

On August 2, 2022, DYCD showcased our community engagement efforts by joining the NYPD, community-based organizations, local businesses, and civic organizations to commemorate National Night Out Against Crime (NNO) events throughout the City.

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3. DYCD will engage community stakeholders to inform program designs in requests for proposals; survey participants to gather feedback on quality of services to raise the visibility of DYCD services in communities most in need, issues that impact communities of color. In addition, DYCD will partner with colleague agencies build and strengthen transformative polices which will impact undeserved communities.
- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

All 100,000 summer jobs promised by Mayor Adams were filled, including a record 90,000 SYEP slots at 18,000+ worksites (also an all-time high). Participants engaged with employers such as Microsoft, SL Green Realty, and Google, and more than 5,000 young people worked at over 80 city agencies, including the New York City Fire Department (FDNY). Yesterday, I addressed young people at the FDNY Career Day event at the Fire Training Academy on Randall’s Island. We had SYEP participants at several FDNY worksites this summer, including MetroTech Center, EMS, and Facilities Management. Additionally, in his weekly message to all city employees, Mayor Adams gave a shout out to SYEP and included a photo of the City Hall celebration last Friday (see attached). Also attached is a *Staten Island Advance* story on our SYEP project-based learning celebration last week. The entire Workforce team and their supporting units should be proud of the extraordinary accomplishments they pulled off this summer.

Summer Rising was also a massive undertaking by DYCD and DOE, with the ambitious goal of 110,000 young people (K-8) enrolled in programming designed to spark curiosity, joy, and a love of learning. As programming ends, our agency has already begun the process of gathering feedback as we look forward to the summer of 2023. Earlier this week, Change Impact facilitated a session with DYCD staff that supported Summer Rising, to gather input and suggestions for the program moving forward. Just in time for the final week of programming, DYCD worked with the DOE and the NYC School Bus Umbrella Services Inc. (NYCSBUS) to provide 29 buses for providers at no charge and take Summer Rising participants on 10 field trips. We identified these trips based on responses to a survey of organizations who were not able to secure transportation for the outings.

48 SYEP participants interning at DYCD this summer.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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4. DYCD continue to plan to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).

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

DYCD Commissioner along with the Chief Diversity Officer and Agency Chief Contracting Officer attended the Citywide Small Business Service MWBE Fair in late September. Addition to that, Agency Chief Contracting Officer and the Chief Diversity Officer also spoke at a presentation organized by Department of Social Services about the importance of MWBEs connecting to CBOs funded by human service agencies.

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

❖ **Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.**

DYCD disseminates a monthly newsletter which provides information on services and opportunities available to New York City’s diverse populations.

On August 2, 2022, DYCD showcased our community engagement efforts by joining the NYPD, community-based organizations, local businesses, and civic organizations to commemorate National Night Out Against Crime (NNO) events throughout the City.

On September 16, 2022, DYCD held an Employee Recognition Ceremony. We honored employees with ten (10) through forty (40) years of city service.

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5. Equity, Inclusion and Race Relations Initiatives:

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

1. DYCD has established an Equity workgroup. The charge of the group is to increase the agency’s recruitment efforts, ensure that there is promotability by occupational group and increase awareness of equity issues and racial inequities.

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

Throughout July, DYCD’s PPIE unit led recruitment efforts to double the size of our Equity Workgroup. We put out a call for members via TEAMS, PD Newsletter, and in the Commissioner’s Weekly message, and reached out to individuals. Today, the workgroup includes staff from HR, IT, Community Development, Youth Services, PPIE, and Workforce, and includes managerial and non-managerial staff in all parts of the agency, doubling in size.

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

2. Re-evaluate the agency’s policies and practices to determine opportunities to embed an equity and anti-racism perspective.

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

Throughout July and August, the workgroup completed a three-part series led by Diana Noriega, Chief Anti-Racism and Equity Officer at Good Shepherd Services. These sessions aimed to level-set our knowledge of anti-racist policies and allyship and prepare us to operationalize DYCD’s revised Equity Statement.

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

3. Age Inclusive Initiatives

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

DYCD ensures that the EEO Office reviews its recruitment and promotional efforts with an equity vision Ensure to train hiring managers on diversity and inclusion trainings such as unconscious bias and structured interviewing. In addition, DYCD will review job descriptions for ageist language in recruitment materials and update as needed.

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

4. [Insert goal]

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

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

- ❖ Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.
- On August 2, the workgroup met for a planning session, facilitated by Community Resource Exchange, to review the feedback collected from the sessions with DYCD staff, partners, and NAB members, designed to help inform recommended DEI-related priorities for the agency.
 - On September 1, DYCD's PPIE unit presented the agency's revised Equity Statement (<https://www1.nyc.gov/site/dycd/about/about-dycd/about-dycd.page>) to attendees of the National Community Action Partnership Conference. They learned how DYCD revised its Equity Statement and developed a Call to Action in response to its commitment to becoming a proactive antiracist city agency. Facilitators discussed considerations, strategies, and challenges along the way.

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V. Recruitment

A. Recruitment Efforts

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

1. DYCD ensures that the EEO Office reviews its recruitment and promotional efforts with an equity vision. DYCD disseminates information on rights and protections under the EEO policy. We make a concerted effort to attain a high compliance rate on the mandated Diversity and Inclusion efforts.

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

DYCD continues to post open positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside of the Agency.

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

2. The Department of Youth and Community Development will ensure employees are aware of vacancies by placing notices on the agency's intranet, DYCD website and City jobs.

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

The Department of Youth and Community Development will continue to notify its employees of vacancies by placing notices on the agency's intranet, DYCD website and City jobs.

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

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

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

DYCD disseminates postings as appropriate to colleges, professional organizations serving minorities and women and through social media.

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

4. [Insert initiatives/strategies]

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

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

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

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B. Internships/Fellowships

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

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

1. Urban Fellows Total:

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

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

2. Public Service Corps Total:

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

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

3. Summer College Interns Total: **50**

Race/Ethnicity* [#s]: Black **8** Hispanic **0** Asian/Pacific Islander **35** Native American ___ White **5** Two or more Races **2**

Gender* [#s]: M **29** F **21** N-B ___ O ___ U ___

4. Summer Graduate Interns Total:

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

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

5. Other (specify) Total:

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

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

Additional comments: 48 SYEP PARTICIPANTS INTERNEED AT DYCD THIS SUMMER.

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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 (9/30/2022): _____0___ Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of __0__ [number] new applications for the program were received.
During the 1st Quarter ___ participants left the program due to [state reasons] _____.

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

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
Other: Job Postings

2. _____

3. _____

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V. Selection (Hiring and Promotion)

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

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

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

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

This is an ongoing effort of the agency. Career counselors continue to meet with employees to encourage training and development and promote awareness of various job opportunities.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.

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

DYCD continue to hire employees via civil service lists for new hire and promotional opportunities, to ensure provisional reduction and civil service list movement. The agency continues to post positions and conducts outreach towards underrepresented groups.

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

The EEO Office reviews interview materials and makes recommendations when warranted.

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

The agency will use the DCAS Layoff Procedure as guidance should there be any layoffs, terminations, and/or demotions due to legitimate business/operational reasons. The Agency did not analyze the impact of layoffs or terminations during the quarter.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	<u># 13</u>	<u># 54*</u>	<u># 7</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

*The number of New Hires include the Summer Youth Field Supervisor and Summer Interns.

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VI. Training

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

VII. Reasonable Accommodation

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

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

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

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

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

D. Local Law 101: Climate Survey

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

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

- 1. Increase employees’ familiarity with the EEO Policy.**
 - ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

In response to Local Law 101 of 2018, DYCD increased its efforts to inform staff of EEO Personnel, their rights and protections under the law, sexual harassment policy and prevention through the dissemination of an EEO contact resources materials with photos, quarterly EEO newsletter on rights and protections and creation of an EEO intranet page in Agency’s SharePoint Portal.

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

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

DYCD disseminate all staff email including quarterly EEO & Diversity Inclusive newsletter with photos of the EEO personnel along with a one pager EEO Counseling Resources, dissemination of information on how to access the policy, dissemination of EEO policy statement. DYCD disseminate EEO Personnel Contact Memo to all staff and upload on EEO intranet page in Agency's SharePoint Portal.

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

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

The EEO Officer and EEO counselor ensure that EEO policy, standards, and procedures are posted at the agency site and available alternative formats for accessibility for all staffs including managers and supervisors.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

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

DYCD ensures that all employees, regardless of level and work location receive Basic EEO and Sexual Harassment Prevention training. Both trainings are geared towards helping employees understand the law, identifying problematic behavior, and informing staff about where to go for assistance.

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

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

All managers and supervisors participate on “Everybody Matters: EEO and Diversity & Inclusion Training”, this training has the resources and materials on how the managers and supervisors need to follow the EEO policies and procedures if an employee report any violations.

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

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

Maintain regular communication with all staff on a regular basis by email distribution on EEO policy so that employees are aware of the EEO policy. Allow staff to know their rights and protections and prohibited activities under the EEO policy and Human Rights law.

7. **Other:**

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

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1. Andrew Miller/EEO Counselor			2.		3.	
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:			Start Date or Termination Date:		Start Date or Termination Date:	
Employee's Name & Title	Derick Martinez/EEO Counselor						
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:			Start Date or Termination Date:		Start Date or Termination Date:	
For New EEO Professionals:							
Name & Title	4. Ruma Debi/EEO Officer			5. Rosa Morales		6. Shakina Shaw	
EEO Function	<input checked="" 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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20%		<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20%	
Name & Title							
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)			<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, <u>and All New EEO Professionals</u>):			
Name & EEO Role	1. Ruma Debi	2. Shakina Shaw	3. Rosa Morales
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<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. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. 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
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. 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

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4. Derick Martinez		5. Andrew Miller		6.	
Completed EEO Trainings:	<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
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of 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
4. Disability Awareness & Etiquette	<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
5. 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
6. Microaggressions	<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. 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
8. 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
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. 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

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

Please provide full mailing address of the principal Agency EEO Office:
123 William Street, 17th Floor, New York, NY 10038

Diversity and EEO Staffing as of 1st Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Ruma Debi	Administrative Labor Relations Analyst	<u>70%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Anthony Ng	Administrative Community Relations Specialist	<u>25%</u>	ang@dycd.nyc.gov	<u>646-343-6732</u>
ADA Coordinator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>

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Disability Rights Coordinator	Timothy Johnson	Administrative Community Relations Specialist	<u>20%</u>	tjohnson@dycd.nyc.gov	<u>646-343-6365</u>
Disability Services Facilitator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
55-a Coordinator	Ruma Debi	Administrative Labor Relations Analyst	<u>10%</u>	rdebi@dycd.nyc.gov	<u>646-343-6722</u>
Career Counselor	Kay Alleyne	Administrative Staff Analyst	<u>20%</u>	kaalleyne@dycd.nyc.gov	<u>646=343=6781</u>
EEO Counselor	Andrew Miller	Administrative Staff Analyst	<u>20%</u>	andmiller@dycd.nc.gov	<u>646-343-6738</u>
EEO Investigator					
EEO Counselor\ Investigator	Derick Martinez	Administrative Contract Specialist NM	<u>20%</u>	dmartinez@dycd.nyc.gov	<u>646-343-6157</u>
Investigator/Trainer					
EEO Training Liaison					
Other (specify) EEO Counselor	Rosa Morales	Administrative Community Relations Specialist	<u>20%</u>	romorales@dycd.nyc.gov	<u>646-343-6897</u>
Other (specify) EEO Counselor	Shakina Shaw	Administrative Manager	<u>20%</u>	shshaw@dycd.nyc.gov	<u>646-343-6107</u>

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