

DCAS QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: <u>NYC Department of Citywide Administrative Services (DCAS)</u>		
<input type="checkbox"/> 1 st Quarter (July -September) and 2 nd Quarter (October - December), due January 30th		
<input checked="" type="checkbox"/> 3 rd Quarter (January -March), due April 30th		
<input type="checkbox"/> 4 th Quarter (April -June), due July 30th		
Prepared by: Belinda French, Diversity & EEO Officer, 212-386-0297		
Name	Title	Telephone No.
Date Submitted: <u>5/20/19</u>		
<u>FOR DCAS USE ONLY</u>		
Date Received: _____	Name of Reviewer: _____	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. 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.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by 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. 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

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

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

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

III. WORKFORCE REVIEW AND ANALYSIS

1. 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

2. 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): _____ No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other _____

IV. 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:

A. 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. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
<p><u>Creating Apprentice Titles</u></p> <p>In FY18, we began researching the utility and civil service implications of employing apprentices in underutilized job groups at DCAS, such as Craft, Operators, Science Professionals,</p>	<p>We are currently researching how labor unions would be involved in potential apprenticeship programs in City government and how to obtain their buy-in.</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>Paraprofessionals, and Transportation. In FY19, we plan to continue our research and use our civil service functions to lay the groundwork for potential apprenticeship titles and/or programs at DCAS.</p>	<p>Q3 - No New Updates since last quarter.</p>			
<p><u>Executive Development, Internship and Fellowship Programs</u> Within the past three years, DCAS, as an agency, typically submits fewer than four applications each year for the Leadership Institute, Management Academy, Urban Fellows, and Social Justice Fellows programs. In FY 19, DCAS will improve its participation in these programs by increasing the number of applications submitted for consideration to 5 or more. To achieve this goal, each line of service will consider its “ready now” and high-potential talent as well as special projects that can be considered for fellowships.</p>	<p>In support of this goal, DCAS and the City University of New York (CUNY) launched the Civil Service Pathways Fellowship for recent CUNY graduates. This new initiative helps connect graduates with rewarding careers in City government. DCAS currently applied for and hired five (5) fellows from this program.</p> <p>Q3 - No New Updates since last quarter.</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>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.</p>				
<p>Underutilization of Women and Minorities in DCAS Workforce</p>				
<p>JobGroup</p>	<p>Female</p>	<p>Black</p>	<p>Hispanic</p>	<p>Asian</p>
<p>CRAFT</p>	<p>-30</p>	<p>-72</p>		

<u>OPERATORS</u>	-5			
<u>PARA PROFESSIONAL OCCUPATIONS</u>	-18			
<u>SCIENCE PROFESSIONALS</u>	-17			
<u>TRANSPORTATION</u>	-5	-9		
Grand Total	-75	-81	0	0

B. 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. ○ 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
<p><u>Employee Engagement Plan</u> DCAS has created a two-year Employee Engagement Plan for years 2018 - 2020. The Engagement Plan consists of such initiatives as an Employee Engagement Survey, new on-boarding procedures, Pop-Up Awards for employee recognition, Career Development workshops, Job Rotation Programs, Managerial reviews and training, and events that foster inclusivity, such as Cultural and Heritage month events, a Pumpkin Carving Contest, an</p>	<p><u>Updates/Progress:</u></p> <ul style="list-style-type: none"> • First Career Development Workshop was completed in March 2019 and covered the following topics: • How to market yourself – tips on tailoring your resume to a position making your skillset relevant to the position and interviewing techniques. • Career opportunities at DCAS - forming relationships and building a network 	<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"/> <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

<p>ePerformance Challenge, End of Year Staff Appreciation, Customer Service Week, Workspace Decorating Contest, and Wellness Week.</p>	<ul style="list-style-type: none"> Importance of Civil Service and finding a title that fits your skillset and career path. <p>The workshop was attended by 12 employees.</p>	
<p>Succession Planning In FY19, the focus of this program will be on “at-risk” positions and knowledge transfer management. An “at-risk” position is a linchpin position in which there is an imminent risk of the incumbent departing due to retirement within 1-5 years, attrition and voluntary/involuntary separation. Thirty-nine (39) “at-risk” positions have been identified and a knowledge transfer management toolkit/guide was developed. Each line of service will receive knowledge transfer management training during the fiscal year.</p>	<p><u>Updates/Progress:</u></p> <ul style="list-style-type: none"> Training on the Knowledge Transfer Management was delivered to LOS HR Business Partners in July 2018. Automation of the Knowledge Transfer Management process was completed in September 2018. The process was integrated into the Employee Relations Management System (ERMS). <p>Q3 - No New Updates since last quarter.</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>Diversity and Inclusion Council In FY19, the D&I Council will launch <i>DCAS Connect Live!</i>, a month-long series of events for DCAS employees to obtain essential information about agency operations, career pathways, and how to access employment resources. The program will begin with an informational DCAS Expo. Each DCAS Line of Service will plan its own career day, which will encompass trainings and site tours, on an assigned day during the month. Employees will also have access to career counseling, Civil Service 101 sessions, and</p>	<p>This event has been postponed. The agency is currently drafting a Diversity & Inclusion Council Guide to outline the purpose of the D&I Council and how it can benefit the agency.</p> <p>Once the draft guide is completed, the work of the D&I Council and this event will be added to the agency’s FY20 Diversity & EEO Plan.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

<p>networking opportunities.</p>		
<p>Employee Resources Groups In FY18, DCAS launched its first LGBTQ + Employee Resource Group. In FY19, we will hold an ERG drive to educate employees on the value and importance of ERGs to our agency and to encourage the creation of more ERGs.</p>	<p>The ERG Drive has been postponed. We are currently drafting an ERG Guide and Application process for employees that want to start their own ERG. The draft ERG guide is currently under review.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>DCAS EEO Counselors In FY19, it is our goal to enhance the visibility of our EEO Counselors in both our main location and within our field sites through site visits and “EEO in your Borough” events. It is also our goal to offer interested DCAS employees the opportunity to become EEO counselors.</p>	<p>The “EEO In Your Borough” events are now scheduled to begin in May 2019. EEO Personnel will conduct meet and greets for DCAS staff in each borough, followed by a calendar of scheduled onsite days where employees can schedule a time to speak to the EEO Officer or Counselor confidentially.</p> <p>A draft DCAS EEO Counselor Program guide and Application was created and is under review.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</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>		
<p>DCAS Black History Month Celebration – February 27, 2019 DCAS Women’s History Month Financial Roundtable Events – March 15, 2019 DCAS PRIDE Employee Resource Group Interest Meetings Attended Trans 101 training at the LGBT Center – 3/20/19</p>		

C. 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> <ul style="list-style-type: none"> ○ 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>Status Update</p>
<p><u>M/WBE Engagement</u> In FY 19, to further expand the M/WBE program, DCAS will award contracts to M/WBEs that can provide goods and services under the new micro-purchase innovative method whenever possible, schedule bi-monthly M/WBE contract opportunity meetings, schedule one-on-one meetings with M/WBE vendors, and participate in upcoming M/WBE events hosted by other agencies.</p>	<p>The MWBE Team has attended a total of four MWBE Events arranged by other agencies.</p> <ol style="list-style-type: none"> 1. SBS MWBE Borough Forum 1/23 2. DOHMH 3rd Annual M/WBE Networking Event 3/7 3. Department of Correction 3rd Annual M/WBE Networking event 3/28 <p>On 2/19/19, the Department of Citywide Administrative Services has hosted a meeting for Minority and Woman-Owned Business Enterprise (M/WBE) vendors that provide the City of New York with Goods. The meeting is an informational session geared towards focusing on how M/WBEs can team-up with a Preferred Source Vendor and possibly become a reseller. Mayor’s office of M/WBE attended the MWBE Contract Opportunity meeting to highlight the Mayor’s M/WBE City goals. We had in attendance over (80) vendors.</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>The three (3) preferred source: *New York State Department of Corrections and Community Supervision (CORCRAFT) *New York State Preferred Source Program for People who are Blind (NYSPSP) *New York State Industries for the Disabled, Inc. (NYSID)</p> <p>On March 14th 2019, the MWBE Team hosted an M/WBE Contract Opportunity meeting focusing on (WBE) vendors for March Woman’s Month. There was a total of (83) WBE vendors in attendance. We also had a vendor spotlight to provide key pointers to other WBE’s on how to do business with the City. This meeting was a success.</p>	
<p>Accessibility In FY19, the Disability Services Facilitator will create an internal team with representatives from our Office of General Counsel, Facilities Management, and Construction and Technical Services lines of service to address accessibility concerns in an efficient and comprehensive manner. This internal team will develop and post an ADA Notice and grievance procedure for the public that will be accessible on our agency website and create a tracking procedure for incoming inquiries and complaints.</p>	<p>DCAS’ ADA Notice and Grievance procedure was posted on the DCAS website.</p> <p>On March 7th, DCAS held a Disability Etiquette and Accessible Event Planning training for its event coordinators. This training was facilitated by MOPD and attended by 74 employees.</p> <p>DCAS will be having three Adobe Acrobat Pro DC - Creating Accessible PDF trainings at our CTC for employees during April, May, and June.</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>

V. RECRUITMENT

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
Targeted Outreach	On January 31, 2019, the Office of Citywide Recruitment partnered with the Mayor’s Office for People with Disabilities (MOPD) to host a Diversity Career Fair specifically for the DCAS Human Capital line of service and conducted training for all hiring managers participating in the event, along with Human Capital staff who will be working with a new hire with a visual disability. Additionally, OCR partnered with MOPD to provide 55-a & Disability Etiquette training to hiring managers and human resources staff at the Department of Education.	<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
Diversity Recruitment	During the reporting period, the Office of Citywide Recruitment participated in 69 recruitment events (25 Career Fairs and 44 Information Sessions), engaging with approximately 2,260 individuals. Of those events, 20 were geared	<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 - please describe

	towards diverse communities including Asian, Hispanic, LGBT, Veteran and people with Disabilities.	
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B. INTERNSHIPS/FELLOWSHIPS

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

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows			Male: ___ Female: ___
2. Public Service Corps	18	Unknown	Male: ___ Female: ___
3. Summer College Interns			Male: ___ Female: ___
4. Summer Graduate Interns			Male: ___ Female: ___
5. Other (specify):			Male: ___ Female: ___

Additional Comments: DCAS also employs College Aides. DCAS current has 33 College Aides with the following demographics: 63% female; 36% male; 24% Asian; 36% Black; 15% Hispanic; 3% Native American; 6% White; 15% unknown

C. 55-A PROGRAM

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

Currently, there are 2 55-a participants. During this Quarter, no new applications for the program were received and no participants left the program.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No

2. Placed DCAS job postings on the NYC: ATWORK job board.

VI. 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	Employees are encouraged to view the Internal DCAS job page on the agency's intranet site.	<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	The EEO Officer reviews candidate selections and is involved in reviewing promotion protocols	<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
Increasing the positions filled through civil service lists	DCAS is responsible for decreasing the City's provisional numbers and pursues several methods (creating of exams, Civil Service 101 sessions, etc.) to encourage City agencies to utilize competitive titles.	<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

Analyzing the impact of layoffs or terminations on racial, gender and age groups		<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
Other:		<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 - please describe

VII. TRAINING

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

VIII. 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>

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

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

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

B. 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.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. 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:

Risk 3: Workplaces with Significant Power Disparities:

<hr/> <hr/> <p><i>Risk 4: Isolated Workplaces:</i></p> <hr/> <hr/> <p><i>Risk 5: Decentralized Workplaces:</i></p> <hr/> <hr/>
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E. 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://mispwva-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

<p><i>Describe any follow-up measures taken to address the results of the climate survey:</i></p> <p><i>Results from the Climate survey are still pending and have not been provided to the agency.</i></p>
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X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC 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 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: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ___ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
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			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:			
EEO	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and			
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
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

<u>DIVERSITY AND EEO STAFFING IN [DCAS] AS OF QUARTER (X) FY 2019 *</u>					
<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>
<u>Belinda French</u>	<u>Administrative Staff Analyst</u>	<u>EEO Officer/Director/DSF</u>	<u>100%</u>	<u>bfrench@dcas.nyc.gov</u>	<u>212-386-0297</u>
<u>Monique Knoll</u>		<u>55-a Coordinator / Career Counselor</u>		<u>mknoll@dcas.nyc.gov</u>	<u>212-386-0388</u>
<u>Ashley Miller</u>		<u>Administrative Assistant</u>	<u>100%</u>	<u>axmiller@dcas.nyc.gov</u>	<u>212-386-6399</u>

<u>Helen Pickett</u>		<u>EEO Counselor</u>	<u>5%</u>	hpickett@dcas.nyc.gov	<u>212-386-0615</u>
<u>Althea Edwards</u>		<u>EEO Counselor</u>	<u>5%</u>	aedwards@dcas.nyc.gov	<u>212-386-0563</u>
<u>Raymond Vinueza</u>		<u>EEO Counselor</u>	<u>5%</u>	rvinueza@dcas.nyc.gov	<u>212-386-6287</u>
<u>Latesha Parks</u>		<u>EEO Counselor</u>	<u>5%</u>	lparks@dcas.nyc.gov	<u>212-386-6313</u>
<u>Tanya Hall</u>		<u>EEO Counselor</u>	<u>5%</u>	thall@dcas.nyc.gov	<u>212-386-1702</u>
<u>Kelly Flynn</u>		<u>EEO Counselor</u>	<u>5%</u>	kelflynn@dcas.nyc.gov	<u>212-386-0688</u>
<u>Carmen Bello</u>		<u>EEO Counselor</u>	<u>5%</u>	cbello@dcas.nyc.gov	<u>212-386-0364</u>

* 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.

FY 2019
QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY

INSTRUCTIONS

REMINDERS AND REQUESTS:

- * Please fill out identifying information on lines 8, 13 and 14.
- * Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- * Do not change the formatting and layout of the worksheet.
- * To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- * If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

GUIDELINES:

- * Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- * Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**
- * Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**



DIVERSITY AND EEO TRAINING SUMMARY

 AGENCY NAME: **Department of Citywide Administrative Services** **3 Qtr** **FY 2019**
NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!
INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.
DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS
SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY

 SUBMITTED BY [TITLE]: **Belinda French, Diversity & EEO Officer**

 DATE SUBMITTED: **5/20/2019** E-MAIL: **bfrench@dca** TEL #: **212-386-0297**
**1st & 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th. 4th Quarter (April-June) DUE July 30th.**

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	9400	1127	2961	3549	0	7637

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	9200	1017	2831	3392	0	7240
1. EEO Awareness	2300	264	531	200	0	995
Administered by DCAS DCAS will provide this information	2300	264	531	200		995
Administered by Agency						0
2. D&I "Everybody Matters"	2300	340	1174	385	0	1899
Administered by DCAS DCAS will provide this information	2300	340	1174	385		1899
Administered by Agency						0
3. lgbTq: The Power of Inclusion	2300	409	1099	311	0	1819
Administered by DCAS DCAS will provide this information	2300	409	1099	311		1819
Administered by Agency						0
4. Sexual Harassment Prevention	2300	0	0	2312	0	2312
Administered by DCAS DCAS will provide this information	2300			2312		2312
Administered by Agency						0
5. Disability Etiquette	0	4	27	184	0	215
Administered by DCAS DCAS will provide this information		4	27	184		215
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	200	110	130	157	0	397
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		103	104	128		335
7. Structured Interviewing						
TOTAL PARTICIPANTS TRAINED	200	7	20	27		54
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		0	3	1		4
9. Other Diversity/EEO Related	Specify topic:					
Conflict Resolution			3	1		4
10. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
11. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
12. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0