

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

☐ 1st Quarter (July -September), due November 6, 2024

☒ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

Prepared by:

Belinda French Diversity & EEO Officer

bfrench@dcas.nyc.gov

212-386-0297

Name

Title

E-mail Address

Telephone No.

Date Submitted: February 7, 2025

FOR DCAS USE ONLY:

Date Received:

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2025 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 2025 DEI-EEO Report.Part II 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.**

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 1/3/25 ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ 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): _____

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

- **Celebration of Hispanic Heritage Month**, including a City Talk panel, in partnership with the Office of Citywide Recruitment and Special Events, that explored what service means to several Hispanic leaders in city government; a flag trivia event where employees learned about the history and cultural impact of the flags from Hispanic countries all around the globe; and an exciting salsa and bachata dance class.. (September 2024 – October 2024)

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- **We Serve Wednesdays** - highlights individual DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York. The stories that are shared emphasize the diversity of our workforce, covering employees of various job categories, tenures, ages, genders, and races.
- **NYC Go Purple Day** – October was Domestic Violence Awareness Month, a national campaign to help raise awareness and uplift survivor voices. DCAS organized a lunchtime solidarity walk across the Brooklyn Bridge on October 17, 2024 to honor of victims and survivors of domestic violence.
- **DCAS Quality of Work Life Program (QWL)** - is a collaborative effort that brings together representatives from labor and management. Together, we aim to improve productivity by addressing the quality of workplace life.

At this year's QWL Recognition Ceremony held on October 23, 2024, we honored DCAS employees for their commitment to quality customer care and service. We celebrated employees for 10, 15, 20, 25, 30, and 35 years of service! We also recognized 67 employees who had perfect attendance during 2023.

- **National Disability Employment Awareness Month** - DCAS held an NDEAM CityTalk panel discussion “Breaking Barriers: Access to Good Jobs for All” on October 30, 2024, that showcased successful employment practices, policies, and programs that support an inclusive workforce, in addition to addressing challenges and opportunities related to employment for individuals with disabilities. The panelists showcased the transformative influence of leadership and served as a source of inspiration for individuals with disabilities who are currently working in or aspiring to join the City government workforce, proving what can be accomplished with dedication and foresight.
- In recognition of DCAS’s efforts surrounding digital accessibility, Human Capital, and, in particular, Workforce Operation’s Learning & Development Team, and even more specifically, Laura Gibson Rimer as Executive Director of e-Learning was honored this year by NYC Talent and Workforce Development.
- **Celebrating Veterans Day** – DCAS held a Veterans Day CityTalk panel discussion, “Loyalty in Action: A Legacy of Service” that brought together veterans who have transitioned from military service to impactful roles in government.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

III. Workforce Review and Analysis

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

Q1 (9/30/2024): 2,074 Q2 (12/31/2024): 2,118 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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

☒ Yes On (Date): 1/6/25 ☐ Yes (again) on (Date): _____ ☐ No

**(Our agency practice is to send reminder emails to employees twice a year in January and June)*

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

☐ Agency's intranet site

☒ On-boarding of new employees

☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 12/9/24 Q2 Review Date: N/A* Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☒ Human Resources

☐ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

☐ Other _____

☐ Not conducted

☐ Other _____

☒ Not conducted

☐ Other _____

☐ Not conducted

☐ Other _____

☐ Not conducted

****Preliminary review by the EEO office shows no significant change in demographics from Q1 to Q2. Will conduct a comprehensive annual review in Q3 (from FY24 Q3 to FY25 Q3), as recommended by the EEPC, and will share with the Commissioner and HR. Will report results in Q3 report.***

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Structured Interviewing training and audit of structured interviewing procedures across the agency

In FY25, DCAS plans to launch Structured Interviewing training for its HR and EEO personnel and hiring managers through its Race Equity Initiative. In addition to educating hiring managers on structured interview procedures, the agency will update and distribute its Structured Interviewing guide and pilot a new interview evaluation form.

As part of this training launch, the EEO office will also monitor the agency's structured interviewing procedures for compliance and utilize the City's new Smart Recruiter system to review and analyze the demographics of the applicant data, including interview and selection data. This effort will assist the agency in analyzing whether the diversity of the candidates selected for interview and/or hire match that of the diversity of the applicant pool. If the EEO office identifies trends or positions that require more diverse recruitment, it will notify HR and relevant hiring managers appropriately.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

During this quarter, the new DCAS Structured Interviewing Guide and Interview Evaluation form was distributed to all of the agency's HR and EEO personnel and hiring managers on October 31, 2024, and placed on the agency's intranet site, DCAS Connect. Two pilot sessions of the Structured Interviewing and Unconscious Bias training were held on November 19 and 20 for the agency's HR and EEO personnel and Human Resources Business Partners (approx. 30 employees), and the participants provided valuable feedback that will be incorporated into the course.

Additional training sessions for our remaining 400 hiring managers are expected to be scheduled over the next quarter, from January 2025 to March 2025.

The effectiveness of this initiative will initially be determined through participant evaluations after the training is launched; as well as through monitoring of the agency's compliance with structured interviewing practices by the EEO office. We also hope that this training will improve the quality of our recruitment and selection process when hiring.

Workforce Goal/Initiative #1 Update:

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 checked="" 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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Efforts to reduce Workforce underutilization:

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

As of FY25, Quarter 2, the major job groups experiencing underutilization of women and minorities at DCAS are: (1) “Craft”, which includes the various skilled trades civil service titles and (2) “Laborers”, which includes the City Laborer title and other civil service titles that support the Craft job group. These have consistently been the only two underutilized job groups within DCAS since last fiscal year.

Underutilization of Women and Minorities in DCAS Workforce				
JobGroup	Female	Black	Hispanic	Asian
LABORERS	-4			
CRAFT	-26	-52		
Grand Total	-30	-52	0	0

To address this underutilization, the EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, the EEO Office will alert HR and the hiring manager of the specific position and request to post the position in diverse recruitment resources.

However, it must be noted that the majority of the civil service titles within these two job groups are competitive and must be hired via a civil service list, which limits our discretion in hiring. There is also a high retention rate of employees within these jobs and therefore, vacancies do not occur often.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

1. **EEO In Your Borough**

In 2019, the DCAS EEO office launched a program called “EEO In Your Borough” which was a three-month slate of meet and greet events for DCAS employees across the City’s five boroughs. This program provided employees with an overview of their rights and responsibilities under the EEO Policy, their right to request reasonable accommodations, if needed, the importance of reporting EEO-related matters and seeking assistance, and that the EEO Policy protects them from retaliation and harassment.

Although originally slated to be an annual engagement, the program was suspended in FY 2021 due to the COVID-19 pandemic. It is a goal of the EEO office to relaunch and enhance the program in FY25 by: (1) conducting regular site visits to ensure that informative notices and resources are posted in employee spaces, and (2) hosting “meet and greet” sessions virtually and in-person with our staff, especially outside of 1 Centre Street, to increase the visibility of and access to the EEO office.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

In August 2024, the EEO office partnered with our Facilities Management line of service to ensure that our Building Services, Maintenance, Fire Safety, Engineering, and Shops staff in our 55+ facilities across the City have the most recent EEO-related employee notices posted in their offices and employee break rooms. These employee notice packets included the following:

- Workplace Climate Survey
- EEO Complaint Process at a Glance
- Reasonable Accommodation at a Glance
- Sexual Harassment Act Notice (English and Spanish)
- Executive Order 16 Poster
- Pregnancy Accommodations at Work Poster

In Q2, we distributed these posters to our other employee spaces outside of our 1 Centre Street headquarters including our Queens Central Storehouse, Brooklyn Navy Yard, DCAS Police offices, Elevator Shops, and our Citywide Testing and Application Centers (CTACs).

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The effectiveness of this initiative will initially be determined by confirmation that all of our employee spaces have been updated with the most recent EEO-related notices and contact information for the EEO office, followed by an increased effort of EEO staff to make itself more visible to employees through frequent site visits. We will then evaluate the frequency through which employees engage with the EEO office for EEO-related services based on these efforts.

Workplace Goal/Initiative #1 Update:

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 checked="" 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. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

- **Employee Engagement / Wellness:** DCAS Employee Relations hosted several employee engagement events during this quarter, such as: Summer 2024 Employee Appreciation event, annual Pumpkin decorating contest, "Mornings with Muffins (Attitude of Gratitude 2024!)", "Winter Wonderland" competition, "Ugly Sweater" contest and December 2024 Employee Appreciation event. Notable WorkWell NYC and education seminars included: NYCERS Pension seminar, "Let's Bring the Sugar Down", "Love Your Heart - Stay Heart Healthy & Prevent Hypertension" "Dance Fitness (Zumba)", "Stretch and Flex", and "Self-care for All".
- October 24, 2024 – Attended CEI Best Practices Meeting
- November 7, 2024 – DCAS Employee Resource Fair
- November 15, 2024 - Conducted EEO presentation for DCAS's Civil Service Pathways Fellows Program
- December 3 to 11, 2024 – Over 200 DCAS employees participated in the DCAS 2024 Training Expo. Notable DEI classes offered and attended by DCAS employees included: *Identifying and Addressing Mental Health in the Workplace for Managers, Inclusive*

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Leadership in Action: Behaviors to Deepen Connection and Belonging; Neurodiversity: Leveraging Strengths, Conflict Resolution in a Diverse Workplace, Improving Your Effectiveness in a Multicultural Workplace.

- December 6, 2024 – Employee Blood Donor Recognition Ceremony
- December 12, 2024 – Attended APO/CEI Best Practices Meeting
- December 17, 2024 – Launch of groundbreaking new pilot program for DCAS staff, offering current DCAS employees the chance to earn their high school equivalency along with 27 college credits over the course of three semesters. The EPIC @ MCNY program marks a first-of-its-kind partnership with MCNY, utilizing the college's existing Pathways to Careers program which is designed to support career growth and educational advancement for agency staff, with the potential to expand to more agencies citywide.
- December 19, 2024 – Agency-wide email communication with information on the Employee Assistance Program (EAP) and flyer on understanding depression, how to support yourself and others.
- **Onboarding and Exit Surveys**
DCAS Employee Relations is responsible for administering onboarding surveys at the end of each bi-weekly New Hire Orientation session. Additionally, we check in with our new hires with a 30-Day and 90-Day New Hire Follow-Up survey to ensure they are successfully integrating into our DCAS community.

All employee's separating from the agency are provided with an Exit Survey prior to their last day of work. Exit Survey data is used to create quarterly Exit Reports that are shared with leadership. These reports are reviewed to identify any trends that should be addressed with individual LOS Executive Teams. This data is also shared with Human Capital's Office of Workforce Planning as per Local Law 130 requirements.

C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. **Five-Year Accessibility Plan**

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Local Law 12 of 2023 codified as section 23-1004 of the NYC Administrative Code, requires City agencies to prepare and publish five-year accessibility plans describing the steps it is currently taking and will take over the next five years to ensure that the agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities.

Through collaboration with the Mayor's Office for People with Disabilities (MOPD), the accessibility plans must address five areas: physical access, digital access, programmatic access, effective communication and workplace inclusion.

DCAS finalized and published its Five-Year Accessibility plan on March 29, 2024, which includes: (1) plans to conduct accessibility surveys for all of our court and non-court facilities, (2) planned construction projects in our DCAS-managed facilities to improve accessibility, (3) plans to review and improve accessibility within our digital assets, and (4) efforts to effectively communicate with and provide programmatic access to our employees and customers with disabilities through reasonable accommodations.

Pursuant to Local Law 12 (2023), City agencies, including DCAS, are expected to publish a progress report on achieving the goals set forth in their five-year accessibility plan by May 1, 2025, and annually thereafter.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

Physical Access:

During this quarter (FY25 Q2), we have started gathering information for the first progress report of plan, which is due by May 1, 2025. This entails updating our list of accessibility surveys that have been completed and progress on any funded accessibility-related projects to date. A presentation of our progress to date, as well as our vision for eliminating the accessibility barriers identified in the surveys will be conducted for DCAS's Executive leadership in Q3, prior to the May 1, 2025 due date.

Digital Access:

Beginning September 18, 2024, MOPD started a weekly Digital Inclusion Officer (DIO) training series on different topics

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

related to digital accessibility. A committee of DCAS employees from the offices of EEO, Communications, IT and Strategic Operations was formed and attended the following trainings during this quarter – PDF Accessibility (October 2), PDF Forms Accessibility (October 9), Social Media and Video Accessibility (Alt Text, Audio Description, and Captions) (October 16), Intro to Website and Mobile App Accessibility (Best Practices) (November 6).

Subsequently in November and December, MOPD held more technical training regarding website auditing, including testing colors and visuals, presentation of content, user interaction and navigation, and user communication and ease of use. A shared site was created via Teams to save the content and materials from each training for future reference.

Other activities:

Attended celebratory breakfast and educational seminar for DSFs, hosted by MOPD, on October 17, 2024.

The effectiveness of this initiative will be determined by the progress and timely completion of our planned accessibility projects, as well as customer satisfaction with our ability to remove barriers to access upon request through reasonable accommodations and other means.

Community/Equity/Inclusion Goal/Initiative #1 Update:

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 checked="" 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. REI Champions Program and Membership Drive

In October 2020, DCAS successfully launched its “Race Equity Initiative” (REI) to build a more just and equitable workplace for our employees and to offer a safe space to discuss how we can all do our part to understand and address systematic racism in our society. The scope of the REI framework covered four main categories – education, engagement, assessment, and taking

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

action, and the REI taskforce is comprised of employees from EEO, HR, Citywide Equity & Inclusion, Human Capital, Employee Relations, Citywide Procurement, and Strategic Operations.

Through REI, we implemented a monthly learning series that contains literature on how to address racial bias, equity, and related issues in personal and professional settings, held lunch and learn sessions, roundtable discussions and focus groups for employees to engage in meaningful dialogue about race, and developed an equity dashboard for each line of service to examine data related to employee demographics by race, gender, age, and job group, representation in leadership, and underutilization, among other categories.

In FY22, the REI taskforce created an employee resource group named, “REI Champions” to expand its outreach and education efforts. Initially, twenty (20) DCAS employees were selected for the program – eight (8) as learning series specialists that contribute resources for the monthly learning series and twelve (12) as trainers that facilitated Bystander Intervention training agency-wide.

By FY24, several employees in the REI Champions program have left DCAS, or advanced in their careers to new opportunities, leaving only a few members. In FY25, we plan on hosting an REI Champions membership drive for interested employees to join. Once selected, the first initiative for REI will be launching Structured Interviewing and Unconscious Bias training for our hiring managers, as well as relaunching agency-wide Bystander Intervention training and a “lunch and learn” education series.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

As mentioned in our Workforce initiative, the REI taskforce successfully completed the review and update of the Structured Interviewing training content, including the new reference guide and interview evaluation form. From October to November, the REI taskforce held several practice sessions for the facilitators (DCAS EEO officer and HR Director) in preparation for the November 19 and 20 training launch. Employees that attended the REI Interest meeting held in August 2024 were also invited to attend.

During the next quarter (Q3), the REI taskforce will be scheduling additional Structured Interviewing training sessions, enlisting additional taskforce members and REI Champions to facilitate the course, and beginning the development of a virtual version for

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

the training that can be delivered through Microsoft Teams.

The effectiveness of this initiative will be determined by our ability to maintain a sustainable employee resource group over time that provides education on topics related to racial equity and inclusion in the workplace, as well as opportunities for employee engagement and professional development.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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 checked="" 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. Other Community programs and activities:

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

The DCAS EEO / Accessibility office maintains a designated email account and phone line for accessibility inquiries and requests received from the public who want to access a DCAS service, program or activity. Our office refers these inquiries to the appropriate unit and advises the service provider accordingly on access concerns and possible accommodations. We also respond to any accessibility concerns related to our facilities and work with our internal lines of service, such as Facilities Management and Construction and Technical Services, to resolve issues and remove barriers to access.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

DCAS held a Food Expo on October 17, 2024 that brought together vendors, food procurement staff, agency nutritionists, policymakers, cooks, and kitchen staff to sample new food products for institutional menus. This was part of DCAS' commitment to ensure that food served at institutions meets New York City's nutritional standards, contributes towards New York State's local economy, promotes M/WBE businesses, and, most importantly, satisfies consumer tastes.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 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. **In FY25, the DCAS EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, we are conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools of qualified candidates.**

Whenever available, DCAS staff will continue to participate in the agency's hiring halls as well as OCR's "Citytalk" panel discussions and other recruitment related events that cater to diverse populations such as people with disabilities, veterans, and other gender-expansive or ethnic groups. DCAS Human Resources will also consider hosting its own recruitment events for internal vacancies and civil service titles that have the highest number of employees and/or vacancies.

DCAS will continue to share available job opportunities on its LinkedIn site as well as in OCR's monthly newsletter that is sent to career services professionals at community-based organizations and educational institutions, as well as to diverse job seekers. DCAS's Employee Relations unit will continue to send agency-wide notices to our employees for internal vacancies.

DCAS hiring managers will be trained in structured interviewing techniques to avoid intentional and unintentional biases in the hiring process.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

If or when underutilization exists for a discretionary position that has been posted, the EEO office will notify HR and the relevant hiring managers of the gender or racial groups that are underutilized and request that additional, targeted recruitment efforts are considered.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

The effectiveness of this initiative can be measured through the diversity of the applicant pools for our jobs as well as the number of candidates hired.

During this quarter, DCAS Employee Relations advertised the following seven internal job vacancies and encouraged all qualified DCAS employees to apply:

Business Title	Line of Service	Date Posted
Deputy Director of Recruitment	HC	10/22/2024
Stationary Engineer	FM	10/28/2024
Data Analyst	FM	10/28/2024
Contract Specialist	FM	10/28/2024
Data Integrity Specialist	HC	12/4/2024
Deputy Director, Application Processing & Test Administration Unit	HC	12/4/2024
OCA Tenant Liaison	FM	12/12/2024
Executive Director, Workforce Planning and Development	HC	12/13/2024

In addition, the following DCAS positions were advertised in OCR's/Jobs NYC monthly newsletter:

- Assistant General Counsel (Agency Attorney), Office of General Counsel - Job ID# 680449
- Director of Design and Construction, Real Estate/Design and Project Management - Job ID# 640675
- Tests and Measurement Specialist, Bureau of Examinations - Job ID# 631627
- Deputy Director, Application Processing & Test Administration Unit - Job ID# 616993

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Exam Test Monitor (for physical tests related to Fire Fighter and Sanitation Worker exams)

Recruitment Initiatives/Strategies #1 Update:

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

2. Please describe 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.

DCAS Human Resources and relevant hiring managers hosted and/or participated in the following recruitment events during this quarter:

- **October 28, 2024**
Mayor's Office for People with Disabilities Event
 - Community Coordinator, Physical Test Coordinator
 - Tests & Measurement Specialist, Tests & Measurement Specialist
 - Admin. Supervisor of Building Maintenance, Senior Program Manager, Design Build
 - Principal Admin. Associate, Fleet Auction Coordinator (JO 636902)
- **November 6, 2024**
Location: 1 Centre St. Mezz
 - City Custodial Assistant
- **November 14, 2024**
Location: 1 Centre St.
 - Agency Attorney

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
Q2	10/1/2024	Workforce1 (Bronx & Queens) Civil Service 101 Information Session	Online
Q2	10/1/2024	Lenox Academy M.S. 961 Civil Service 101 Information Session	Brooklyn
Q2	10/3/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	10/7/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	10/7/2024	DCAS - CityTalk: Hispanic Heritage Month	Hybrid
Q2	10/8/2024	NYC Criminal Justice Agency Civil Service 101 Session	Online
Q2	10/8/2024	Lenox Academy M.S. 961 Civil Service 101 Information Session	Online
Q2	10/8/2024	IMPACTability Civil Service 101 Information Session	Online
Q2	10/9/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	10/9/2024	CUNY City College Fair and Civil Service 101 Information Session	Manhattan
Q2	10/10/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	10/10/2024	CUNY Brooklyn College Fall 2024 Career Fair	Brooklyn
Q2	10/11/2024	Eagle Academy Foundation Civil Service 101 Information Session	Online
Q2	10/15/2024	VIP Community Services Civil Service 101 Information Session	Bronx
Q2	10/15/2024	Cooper Union Fall 2024 Job & Internship Fair	Manhattan
Q2	10/16/2024	CUNY Transition Academy Medgar Evers College	Online
Q2	10/17/2024	Department of Corrections Civil Service 101 Information Session Riker's Island	Queens
Q2	10/18/2024	IMPACTability Career Summit	Manhattan
Q2	10/19/2024	CAMBA Brownsville In Violence Out Brownsville Safety Alliance Community Fair	Brooklyn
Q2	10/22/2024	Workforce1 Staten Island Civil Service 101 Information Session	Staten Island
Q2	10/22/2024	Wagner College Fall Career Fair	Staten Island

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2	10/23/2024	CUNY Queensborough Community College Civil Service 101 Information Session	Online
Q2	10/24/2024	St. Nicks Alliance Career Fair and Civil Service 101 Information Session	Brooklyn
Q2	10/28/2024	Breaking Ground Career Fair and Civil Service 101 Information Session	Bronx
Q2	10/29/2024	MOPD - National Disability Employment Awareness Month Panel	Manhattan
Q2	10/30/2024	DCAS - CityTalk: National Disability Employment Awareness Month: Breaking Barriers: The Intersection of Disability and Employment	Hybrid
Q2	11/1/2024	CUNY Veterans Career Fair	Manhattan
Q2	11/1/2024	CUNY City Tech Civil Service 101 Information Session	Brooklyn
Q2	11/4/2024	Train-the-Trainer	Online
Q2	11/4/2024	Directions For Our Youth Civil Service 101 Information Session	Bronx
Q2	11/6/2024	CUNY John Jay Civil Service 101 Information Session	Manhattan
Q2	11/7/2024	CUNY Baruch College Industrial/Organizational Career Fair	Manhattan
Q2	11/7/2024	DCAS Civil Service Pathways Fellows Civil Service 101 Information Session	Manhattan
Q2	11/8/2024	Rockaway Development & Revitalization Corp Civil Service 101 Information Session	Queens
Q2	11/12/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Hybrid
Q2	11/12/2024	CUNY Lehman College Civil Service 101 Information Session	Online
Q2	11/14/2024	City College Civil Service 101 Information Session	Online
Q2	11/15/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	11/19/2024	DCAS - Veterans CityTalk	Hybrid
Q2	11/19/2024	New Women New Yorkers Civil Service 101 Information Session	Online
Q2	11/20/2024	United Federation of Teachers Civil Service 101 Information Session	Manhattan
Q2	11/20/2024	Eagle Academy Expo	Manhattan
Q2	11/21/2024	Greater Jamaica Development Corporation Civil Service 101 Information Session	Online
Q2	11/22/2024	DCAS - NYC Civil Service Careers Overview	Online
Q2	12/2/2024	Office of Asylum Seeker Operations Civil Service 101 Information Session	Manhattan
Q2	12/12/2024	NYC Schools Professional Learning - Advising and Awareness Session	Other
Q2	12/12/2024	NYC Administration for Children's Services Crossroads Juvenile Detention Center	Brooklyn
Q2	12/16/2024	DCAS - NYC Civil Service Careers Overview	Online
Q2	12/16/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Hybrid
Q2	12/18/2024	Rising Ground Jamaica Community Partnership Civil Service 101 Information Session	Queens
Q2	12/18/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q2	12/19/2024	Project Hospitality Civil Service 101 Information Sessions	Staten Island
Q2	12/20/2024	Department of Corrections Civil Service 101 Information Session – Rikers Island	Queens

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2	12/20/2024	2024 Congressional Career Fair (Democratic Leader Rep. Hakeem Jeffries, Rep. Yvette D. Clarke, Rep. Dan Goldman, and Rep. Nydia M. Velazquez)	Brooklyn
----	------------	---	----------

***These events were attended and/or hosted by DCAS's Office of City Recruitment (OCR) and are not specific to the recruitment for DCAS's jobs. OCR promotes the vision that the City of New York is an employer of choice with a growing, talented, and diverse workforce. OCR conducts extensive outreach to educate the public and current employees on civil service career opportunities and manages the City's 55-a Program, which affords qualified persons with disabilities an entry into city government without the need to take civil service exams. ***

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0	\$0		
Brooklyn	\$0	\$0		
Manhattan	\$0	\$0		
Queens	\$0	\$0		
Staten Island	\$0	\$0		

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

1. Jobs NYC
2. NYC ATWORK
3. LinkedIn
4. OCR Newsletter

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. Citywide Hiring Halls and other recruitment events sponsored by DCAS

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**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:

Q1 Total: 0 Q2 Total: 0 Q3 Total: Q4 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. Civil Service Pathways Fellows:

Q1 Total: 14 Q2 Total: 20 Q3 Total: Q4 Total:

Race/Ethnicity* [#s]: Black 3 Hispanic 2 Asian/Pacific Islander 7 Native American 0 White 1 Two or more Races 2 Unknown/Not Disclosed 5

Gender* [#s]: M 10 F 10 N-B O U

3. Public Service Corps:

Q1 Total: 22 Q2 Total: 21 Q3 Total: Q4 Total:

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Race/Ethnicity* [#s]: Black 5 Hispanic 4 Asian/Pacific Islander 5 Native American ___ White 4 Two or more Races 1 Unknown/Not Disclosed 2

Gender* [#s]: M 5 F 14 N-B 1 O ___ U 1

4. Summer College Interns:

Q1 Total: 18 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___ Unknown/Not Disclosed _____

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

5. Summer Graduate Interns:

Q1 Total: 9 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___ Unknown/Not Disclosed _____

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

6. Other (Summer Youth Employment Program (SYEP):

Q1 Total: 23 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___ Unknown/Not Disclosed _____

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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

7. Other (Modern Youth Apprenticeship Program (DOE Highschool students):

Q1 Total: 8 Q2 Total: 9 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic2 Asian/Pacific Islander____ Native American____ White____ Two or more Races____ Unknown/Not Disclosed 7

Gender* [#s]: M 5 F 3 N-B ____ O ____ U 1

Additional comments:

The EEO office ensures that all interns and fellows receive EEO-related training and information resources upon hire. The EEO office also facilitates a class on DEI and EEO principles within City government for the citywide Urban Fellows and Civil Service Pathways Fellows programs during their orientation.

E. 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 (9/30/2024): 5 Q2 (12/31/2024): 7 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

During the 1st Quarter, a total of 1 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] N/A.

During the 2nd Quarter, a total of 2 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] N/A.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.

During the 3rd Quarter _____ participants left the program due to [state reasons] _____.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

in agency newsletter: ☐ Yes ☐ No

Other: _____

2. Partner with the MOPD to post job opportunities with NYC ATWORK and interview qualified applicants referred through the program.
3. Maintain an updated record of the agency's 55-a program participants.
4. Notify 55-a participants when a civil service exam is given for which they are eligible and encourage them to apply.

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 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*).

Please describe the steps that your agency has taken to meet these objectives.

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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The identity, services and contact information of DCAS's Career Counselor is communicated agency-wide as part of the agency's commitment to equity and inclusion.
- DCAS' Career Counselor advertises and promotes private career counseling sessions upon request. Employees that are interested in this service can contact our Career Counselor to schedule and complete a preliminary questionnaire and submit a copy of their resume prior to the session.
- Our Career Counselor also notifies hiring managers of interested and qualified internal candidates for vacant positions and will refer resumes appropriately for interview consideration.

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.

- DCAS posts all of its discretionary positions and uses structured interviewing methods to fill all of its vacancies, including mid and high-level discretionary positions.
- The EEO office tracks and reviews interview questions for all approved job vacancies prior to interviews being conducted.
- DCAS HR and the EEO office review draft Notice of Exams and provide feedback to Human Capital on whether the competencies, skills, responsibilities, and job requirements on the NOE appeared to job-related and required by business necessity.

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).

- Ensure that all vacancy announcements include the revised NYC EEO Antidiscrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

applying those criteria consistently to all candidates.

- In collaboration with DCAS Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist hiring managers if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise hiring managers to use candidate evaluation form for uniform assessment and equity.
- Periodically conduct a job applicant analysis via the Smart Recruiters website to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

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

N/A for this quarter

5. Other:

During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>97</u>	# <u>57</u>	# <u>23</u>
Q2	# <u>35</u>	# <u>76</u>	# <u>22</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

*****This information was obtained from CEEDS data report 343.*****

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

IX. 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 “DEI-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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ 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-ctwapx02.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 “DEI-EEO Training Summary” (in MS Excel).

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.

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For 2 Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	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	4.	5.	6.
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:

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

For New EEO Professionals:			
Name & Title	1.	2.	3.
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 %):
Name & Title	4.	5.	6.
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 %):

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	1. Belinda French	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<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
3. IgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions			

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. 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
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

The David N. Dinkins Manhattan Municipal Building
1 Centre Street, 17th Floor North
New York, NY 10007

Diversity and EEO Staffing as of 2 Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Agency EEO Officer / Disability Rights Coordinator / Disability Services Facilitator	Belinda French	Deputy Assistant Commissioner	100%	bfrench@dcas.nyc.gov	<u>212-386-0297</u>
EEO Administrative Assistant	Ashley Miller	Community Associate	100%	axmiller@dcas.nyc.gov	<u>212-386-6399</u>
EEO Investigator	VACANT				
Agency Personnel Officer	Hortensia Richards	Strategic Initiative Specialist		hrichards@dcas.nyc.gov	212-386-0374
55-a Coordinator	Damarys Diaz	Administrative Community Relations Specialist		dmdiaz@dcas.nyc.gov	212-386-0388

[DCAS] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Career Counselor	Shameka Blount	Administrative Community Relations Specialist M5		sblount@dcas.nyc.gov	212-386-0232
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Roman Gofman	Deputy Commissioner		rgofman@dcas.nyc.gov	212-386-6283

* 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.



Aldrin Rafael Bonilla, Ed.D., MPA
Chair/Commissioner

Elaine S. Reiss, Esq.
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.
Ngozi Okaro, Esq.
Nicole Yearwood, MPA
Commissioners

Jeanne M. Victor
Executive Director

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

October 31, 2024

Louis A. Molina
Commissioner
Department of Citywide Administrative Services
1 Centre Street
New York, New York 10007

Re: Resolution #2024AP/276-868-(2024)C22
DETERMINATION: Compliance

Dear Commissioner Molina:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Department of Citywide Administrative Services' compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Department of Citywide Administrative Services' successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Belinda French for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Department of Citywide Administrative Services to ensure equal employment opportunity in the City of New York.

Sincerely,


Aldrin Rafael Bonilla
Chair/Commissioner

Enc.

c: Belinda French, Principal EEO Professional, DCAS

Monitoring of Employment Practices with a Focus on Underutilization
RESOLUTION NO.

2024AP/276-868-(2024)C22
Department of Citywide Administrative Services
Commissioner Louis A. Molina
DETERMINATION: COMPLIANCE

S Y N O P S I S

Corrective Action(s):	Total: 2		
Period Audit Covered:	July 1, 2021 to December 31, 2023		
Preliminary Determination Issued:	May 30, 2024	Response Received	June 13, 2024
Final Determination Issued:	June 27, 2024	Response Received	July 23, 2024
Compliance-Monitoring:	Required	July 1, 2024 to October 31, 2024 without extension	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Department of Citywide Administrative Services’ Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Citywide Administrative Services’ Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated May 30, 2024, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained on the use of uniform, job-related techniques (such as training on structured interviewing) and trained to consider EEO laws/policies (such as training on unconscious bias, diversity and inclusion, etc.) to identify, interview, and select the most capable candidates.
2. Ensure that the principal EEO Professional, principal Human Resources professional (or designee), and Agency Head review the entity's statistical information (e.g. workforce, hires, promotions, and separations by race/ethnicity and gender), as part of the entity's employment practices and policies on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies (e.g. underutilization or adverse impact). Document the data reviewed, barriers identified (if any), and the entity's strategy to address each barrier.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on June 27, 2024, which indicated that the following areas required corrective action: no(s) 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from July 1, 2024 to October 31, 2024, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on July 23, 2024, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Citywide Administrative Services was monitored until October 30, 2024; and



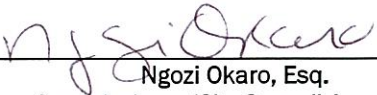
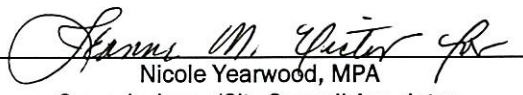

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Commissioner recognized the EEPC's audit and reiterated commitment to the Department of Citywide Administrative Services' equal employment practices. **Now Therefore**,

Be It Resolved, that the Department of Citywide Administrative Services has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this

Determination of Compliance to Commissioner Louis A. Molina of the Department of Citywide Administrative Services.

Approved unanimously on October 31, 2024.

 _____ Minosca Alcantara, Ed.D. Commissioner/Mayoral Appointee	 _____ Elaine S. Reiss, Esq. Vice-Chair/Commissioner/Mayoral Appointee
 _____ Ngozi Okaro, Esq. Commissioner/City Council Appointee	 _____ Nicole Yearwood, MPA Commissioner/City Council Appointee
 _____ Aldrin Rafael Bonilla, Ed.D., MPA Chair/Commissioner/Joint Appointee	

The New York City Equal Employment Practices Commission

hereby issues this

Determination of Compliance

to

Department of Citywide Administrative Services

for achieving compliance with the
Equal Employment Practices Commission's audit:

Evaluation of Employment Practices with a Focus on Underutilization

From July 1, 2021, to this date.



*In care of Commissioner Louis A. Molina
and Principal EEO Professional Belinda French*

On this 31st day of October in the year 2024


Aldrin Rafael Bonilla, Chair/Commissioner


Jeanne M. Victor, Executive Director



FY 2025 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: DCAS

Quarter 2

FY 2025

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2025 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Belinda French, Diversity & EEO Officer

DATE SUBMITTED:

2/7/2025

E-MAIL:

bfrench@dcas.nyc.g

TEL #:

212-386-0297

1st Quarter (July-September) DUE November 6, 2024; 2nd Quarter DUE January 30, 2025;
 3rd Quarter (January-March) DUE April 30, 2025; 4th Quarter (April-June) DUE July 30, 2025.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	836	398	0	0	1234

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	579	211	0	0	790
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	416	96	0	0	512
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	416	96			512
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
2. Sexual Harassment Prevention	41	50	0	0	91
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	41	50			91
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. lgbTq: The Power of Inclusion	108	48	0	0	156
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	108	48			156
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	14	17	0	0	31
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	14	17			31
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	257	187	0	0	444
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	80	143			223
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	5	28			33
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED		1			1
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	2	1			3
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	3	1			4
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED		2			2
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED	1				1
14. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Discipline/Labor/Employee Relations)			
TOTAL PARTICIPANTS TRAINED	166				166
16. Other Diversity/EEO Related	Specify topic >	Conflict Resolution in a Diverse Workplace			
TOTAL PARTICIPANTS TRAINED		3			3
15. Other Diversity/EEO Related	Specify topic >	Digital Accessibility Fundamentals			
TOTAL PARTICIPANTS TRAINED		3			3
16. Other Diversity/EEO Related	Specify topic >	Identifying and Addressing Mental Health in the Workplace for Managers			
TOTAL PARTICIPANTS TRAINED		2			2
17. Other Diversity/EEO Related	Specify topic >	Improving Your Effectiveness in a Multicultural Workplace			
TOTAL PARTICIPANTS TRAINED		2			2
18. Other Diversity/EEO Related	Specify topic >	Neurodiversity: Leveraging Strengths			
TOTAL PARTICIPANTS TRAINED		1			1
ADDITIONAL TRAINING COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.					
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0

																														Failure to Reasonably Accommodate					
		TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Height	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Weight	Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offence, Stalking	
INTERNAL	Complaints open at close of the period	7	2	-	-	-	-	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-	1	3	2	-	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	3	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	1	1	-	-	-	-	-	-	-	-	-	
	Complaints filed during the period	4	2	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	2	1	1	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	17	2	-	1	-	-	-	2	8	-	-	-	-	4	-	-	-	2	-	-	-	6	13	3	1	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	16	2	-	1	-	-	-	2	7	-	-	-	-	4	-	-	-	2	-	-	-	5	12	3	1	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

* The total basis of all complaints may exceed the total number of complaints
** Partnership Status Discrimination ** (aka PS) was deactivated on February 24, 2022. Now new category is Marital or Partnership Status (aka MS).

Agency: 868		DCAS			
Summary Period of EEO Reasonable Accommodation:		10/01/2024 - 12/31/2024			
Number, basis and type of resolution					
	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offense or Stalking
Reasonable Accommodations open at close of the period	4	4	-	-	-
Reasonable Accommodations filed during the period	38	34	2	2	-
Reasonable Accommodations resolved during the period	41	35	3	3	-
Granted as Requested	39	33	3	3	-
Modified Accommodation Granted	-	-	-	-	-
Denied	-	-	-	-	-
Withdrawn	1	1	-	-	-
Administratively Closed	1	1	-	-	-
Reasonable Accommodations appealed during the period	-	-	-	-	-

Summary Period of EEO Inquiry:		10/01/2024 - 12/31/2024									
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PROACTICES/PROGRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	20	-	-	5	10	-	-	2	3	-	-
Inquiries filed during the period	154	1	-	8	110	3	1	16	10	5	-
Inquiries resolved during the period	145	1	-	4	109	3	1	15	7	5	-