

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: DEPARTMENT OF SMALL BUSINESS SERVICES

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019
- 2<sup>nd</sup> Quarter (October - December), due January 30, 2020
- 3<sup>rd</sup> Quarter (January -March), due April 30, 2020
- 4<sup>th</sup> Quarter (April -June), due July 30, 2020

Prepared by:

|                                  |                               |                     |
|----------------------------------|-------------------------------|---------------------|
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| Name                             | Title                         | Telephone No.       |

Date Submitted: \_6/1/2020\_

**FOR DCAS USE ONLY**

*Date Received:*

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as ‘**SBS 1<sup>ST</sup> Quarter X FY 2020 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 ‘**SBS 1<sup>ST</sup> Quarter X FY 2020 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
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

\_\_\_\_\_

**III. WORKFORCE REVIEW AND ANALYSIS**

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

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): 2/3/2020  No

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

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

| List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others): | Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.<br>o <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b> | Q1 Update   | Q2 Update   | Q3 Update   | Q4 Update  |
|---|--|---|---|---|--|
| <b>Encourage employees to update self-ID information regarding race/ethnicity, gender and veteran status</b>  | Identify through Employee Self Service (ESS), agency intranet and manager/supervisor observation, should employee refuses to self ID or other venue.   | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Completed | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <b>Collaboration between EEO and Human Resources Unit</b>  | EEO Office will share DCAS Workforce Profile Report data with HR division and Executive staff to strategies to address potential gap in talent and staffing. | <input checked="" type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Completed</b> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Collaboration of Agency's EEO, HR and General Counsel Office</b>  | Review CEEDS workforce composition and utilization of new hires and promotions data on workforce reporting   | <input checked="" type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Completed</b> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 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>The EEO office forwards all (CEEDS) reports received from DCAS to the HR unit, we are awaiting detailed hiring report in order to analyze if the agency is underutilizing any particular sector of the workforce. Due to working remotely there is a delay in receiving reports in a timely manner.</p> |  |   |   |   |  |

**B. WORKPLACE:**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys): | Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>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.</b></li> </ul> | <p style="text-align: center;"><b>Q1 Update</b></p> | <p style="text-align: center;"><b>Q2 Update</b></p> | <p style="text-align: center;"><b>Q3 Update</b></p> | <p style="text-align: center;"><b>Q4 Update</b></p> |
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| <b>Monthly Birthday Gathering</b>                          | Breakfast/Lunch with Commissioner with everyone in the agency whose birthday falls in that specific month. | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>SBS Black History Month Celebration</b>                 | Guest Speaker Regina Gwynn   | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>EEO Orientation</b>                                     | Onboarding training held with 25 newly hired employees within 30 days of hiring date.                      | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>March Birthday Celebration with Commissioner Bishop</b> | Was conducted remotely by Commissioner Bishop with those staff celebrating during the month of March.      | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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.

**C. COMMUNITY:**

| List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys): | Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.<br><br>○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>  | <b>Q1 Update</b>  | <b>Q2 Update</b>  | <b>Q3 Update</b>  | <b>Q4 Update</b>   |
|--|--|---|---|---|--|
| <b>M/WBE Outreach Event For Rockefeller Center- 200 Park Avenue -11 West 42nd Street</b>   | This information session will provide Minority & Women-owned Businesses in the contracting community a briefing on opportunities related to the Rockefeller Center Redevelopment, the 200 Park Avenue Lobby Renovation, and the new Co-Gen installation at 11 West 42nd Street. The projects combined construction costs are projected to exceed \$500 million. Work is already underway and will continue through 2025. | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input checked="" type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>M/WBE Borough Forum - Brooklyn</b>  | The Department of Small Business Services (SBS) is hosting an event at Medgar Evers College on Wednesday January 22nd, 2020. This forum will be one is a series of forums held in each borough to facilitate the connections between M/WBEs and City   | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |

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|   | <p>Agencies, to provide information on upcoming procurements, and to allow MWBEs the opportunities to share information about their organization's capabilities with City agencies. SBS is inviting City agencies to table at the event and provide a list of current contracting opportunities with M/WBEs. Non-Certified M/WBEs will be provided assistance in getting registered in the City's Payment Information Portal (PIP) and PassPort Non-Certified M/WBEs will be provided assistance in starting the Certification Application Process in SBS Connect.</p> | <input checked="" type="checkbox"/> <b>Completed</b>  | <input checked="" type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>   |
| <p><b>DSNY Presentation to CB #3 Brooklyn "New Sanitation Garage"</b></p> | <p>SBS will provide information on M/WBE Certification and various other SBS services.</p>   | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input checked="" type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p><b>SOMOS ALBANY 2020 CONFERENCE</b></p>                                | <p>SBS will provide information on M/WBE Certification and various other SBS services.</p>   | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input checked="" type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>            | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <p><b>WE Connect Mentor Session with Bertha Jimenez</b></p> | <p>Celebrate International Mentoring Day with WE NYC and WE Connect Mentor Bertha Jimenez, founder of RISE. At this group mentor session, we will take the time to reflect on the past decade and set business goals for the next one!</p> | <p><input type="checkbox"/> Planned<br/> <input type="checkbox"/> Not started<br/> <input type="checkbox"/> Ongoing<br/> <input type="checkbox"/> Delayed<br/> <input type="checkbox"/> Deferred<br/> <input type="checkbox"/> Ongoing<br/> <input checked="" type="checkbox"/> Completed</p>            | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/></p> |
| <p><b>WE Connect Mentor Session with Yai Vargas</b></p>     | <p>WE NYC, in partnership with The Media Center, for our quarterly Mentorship Circle with a focus on Leadership. This group session will be led by WE NYC Mentor, Yai Vargas, Founder &amp; CEO of The Latinista.</p>                      | <p><input type="checkbox"/> Planned<br/> <input type="checkbox"/> Not started<br/> <input type="checkbox"/> Ongoing<br/> <input type="checkbox"/> Delayed<br/> <input type="checkbox"/> Deferred<br/> <input type="checkbox"/> Ongoing<br/> <input checked="" type="checkbox"/> Completed</p>            | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/></p> |
| <p><b>WE Connect Mentor Session with Karen Mitchell</b></p> | <p>WE NYC, in partnership with The Dream Center for a WE Connect Mentor Session with Karen Mitchell, Founder &amp; CEO of True Indian Hair!</p>  | <p><input checked="" type="checkbox"/> Planned<br/> <input type="checkbox"/> Not started<br/> <input type="checkbox"/> Ongoing<br/> <input type="checkbox"/> Delayed<br/> <input type="checkbox"/> Deferred<br/> <input type="checkbox"/> Ongoing<br/> <input checked="" type="checkbox"/> Completed</p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/></p> |
| <p><b>Fund Your Business</b></p>                            | <p>WE NYC and Luminary held a WE Master Money Conference at Luminary!</p>  | <p><input type="checkbox"/> Planned<br/> <input type="checkbox"/> Not started<br/> <input type="checkbox"/> Ongoing<br/> <input type="checkbox"/> Delayed<br/> <input type="checkbox"/> Deferred<br/> <input type="checkbox"/> Ongoing<br/> <input checked="" type="checkbox"/> Completed</p>            | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/></p> |

**V. RECRUITMENT**



| <p>List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 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):</p> | <p>Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.</p> | <p><b>Q1 Update</b></p>   | <p><b>Q2 Update</b></p>  | <p><b>Q3 Update</b></p>  | <p><b>Q4 Update</b></p>   |
|--|---|---|--|--|---|
| <p><b>Internal posting</b></p>   | <p>Provided internal employees with the opportunity to grow within the agency</p>   | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p>            | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input checked="" type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> |
| <p><b>Subscribed to paid career websites: LinkedIn, Idealist, CareerBuilder</b></p>  | <p>Cast a wider net for candidate pool</p>  | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p>            | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input checked="" type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> |
| <p><b>College Fairs</b></p>  | <p>Recruited interns and fellows</p>  | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/> Planned<br/><input type="checkbox"/> Not started<br/><input checked="" type="checkbox"/> Ongoing<br/><input checked="" type="checkbox"/> Delayed<br/><input type="checkbox"/> Deferred<br/><input type="checkbox"/> Ongoing<br/><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input checked="" type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> | <p><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> |

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019: [Demographic information is based on self-identification data]

| Type of Internship\Fellowship    | Total | Race/Ethnicity [#s]  | Gender [#s]<br>[N-B=Non-Binary; O=Other; U=Unknown] |
|----------------------------------|-------|--|---|
| 1. Urban Fellows                 | 2     | Caucasian and Latina   | M ___ F <u>2</u> N-B ___ O ___ U ___                |
| 2. Public Service Corps          |       |  | M ___ F ___ N-B ___ O ___ U ___                     |
| 3. Summer College Interns        | 6     | Latina, African American, Pacific Islander, Asian Pacific Islander | M <u>2</u> F <u>4</u> N-B ___ O ___ U ___           |
| 4. Summer Graduate Interns       | 1     | Pacific Islander   | M ___ F <u>1</u> N-B ___ O ___ U ___                |
| 5. Other (specify):              |       |  | M ___ F ___ N-B ___ O ___ U ___                     |
| 6. None <input type="checkbox"/> |       |  |   |
| <i>Additional Comments:</i>      |       |  |   |

**C. 55-A PROGRAM**

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

Currently, there are 3 [number] 55-a participants.

During this Quarter, a total of 0 [number] new applications for the program were received.

During this Quarter 0 participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information through:
  - e-mail  Yes  No
  - training sessions  Yes  No
  - agency website  Yes  No

agency newsletter  Yes  No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No

3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

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

| List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ). | Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan. | Q1 Update  | Q2 Update   | Q3 Update   | Q4 Update  |
|--|---|--|---|---|--|
| <b>Career Counseling: Advise employees of opportunities for promotion and career development</b>   | Direct emails are sent out to agency and division wide when new opportunities are available   | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Review methods by which candidates are selected for promotion or filling of vacancies (new hires), especially for mid and high-level discretionary positions</b>  | Unconscious bias & structured interview training for anyone who will participate in interviewing candidates.                                | <input checked="" type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Completed | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

|  |   |  |   |   |  |
|--|---|--|---|---|--|
|  |   |  |   |   |  |
| <b>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</b>            | EEO office is not actively involved in this process. Have reached out and is scheduling meeting with the HR unit to implement procedural methods for involvement. | <input type="checkbox"/> <b>Planned</b><br><input checked="" type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Completed</b>            | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</b> | EEO office is not actively involved in this process. Have reached out and is scheduling meeting with the HR unit to implement procedural methods for involvement. | <input type="checkbox"/> <b>Planned</b><br><input checked="" type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Completed</b>            | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Analyzing the impact of layoffs or terminations on racial, gender and age groups</b>  | EEO office is not actively involved in this process. Have reached out and is scheduling meeting with the HR unit to implement procedural methods for involvement. | <input checked="" type="checkbox"/> <b>Planned</b><br><input checked="" type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Other Selection Strategies and Initiatives</b>  | The EEO office plans to meet with leadership and HR to create and implement strategies to be inclusive in the selection initiatives.                              | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Ongoing</b>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |

|  |  |                                    |                          |                          |                          |
|--|--|------------------------------------|--------------------------|--------------------------|--------------------------|
|  |  | <input type="checkbox"/> Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--|------------------------------------|--------------------------|--------------------------|--------------------------|

**VII. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**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>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

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

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

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

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

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about 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**

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and progress in 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:*  
N/A

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*Risk 2: Cultural and Language Differences in the Workplace:*  
 SBS doesn't track data based on cultural or language differences because it indirectly reflects national origin data.

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*Risk 3: Workplaces with Significant Power Disparities:*  
 All SBS employees are held accountable to the same rules and behaviors irrespective at management level. However, managers are held at a higher standard.

*Risk 4: Isolated Workplaces: N/A*

*Risk 5: Decentralized Workplaces:* SBS does not have decentralized workplaces.

**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 updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates 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://mstpva-dcslnx01.csc.nycnet/Login.aspx>

**F. LOCAL LAW 101: CLIMATE SURVEY**

**Provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey:*

|  |
|--|
|  |
|  |
|  |

**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: EEPC Sexual Harassment Prevention and Responses.
- 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 2020.





**APPENDIX: [DEPARTMENT OF SMALL BUSINESS SERVICES - EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR \_1st\_ QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

| <b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes |  | <b>Number of Additions:</b>   | <b>Number of Deletions:</b>   |
|--|--|---|---|
| <b>Employee's Name &amp; Title</b>   |  |   |   |
| <b>Nature of change</b>  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion   |
| <b>Date of Change in EEO Role</b>  | Start Date or Termination Date:  | Start Date or Termination Date:   | Start Date or Termination Date:   |
| <b>NOTE: Please attach CV/Resume of new staff to this report</b>           |  |   |   |
| <b>For Current EEO Professionals:</b>                                      |  |   |   |
| <b>Name &amp; Title</b>  | Angelita McDonald - Major  | Michelle Barnes - Anderson  | Christine Williams  |
| <b>EEO Function</b>  | <input checked="" type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor<br><input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) |
| <b>Proportion of Time Spent on EEO Duties</b>                              | <input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):  | <input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   | <input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   |
| <b>Attended EEO Professional On-Boarding at DCAS</b>                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| <b>Completed Trainings:</b>  |  |   |   |
| <b>EEO</b>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Diversity &amp; Inclusion</b>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>lgbTq: The Power of Inclusion</b>                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Structured Interviewing and Unconscious Bias</b>                        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Sexual Harassment Prevention</b>  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |

|                            |   |  |   |
|----------------------------|---|--|---|
| <b>Training Source(s):</b> | <input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other |
|----------------------------|---|--|---|

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

| <b><u>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *</u></b> |                                   |                                   |  |                                     |                           |
|---|-----------------------------------|-----------------------------------|--|-------------------------------------|---------------------------|
| <b><u>Name</u></b>  | <b><u>Civil Service Title</u></b> | <b><u>EEO\ Diversity Role</u></b> | <b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b> | <b><u>Office E-mail Address</u></b> | <b><u>Telephone #</u></b> |
| <b>Angelita McDonald - Major</b>  | Associate Staff Analyst           | Diversity & Inclusion Officer     | 100%   | amcdonald@sbs.nyc.gov               | (212) 618-8782            |
|   |                                   | EEO Officer/Director              |  |                                     |                           |
|   |                                   | Deputy EEO Officer                |  |                                     |                           |
|   |                                   | EEO Counselor                     |  |                                     |                           |
|   |                                   | EEO Investigator                  |  |                                     |                           |
|   |                                   | EEO Training Liaison              |  |                                     |                           |
| <b>Michelle Barnes - Anderson</b>   | Associate Staff Analyst           | 55-a Coordinator                  | 100%   | mbarnes@sbs.nyc.gov                 | (212) 618-6717            |
|   |                                   | ADA Coordinator                   |  |                                     |                           |
|   |                                   | Disability Rights Coordinator     |  |                                     |                           |
|   |                                   | Disability Services Facilitator   |  |                                     |                           |
| <b>Christine Williams</b>   | College Aide                      | Intern                            | 100%   | cwilliams@sbs.nyc.gov               | (212) 513-9219            |
|   |                                   |                                   |  |                                     |                           |

\* Please indicate changes (i.e. if new personnel are filling a 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, please indicate it on the chart.