

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF SOCIAL SERVICES

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

Prepared by:

Stephanie Grant EEO Officer/ Director 929-221-5145
Name Title Telephone No.

Date Submitted: _____

FOR DCAS USE ONLY

Date Received: _____ Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

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

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date):

No additional distribution in Q1 or 2 - posted on HRA Homepage No

II. RECOGNITION AND ACCOMPLISHMENTS

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

Diversity & EEO Awards

Public Notices

Diversity and EEO Appreciation Events

Positive Comments in Performance Appraisals

Other (please specify): Employee Resource Group Events listed in section "B" 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

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

Yes, On (Date): _____ No

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

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

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
We ensure that there is a diverse applicant pool for anticipated vacancies	We ensure that job posting have appropriate diversity, inclusion and equal opportunity messaging. We utilize diversity publications, and recruitment sites i.e. Professional Diversity Network/NAACP, DiversityJobs.com, Women	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	for Hire, Careerbuilder, etc. Additionally we share postings with the Mayor's Office for People with Disabilities and ACCES VR.	
Ensure that we identify underutilized job groups	We review the quarterly workforce dashboard and to identify specific job groups where underutilization exists to guide recruitment efforts.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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.		

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	Status Update
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	<p>The DSS continues to encourage Employee Resource Groups and facilitate and promote events that highlight our diverse workforce. Below are examples of events that were held during Q1 2019.</p> <p>The DSS-HRA-DHS Caribbean Heritage Committee invites you to commemorate Caribbean-American Heritage at their event:</p> <p>Contributing to the American Landscape</p> <p>Friday, August 17, 2018 2 p.m. – 4 p.m. DC 37 Headquarters 125 Barclay Street, First Floor New York, N.Y.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
	<p>The DSS-HRA-DHS Latino Heritage Committee (LHC) invites you to a workshop on the subject of “Mental Health/Compassion Fatigue” on</p> <p>Thursday, July 26, 2018 2 p.m to 5 p.m. 505 Clermont Avenue, 7th floor, (#7-08 A/B) Brooklyn, New York 11238</p> <p><i>This workshop is an opportunity for employees to learn about mindfulness and how they can use various tools to address compassion fatigue and</i></p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p><i>burnout. We will introduce various meditations, yoga, cognitive exercises, sleep and nutrition tips. We will also discuss the Employee Assistance Program (EAP) and other methods to attain mental health treatment.</i></p>	
	<p>The DSS-HRA-DHS Latino Heritage Committee invites you to commemorate Latino/Hispanic Heritage Month at their 28th yearly event:</p> <p>THE GROWING INFLUENCE OF LATINOS IN THE UNITED STATES</p> <p>Friday, September 28, 2018 12 noon – 5 p.m. DC 37 Headquarters 125 Barclay Street, First Floor New York, N.Y.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>		
<p></p>		

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	Status Update
1. Identify best practices for establishing a brand of inclusive customer service.	The DSS Office of External Affairs continues to provide inclusive customer service and access to service in the following ways during the 2nd Quarter of FY'19: <ul style="list-style-type: none"> - The Office of Advocacy and Outreach, it enrolled 14 new Community Based Organizations in the ACCESS HRA Provider Portal. This online tool supports community-based providers who work with HRA clients and potentially eligible New Yorkers. - With the completion of the transition of the SNAP Outreach team to the Office of Advocacy and Outreach, the team continues its efforts to bring culturally competent and accessible information and benefits enrollment to New Yorkers in their own communities. - Through its Language Access Implementation Plan, the Office of Refugee 	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>and Immigrant Affairs continues to ensure the requirements of Local Law 30 about Language Access are implemented at HRA and DHS.</p> <ul style="list-style-type: none"> - The Office of Constituent Services continues to work on improving our interaction with clients in their preferred language by hiring bilingual customer service representatives. We are working closely with our HR department and DCAS to schedule hiring pools for staff with the needed language skills. Currently, 30% of our workforce is bilingual and our target is to increase it to 40% by end of year. - The Office of Communication and Marketing (OCM) DSS is continuing to ensure that the agency’s message is expanded to a broader and more diverse spectrum of potential clients. DSS it’s increasing its presence in ethnic media by disseminating information about DSS’ news and initiatives and by allocating advertising dollars in these outlets for our public information campaigns. DSS seeks to use social media channels to increase agency communication with non-English speaking communities. - In Q2 of FY 19 OCM placed ads in 26 ethnic and community newspapers to explain that the federal government’s “public charge” proposal has not gone into effect and may 	
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	<p>never go into effect. We translated the ad into 9 languages, including Spanish, Russian, Traditional Chinese, Simplified Chinese, Albanian, Polish, Korean, Haitian Creole and Bengali. We also posted messages on Facebook, Twitter and Instagram.</p>	
<p>2. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.</p>	<p>The DSS Office of External Affairs executed the following activities in the 2nd Quarter of FY'19 in order to improve community relations, awareness and engagement in service development and delivery:</p> <ul style="list-style-type: none"> - Through the Office of Advocacy and Outreach, we continue our advocacy work by reaching out to service providers across the City in order to develop open lines of communication concerning barriers to access for diverse population, and we have been working internally to ensure that these barriers are ameliorated through policy report and staff training and education. This office continues to accomplish this in part by continuing to strengthen its advisory councils in the areas of Language Access, Disability Affairs, Immigrant Affairs, LGBTQI Affairs and expand its work in the fields of Racial Equity and Gender Equity. - Through the Office of Advocacy and Outreach, we continued our collaborative work with community-based organizations 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>to expand access to HRA benefits in the community, with an emphasis on those who provide services tailored to the needs of underserved populations, such as, immigrants and people with limited English proficiency, particularly Spanish, Chinese-Mandarin, and/or Chinese-Cantonese speakers; people with disabilities; LGBTQI people; families with child welfare involvement; individuals and families who are homeless; and geographically isolated communities with a low rate of SNAP participation among those who are likely to be eligible.</p> <ul style="list-style-type: none"> - The Office of Advocacy and Outreach has also reallocated its internal resources to create a new Director of Racial Equity Initiatives position. This Director will lead the agency’s racial equity work and work closely with program partners to increase equity throughout DSS/HRA/DHS. - As part of DSS’s commitment to community engagement, the agency continues to run a series of workgroups with LGBTQI advocates to ensure that our services and programs are responsive to community needs. For example, on September 6, 2018, DHS leadership met with LGBTQI advocates to ensure that DHS services and programs, including Marsha’s House, the DHS shelter 	
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	<p>for LGBTQ+ youth, are meeting community needs. No official workgroup sessions were held during Quarter 2; however, collaboration with community leaders was ongoing through events and specific projects.</p> <ul style="list-style-type: none"> - The Gender Equity Initiative oversaw the rollout of the agency’s first-ever pilot of the use of gender pronoun stickers in a Job Center. In partnership with the Family Independence Administration (FIA) and the agency’s Special Services division, we provided pronoun stickers for any client who wanted to use them, buttons for staff members and security, and signs explaining gender pronouns and how to use the stickers. The pilot was conducted in September, October and November of 2018 and the results will be evaluated in 2019. - New York City adopted the new law in October 2018 allowing for people to select a gender marker other than “M” or “F” on some city documents, and it went into effect on January 1, 2019. In anticipation of the new law, DSS advocated with State partners to change longstanding policy on gender in State systems, and updated two key systems within DSS control. As of January 1, 2019, HASA Web and the Department of Homeless Services (DHS) case management system 	
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RECRUITMENT

	CARES both include the "X" gender option. Additionally, IDNYC has been updated to include the "X" option.	
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Status Update
1. Employee Self Service for City employees/ www.nyc.gov/careers for external applicants.	Ensures that all City/non- City applicants have access to available positions as soon as they are posted. This allows for an equitable and diverse number of applicants	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
2. Online advertising for hard to fill positions or positions with an identified underutilization work group i.e. monster.com, careerbuilder.com.	Ensures that a diverse population has access to information regarding available positions at HRA/DSS/DHS. This allows for	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	an equitable and diverse applicant pool.	
3. Special publications such as the Psychiatric Times	Ensures that a diverse population has access to information regarding available positions at HRA/DSS/DHS. This allows for an equitable and diverse applicant pool.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:			
Type of Internship/Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	2	(1) White (1) Mixed	Male: <u>0</u> Female: <u>2</u>
2. Public Service Corps	91	(30) Asian/Middle Eastern (29) African-American (15) Hispanic (10) White (6) Unknown	Male: <u>26</u> Female: <u>65</u>
3. Summer College Interns	91	(28) Asian/Middle Eastern (27) African-American (19) Hispanic (14) White (17) Unidentified	Male: <u>40</u> Female: <u>51</u>
4. Summer Graduate Interns	29	(8) Asian/Middle Eastern (7) Hispanic (6) White (5) African-American (2) Unidentified	Male: <u>4</u> Female: <u>25</u>
5. Other (specify): Fellowships (NYC Service, OPA Summer Law, CUNY Research Foundation)	36	(17) White Hispanic (7) Asian/Middle Eastern (6) African-American (5) Hispanic	Male: <u>12</u> Female: <u>24</u>

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are 58 [number] 55-a participants. During this Quarter, a total of 22 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. Onboarded a total of 12 new 55a employees (and counting).
3. Achieved the highest number of 55a staff out of all NYC agencies

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
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Citywide Administrative Services

<p>Advising employees of opportunities for promotion and career development</p>	<p>HRA's recruitment calendar is posted on the intranet so staff can readily access job posting and civil service exam information All staff are encouraged to go to Employee Self Service where they can view available job opportunities inside and outside of the agency. All postings are submitted electronically via NYCAPS/E-Hire.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>All hiring/promotional opportunities is subject to the December 2014 Commissioner's Executive Order setting forth posting, interviewing, and selection procedures to promote diversity</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Increasing the positions filled through civil service lists</p>	<p>Civil Service pools are held inviting candidates from within the agency and/or outside who took and passed exams administered by DCAS.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>		<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

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

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

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

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

- The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry

regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace:

N/A

Risk 2: Cultural and Language Differences in the Workplace:

N/A

Risk 3: Workplaces with Significant Power Disparities:

N/A

Risk 4: Isolated Workplaces:

N/A

Risk 5: Decentralized Workplaces:

N/A

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:
We have not received 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: Equal Employment Practices Commission.

Attach or list below audit recommendations.

The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

APPENDIX: DSS EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st and 2nd QUARTERS, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 0
Employee's Name		Lawanna Kimbro	
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Title		Chief Diversity and Equity Officer	
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 checked="" type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

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Structured Interviewing and Unconscious Bias 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
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO/Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Lawanna Kimbro</u>	TITLE	<u>Chief Diversity and Equity Officer</u>	PERCENTAGE	<u>kimbro@dcas.nyc.gov</u>	<u>929-221-6658</u>
<u>Stephanie Grant</u>	TITLE	<u>EEO Officer/Director</u>	<u>100%</u>	<u>grantst@dss.nyc.gov</u>	<u>929-221-5145</u>
<u>Jason Hryckowian</u>	<u>Administrative Staff Analyst</u>	<u>Deputy EEO Officer</u>	<u>100%</u>	<u>hryckowians@hra.nyc.gov</u>	<u>929-221-5141</u>
<u>Milagros Cordero</u>	<u>Community Associate</u>	<u>Reasonable Accommodation Coordinator</u>	<u>100%</u>	<u>corderom@dss.nyc.gov</u>	<u>929-221-5140</u>
<u>Cindy Lyons</u>	<u>Principal Administrative Associate III</u>	<u>EEO Associate</u>	<u>100%</u>	<u>lyonsc@dss.nyc.gov</u>	<u>929-221-5078</u>
<u>Keith Gilmore</u>	<u>Confidential...</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>gilmorek@dss.nyc.gov</u>	<u>929-221-5109</u>
<u>Dennis Whinfield</u>	<u>Associate Staff Analyst</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>whinfieldd@dss.nyc.gov</u>	<u>929-221-5144</u>

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