

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>Click or tap here to enter text.</u>				
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022		
Prepared by:				
Lisa thornton	<u>Click or tap here to enter text.</u>	EEO office	Lthornton@dycd.nyc.gov	646 343-6782
Name	Title	E-mail Address	Telephone No.	
Date Submitted: _____				
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>		

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. For Q2, Q3 and Q4 use previous quarter’s submission to update, retaining all information for the prior quarters]

1. Please save this file as ‘**XXXX Quarter X FY 2022 DEEO 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 and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 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): July 12, 2021 No
 By e-mail
 Posted on agency intranet
 Other _____

II. RECOGNITION AND ACCOMPLISHMENTS

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity 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): DYCD developed an Equity Statement in which policies and practices are evaluated to ensure that no structural inequities exist. Our goal is to become an anti racist city agency

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 504 Q2 (12/31/2021): _____ Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

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

Yes , On (Date):11/04/2021 Yes , again on (Date): 5/14/2021 No

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

Agency’s intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes , On (Dates):

Q1 Review Date: 09/07/21 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head/designee

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other DC Administration

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - 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 2022 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. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Department of Youth and Community Development (DYCD) has made a commitment to proactively being a anti-racist city agency. Supported by our Executive team members</p>	<p>DYCD has made significant progress in FY 21 by investing \$175,000 in professional development in topics such as Anti-black Racism, Effective Allyship, and intensives in Results-based Accountability and Facilitation to enhance our ability to disaggregate data to determine disparate impact. Our workshops were facilitated by Community Resource Exchange (CRE), Awaken, Equity and Results, and Deep Outcomes.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	DYCD commemorated heritage month celebrations (Hispanic heritage, Italian American) and with learning conversations, hosted internal workshops on Implicit Bias, Micro/Macro Aggressions, and disseminated information of cultural significance	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Racial Inclusion and Equity Taskforce was formed to identify opportunities to address race-based inequities and programs, policies and standard operating procedures within the agency’s purview that could be changed. Has developed a Equity Statement.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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>No underutilization has been found. We are continually reviewing our demographic data and taking measures to increase outreach.</p>					

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 2022 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 inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
DYCD has mandated that all hiring managers participate in Structured Interviewing and Unconscious Bias training every two years	<p>This calendar year, 31 managers have participated in Structured Interviewing: Utilizing Follow up and Probing questions.</p> <p>Twenty-four (24) managers have completed Structured Interviewing and Unconscious Bias training</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>DYCD provides information on the 55a program in all job postings and disseminates to staff via email to ensure that people with disabilities are afforded an opportunity in the workplace. The EEO Officer and Counselor also serves as the Disability Facilities to ensure equal access by members of the public with Disabilities</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	DYCD's training and compliance team disseminated information on the free diversity and Inclusion trainings being offered by DCAS as well as mandated EEO and Diversity initiatives	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.					
Empty space for user input					

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 2022 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 variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
	DYCD invested in developing and implementing strategies to increase the pool of MWBE certified consultants of color and connecting them with project opportunities available through DYCD-funded nonprofits	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	DYCD is also part of the Mayor’s Office for Economic Opportunity, Executive Order 45 and the Racial Justice Commission interagency workgroups. In these workgroups we serve as thought partners, provide resources, and advocate on behalf of the communities we serve.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>DYCD conducts a series of Youth Town Hall to develop and inform policies that engage or support youth people. Upcoming topics include: Gender Justice which is defined as the systemic redistribution of power, opportunities and access for marginalized individual as it relates to sexism, homophobia, transphobia, etc.</p>				
	<p>YouthBridge-NY provides teens with the skills and understanding to strengthen their communities. The program is committed to teaching teens to appreciate and utilize diversity as an asset for enriching their neighborhoods and New York City as a whole. sophomores in high school, you can apply to our two-year Fellowship program, where high school juniors and seniors from diverse backgrounds participate in intensive training on leadership and diversity.</p>	<p> <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 </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

	Thursday, September 9, DYCD Barbershop Talk the panel discussed the reopening of schools, afterschool programs, vaccines, and more. Information is also available on YCD YouTube site our page on financial literacy.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					
(Empty space for additional activity descriptions)					

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.
<p>On November 9, 2021, an article appeared in City and State in which Commissioner Bill Chong spoke to his legacy in leading the department. Chong secured funding for a variety of initiatives including the popular Summer Youth Employment Program. During the pandemic, Chong, Mayor Bill de Blasio and schools Chancellor Meisha Porter created Summer Rising, the city’s free summer program for children in grades K-12 with combined aspects of summer camp and summer school. since 2014, the department’s budget increased to more than \$1 billion – a marker of how many services the agency provides.</p>

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
	DYCD disseminates postings as appropriate to colleges, professional organizations serving minorities and women and through social media.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Posting are shared among other HR professionals to ensure a diverse candidate pool.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	0		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ 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, the agency employs the following number of 55-a participants:

Q1 (9/30/2021): 2 Q2 (12/31/2021): _____ Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.
During the 1st Quarter 0 participants left the program due to [state reasons] _____.

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

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

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

The 55-a Coordinator has achieved the following goals:

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

- 2. Information was disseminated to all staff via email on October 22, 2021
- 3. _____

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 2022 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.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	DYCD is currently recruiting to fill this role.
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	DYCD is currently working with the Professional Development, Compliance training and equity workgroup to ensure that there is increase recruitment and professional opportunities for minorities
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO officer reviews interview questions to ensure their appropriateness. Additionally, EEO officer reviews staffing patterns and promotions for equity considerations
Analyzing the impact of layoffs or terminations on racial, gender and age groups	Analysis is conducted on separations as well as surveys to exiting managers.

Other:					
During this Quarter the Agency activities included:		Q1	Q2	Q3	Q4
	# of Vacancies	# _____	# _____	# _____	# _____
	# of New Hires	# _____	# _____	# _____	# _____
	# of New Promotions	# _____	# _____	# _____	# _____

VII. TRAINING

Please provide your training information in Part II of the report “DIVERSITY AND 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-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 Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: Anthony Ng, Chief Diversity Officer, Maria Osorio, Chief MWBE Officer

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. Q1 <input checked="" type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4 <input type="checkbox"/>
<input type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: https://mspwwa-dcslnx01.csc.nycnet/Login.aspx

E. LOCAL LAW 101: CLIMATE SURVEY

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

<i>Describe any follow-up measures taken to address the results of the 2018 Climate Survey:</i> DYCD has taken a proactive approach is address concerns of inequity by reviewing CEEDS data, promotional and separation data.
<hr/>
<i>Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):</i>
<hr/>

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.

 - Attach the audit recommendations by NYC EEPC or the other auditing agency.
 - The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.

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

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS
 EEO PERSONNEL FOR ____ QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

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

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. Lisa thornton	2. Ruma Debi	3. Andrew Miller
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<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
7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<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. 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
C. 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
Name & EEO Role	4. Tim Johnson, disability rights coordinator	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. 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
6. 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
7. Disability 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
Completed OCEI Trainings:			
A. 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
B. 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
C. 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

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2022 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Lisa thornton	<u>Administrative Staff Analyst</u>	<u>30</u>	<u>lthornton@dycd.nyc.gov</u>	<u>6463436782</u>
<u>Deputy EEO Officer OR Co-EEO Officer</u>					
<u>Chief Diversity & Inclusion Officer</u>	<u>Anthony Ng</u>	<u>Administrative Community Relations Specialist</u>	<u>25%</u>	<u>ang@dycd.nyc.gov</u>	<u>T: (646) 343-6732</u>
<u>Diversity & Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Maria Osorio</u>	<u>Administrative Contract Specialist</u>	<u>50%</u>	<u>maosorio@dycd.nyc.gov</u>	<u>T: (646) 343-6730</u>
ADA Coordinator	<u>Lisa thornton</u>	<u>Administrative Staff Analyst</u>	<u>10%</u>	<u>lthornton@dycd.nyc.gov</u>	<u>6463436782</u>
Disability Rights Coordinator	<u>Timothy Johnson</u>	<u>Administrative community Relations Specialist</u>	<u>60%</u>	<u>TJohnson@dycd.nyc.gov</u>	<u>6463436365</u>
Disability Services Facilitator	<u>Lisa thornton and Ruma Debi</u>	<u>Administrative Labor Relations</u>	<u>20%</u>	<u>rDebi@dycd.nyc.gov</u>	<u>646 343-6722</u>

55-a Coordinator	<u>Lisa Thornton</u>	<u>Administrative Staff Analyst</u>	<u>10%</u>	lthornton@dycd.nyc.gov	<u>646 343 6782</u>
Career Counselor	<u>Vacant -</u>				
EEO Counselor	<u>Ruma Debi</u>	<u>Administrative Labor Relations</u>	<u>50%</u>	RDebi@dycd.nyc.gov	646 343-6722
EEO Investigator					
EEO Counselor\ Investigator	<u>Andrew Miller</u>	<u>Administrative Staff analyst</u>	<u>50%</u>	Amiller@dycd.nyc.gov	<u>646 343 6738</u>
Investigator/Trainer					
EEO Training Liaison	<u>Tim Johnson</u>	<u>Administrative Community Relations</u>	<u>50%</u>	Tjohnson@dycd.nyc.gov	<u>6463436365</u>
Other (specify)					
Other (specify)					

* 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.