

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: OFFICE OF LABOR RELATIONS

- 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:

Andrea Beach Diversity Officer 212-306-7260
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): 2/18/19 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): 1/31/19 No

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

Yes, On (Date): 1/31/19 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 |
|--|--|--|
| The Office of Labor Relations provides resources, staffing and support to ensure implementation of it diversity and inclusion strategy. | Using the quarterly workforce dashboard and identifying 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 |

| | | |
|--|---|--|
| | <p>Encourage agency employees to take promotional civil service examinations by sending emails with exam posting; providing link to specific DCAS exams and posting schedules and exam announcements on the agency intranet</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 Other - please describe </p> |
| | <p>Institute coaching and cross training programs</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 Other - please describe </p> |
| <p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p> | | |
| <p></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 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys): | Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. | Status Update |
|--|--|--|
| To ensure that City of New York employees of all backgrounds can access the full array of government services and programs provided by the agency. Disseminate information to employees concerning their career paths in city government. | The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels | <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 |
| | | <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 |
| | | <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 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:

| <p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p> | <p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. | <p>Status Update</p> |
|---|---|---|
| <p>As an ongoing effort to provide informative and excellent health benefits services to City of New York retiree community, agency client service representatives attend customer service training to ensure that the agency is providing the services needed and disseminating comprehensive information.</p> <p>Agency WorkWell program provides wellness services citywide.</p> | <p>Continue or plan to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).</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 Other - please describe </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 Other - please describe </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 Other - please describe |
|--|--|--|

V. RECRUITMENT

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training): | Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan. | Status Update |
|--|--|---|
| Review policies, procedures, and practices related to targeted outreach and recruitment. Post all vacancies on NYC Careers. | Job opening are posted on all bulletin boards within the agency, LinkedIn and NYC Careers. | <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 |
| Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov | Submit job vacancy notices to allow for a diverse workforce and community. | <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

| | | |
|--------------------------------|---|--|
| Structured Interview training. | Members of the agency hiring teams will attend to training offered by DCAS. | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input 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 | 1 | Black | Male: ___ Female: 1_ |
| 2. Public Service Corps | | | Male: ___ Female: ___ |
| 3. Summer College Interns | 1 | White | Male: 1 Female: ___ |
| 4. Summer Graduate Interns | | | Male: ___ Female: ___ |
| 5. Other (specify): | | | Male: ___ Female: ___ |
| <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 two 55-a participants. During this Quarter, a total of zero new applications for the program were received and zero participants left the program due to [state reasons] n/a.

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. _____
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 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>) | Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan. | Status Update |
|---|---|---|
| Advising employees of opportunities for promotion and career development | Promote awareness of opportunities for promotion and transfer within the agency. Publicly post announcements for all senior staff positions | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |
| Reviewing the methods by which candidates are selected for new hiring and promotion | Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. Use a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers. Use a diverse panel of interviewers to conduct the interview | <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

| | | |
|--|---|--|
| Increasing the positions filled through civil service lists | Explain the civil service process to staff and what it means to become a permanent civil servant. Provide technical assistance in filing for upcoming civil service exams. | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |
| Analyzing the impact of layoffs or terminations on racial, gender and age groups | | <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |
| Other: | | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND

LOCAL LAWS

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

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

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

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace: _

The agency continues to ensure that its employees receive similar job assignments, training opportunities regardless of their age, gender, and race/ethnicity.

Risk 2: Cultural and Language Differences in the Workplace: The Office of Labor Relations does not have worksites/units that contain significant “blocs” of employees from different cultures. All OLR employees have basic English proficiency.

Policies are well publicized to all new and existing staff to ensure that they are aware of their rights and the recourse they have should they encounter an issue

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

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

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://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:

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 EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]

Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to ocei@dcas.nyc.gov. Thank you for your thoughts!

Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?

| |
|-------------------|
| <hr/> <hr/> <hr/> |
|-------------------|

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ____ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

| | | | |
|---|---|--|--|
| Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes | | Number of Additions: | Number of Deletions: |
| Employee's Name | | | |
| Nature of change | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion |
| Start/Termination date of EEO Function | Start Date: OR Termination Date: | Start Date: OR Termination Date: | Start Date: OR Termination Date: |
| NOTE: Please attach CV/Resume of new staff to this report | | | |
| For Current EEO Professionals: | | | |
| Title | Andrea Beach | Roseann Bucchino | Sang Hong |
| EEO Function | <input checked="" 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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" 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 checked="" type="checkbox"/> Other: (specify 20%): | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 10%): | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 10%): |
| Attended EEO Professional On-Boarding at DCAS | <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 Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and | <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 | <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 | <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 |

| | | | |
|--|--|--|--|
| Unconscious Bias 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 <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 |
| Training Source(s): | <input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input checked="" 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>Andrea Beach</u> | | <u>EEO Officer/Director</u> | <u>100%</u> | <u>abeach@olr.nyc.gov</u> | |
| <u>Andrea Beach</u> | | <u>Deputy EEO Officer</u> | <u>100%</u> | | |
| <u>Andrea Beach</u> | | <u>ADA Coordinator</u> | | | |
| | | <u>Disability Rights Coordinator</u> | | | |
| | | <u>Disability Services Facilitator</u> | | | |
| <u>Andrea Beach</u> | | <u>55-a Coordinator</u> | | | |
| <u>Andrea Beach</u> | | <u>Career Counselor</u> | | | |
| <u>Roseann Bucchino</u> | <u>PAA</u> | <u>EEO Counselor/Investigator</u> | <u>10%</u> | <u>rbucchin@olr.nyc.gov</u> | |
| | | <u>EEO Investigator</u> | | <u>v</u> | |
| <u>Sang Hong</u> | <u>Admin. Manager</u> | <u>EEO Counselor/Investigator</u> | <u>10%</u> | <u>shong@olr.nyc.gov</u> | |
| | | <u>Investigator/Trainer</u> | | | |
| | | <u>EEO Training Liaison</u> | | | |
| | | | | | |
| | | | | | |

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

Just indicate it on the chart.