

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

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

### Part I: Narrative Summary

**Agency Name:** DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

☒ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

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Title

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Telephone No.

**Date Submitted:** December 9, 2024

**FOR DCAS USE ONLY:**

***Date Received:***

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

## Instructions for Filling out Quarterly Reports FY 2025

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

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

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

1. Please save this file as **“XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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

## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): \_\_\_\_\_ ☒ No (**Will be distributed in Q2**)

☐ By e-mail

☐ Posted on agency intranet and/or website

☐ Other \_\_\_\_\_

## II. Recognition and Accomplishments

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

- ☐ Diversity, equity, inclusion and EEO Awards
- ☒ Diversity, equity, inclusion and EEO Appreciation Events
- ☒ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): \_\_\_\_\_

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

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

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

- **We Serve Wednesdays** - highlights individual DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York. The stories that are shared emphasize the diversity of our workforce, covering employees of various job categories, tenures, ages, genders, and races.
- **Recognition of the City's Highschool Automotive Interns** - On August 16, 2024, DCAS Commissioner Louis Molina joined representatives from DCAS Fleet Management, NYC Public Schools, NYPD, FDNY, DSNY, Parks, and DOT to celebrate this year's class of 43 high school automotive interns. The annual luncheon and recognition ceremony took place at NYPD's Shop 4 in Queens.

Each year, DCAS, NYC Public Schools Career and Technical Education (CTE), and the major fleet agencies partner to offer hands-on and paid summer internships for students at automotive high schools, and the summer program has been our mainstay. In 2024, we also hosted our first spring internship program.

The automotive interns perform hands-on repair work on police cars, sanitation trucks, and fire equipment. They learn from City mechanics and supervisors about garage operations and workplace safety, preventive maintenance, and alternative fuel systems.

### III. Workforce Review and Analysis

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

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

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

☐ Yes On (Date): \_\_\_\_\_ ☐ Yes (again) on (Date): \_\_\_\_\_ ☒ No **(Will be sent in Q3 and Q4)\***

*\*(Our agency practice is to send reminder emails to employees twice a year in January and June. We plan on sending out the first reminder email in January 2025.)*

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

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates):

Q1 Review Date: 12/9/24 Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel            | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input type="checkbox"/> Other _____                | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Not conducted              | <input type="checkbox"/> Not conducted   | <input type="checkbox"/> Not conducted   | <input type="checkbox"/> Not conducted   |

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

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

## A. Workforce:

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

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

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

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

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

During this quarter, the DCAS REI Taskforce finalized the training content, DCAS Structured Interviewing guide and Interview Evaluation Form, and determined that the DCAS's EEO officer, Belinda French, and HR Director, Hortensia Richards, will co-facilitate the course at DCAS's Citywide Training Center.

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

We also determined that at this time, there are approximately 430 hiring managers across the agency that must be scheduled for Structured Interviewing training, which is expected to start in Q2.

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

### **Workforce Goal/Initiative #1 Update:**

Q1 Update: ☐ Planned    ☐ Not started    ☒ Ongoing    ☐ Delayed    ☐ Deferred    ☐ Completed  
Q2 Update: ☐ Planned    ☐ Not started    ☐ Ongoing    ☐ Delayed    ☐ Deferred    ☐ Completed  
Q3 Update: ☐ Planned    ☐ Not started    ☐ Ongoing    ☐ Delayed    ☐ Deferred    ☐ Completed  
Q4 Update: ☐ Planned    ☐ Not started    ☐ Ongoing    ☐ Delayed    ☐ Deferred    ☐ Completed

### **2. Efforts to reduce Workforce underutilization:**

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

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

#### **Underutilization of Women and Minorities in DCAS Workforce**

JobGroup	Female	Black	Hispanic	Asian
<a href="#">LABORERS</a>	-4			
<a href="#">CRAFT</a>	-25	-52		
Grand Total	-29	-52	0	0

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

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

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

### B. Workplace:

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

#### 1. EEO In Your Borough

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

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

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



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

### the effectiveness of these actions?

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

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

In Q2, we will do the same for our other employee spaces outside of our 1 Centre Street headquarters including our Queens Central Storehouse, Brooklyn Navy Yard, DCAS Police offices, Elevator Shops, and our Citywide Testing and Application Centers (CTACs).

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

### Workplace Goal/Initiative #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

## 2. Other Workplace Activities:

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

- **Employee Engagement / Wellness:** DCAS Employee Relations hosted several employee engagement events during this quarter, such as: a planting workshop, summer concert series, ice cream social with Commissioner Molina, self-defense classes, and spirit week. Notable WorkWell NYC and education seminars included: “Creating Equity - Responding to Racism”, “National Minority Mental Health Awareness Month workshop”, “Creating Work-Life Harmony”, NYCERS Pension seminar and retirement planning workshops; Public Service Loan Forgiveness webinar, and a Caregiver Support presentation.
- July 18, 2024 – Launched Local Law 101 2024 Workplace Climate Survey agency-wide
- August 22, 2024 – Attended CEI Best Practices Meeting
- September 12, 2024 – Commissioner Molina hosts “All Staff” Town Hall
- September 17, 2024 – Launched DCAS Wellness Pulse Survey
- September 18, 2024 - Conducted EEO presentation for DCAS’s Urban Fellows Program
- September 25, 2024 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations
- **Onboarding and Exit Surveys**  
DCAS Employee Relations is responsible for administering onboarding surveys at the end of each bi-weekly New Hire Orientation session. Additionally, we check in with our new hires with a 30- and 90-Day New Hire Follow-Up survey to ensure they are successfully integrating into our DCAS community.

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

## C. Community and Equity, Inclusion and Race Relations:

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

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

### 1. Five-Year Accessibility Plan

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

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

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

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

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

#### Physical Access:

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

During this quarter, several accessibility surveys within our facilities were conducted by an architectural firm and a preliminary or final report of findings was provided to the agency for review. Members within DCAS's Accessibility taskforce visited several sites upon receipt of the surveys, for example, City Hall, 253 Broadway, and 2 Lafayette Street, to review findings and discuss solutions.

### Digital Access:

Beginning September 18, 2024, MOPD started a weekly Digital Inclusion Officer (DIO) training series on different topics related to digital accessibility. A committee of DCAS employees from the offices of EEO, Communications, IT and Strategic Operations was formed and attended the following trainings during the quarter - Intro to Digital Accessibility (September 18) and Basics of Accessible Comms (Docs, Email, Slides) (September 25). We also set up a shared site to save the content and materials from training for future reference.

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

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## 2. REI Champions Program and Membership Drive

In October 2020, DCAS successfully launched its "Race Equity Initiative" (REI) to build a more just and equitable workplace for our employees and to offer a safe space to discuss how we can all do our part to understand and address systematic racism in

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

our society. The scope of the REI framework covered four main categories – education, engagement, assessment, and taking action, and the REI taskforce is comprised of employees from EEO, HR, Citywide Equity & Inclusion, Human Capital, Employee Relations, Citywide Procurement, and Strategic Operations.

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

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

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

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

As mentioned in our Workforce initiative, the REI taskforce successfully completed the review and update of the Structured Interviewing training content, including the new reference guide and interview evaluation form. Two of REI’s taskforce members, the EEO officer and HR Director, will be conducting the training.

During this quarter, we also held an REI interest meeting on August 21, 2024 for employees to learn more about REI and its initiatives and meet current members. 18 employees attended and a follow up meeting was held on September 13, 2024 to discuss plans for the fiscal year and how interested employees can get involved.

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

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

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

### **3. Other Community programs and activities:**

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

The DCAS EEO / Accessibility office maintains a designated email account and phone line for accessibility inquiries and requests received from the public who want to access a DCAS service, program or activity. Our office refers these inquiries to the appropriate unit and advises the service provider accordingly on access concerns and possible accommodations.

We also respond to any accessibility concerns related to our facilities and work with our internal lines of service, such as Facilities Management and Construction and Technical Services, to resolve issues and remove barriers to access.

## **V. Recruitment**

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

## A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **In FY25, the DCAS EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, we are conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools of qualified candidates.**

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

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

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

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

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

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

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

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

Business Title	Line of Service	Date Posted
Lease Administration Specialist	RES	7/3/2024
Director of List Management & Audit (LMA)	HC	7/8/2024
Director of Building Services	FM	7/11/2024
Director of Customer Experience	HC	9/10/2024
Director of Capital Budget	CTS	9/16/2024
Supervisor Steamfitter	FM	9/30/2024
Director of Technical Services and Emergency Operations	OCP	9/30/2024

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

- Deputy Director, Office of Citywide Recruitment - Job ID# 642980
- Investigations and Compliance Officer, Citywide Equity and Inclusion/ Agency Attorney - Job ID# 636005
- Director, Policy and Program Development, Citywide Equity & Inclusion/ Executive Agency Counsel - Job ID# 637920
- Production Support Associate, City Record - Job ID# 607625
- Solution Architect- Microsoft Technologies, Information Technology - Job ID# 639440
- Director of Design and Construction, Real Estate Services division – Job ID# 640675
- Assistant Commissioner for NYCAPS Central - Job ID# 638496
- Fleet Auction Coordinator – Job ID# 636902
- City Planner, Real Estate Planning & Dispositions - Job ID# 631521
- Cyber Security Analyst - Job ID# 639438
- Senior Program Manager, Design Build, Office of Energy Conservation - Job ID# 607221

### **Recruitment Initiatives/Strategies #1 Update:**



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

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

**2. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

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

**DATE: July 17, 2024**

Location: York College (94-20 Guy R Brewer Blvd, Jamaica, NY 11451)

Job Openings:

- City Research Scientist/Senior Advisor, Energy Supply
- Administrative Supervisor of Building Maintenance/Senior Project Manager, Clean Energy
- Administrative Supervisor of Building Maintenance/Senior Program Manager, Design Build

**DATE: July 31, 2024**

Location: 1 Centre Street, North Mezzanine

DCAS's Office of Citywide Recruitment (OCR) hosted a 55-a targeted event for Human Capital in collaboration with MOPD. HC had 16 vacancies they wanted to fill with 55-a candidates. Out of 16 positions 10 candidates were identified for the civil service titles listed below:

- Computer Specialist (Operations)
- Investigator
- Principal Administrative Associate Level 1
- Staff Analyst Level 1
- Staff Analyst Trainee
- Tests and Measurement Specialist

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

**DATE: September 9, 2024**

Location: 1 Centre St.

Job Openings:

- Special Officer Hiring Event

**DATE: September 19, 2024**

Location: 1 Centre St.

Job Openings:

- Temporary Electrician Hiring Event

**DATE: September 26, 2024**

Location: Jamaica Workforce 1 Career Center

168-25 Jamaica Ave, 2nd Floor

Jamaica, NY 11432

Job Openings:

- Steam Fitter
- City Research Scientist, Level 4a/Senior Advisor, Energy Supply
- Administrative Supervisor of Building Maintenance, M1/Senior Program Manager, Design Build

### B. Recruitment Efforts for Civil Service Exams

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

Quarter #	Event Date	Event Name	Borough
Q1	7/8/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	7/9/2024	Office of Assemblywoman Catalina Cruz Civil Service 101 Information Session - 39th NYS Assembly District	Queens
Q1	7/9/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online

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

Q1	7/10/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	7/11/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	7/12/2024	Westhab Men's Shelter Civil Service 101 Information Session	Brooklyn
Q1	7/14/2024	Disability Unite Festival Career Fair	Brooklyn
Q1	7/16/2024	Workforce1 Upper Manhattan Civil Service 101 Information Session	Manhattan
Q1	7/23/2024	JobsNYC Hiring Hall Brooklyn	Brooklyn
Q1	7/24/2024	Workforce1 Staten Island Civil Service 101 Information Session	Staten Island
Q1	7/24/2024	JobsNYC Hiring Hall Bronx	Bronx
Q1	7/25/2024	SCO Family of Services Civil Service 101 Information Session	Online
Q1	7/30/2024	Workforce1 Queens Civil Service 101 Information Session	Queens
Q1	7/30/2024	Summer Youth Employment Program Civil Service 101 Information Session	Online
Q1	7/31/2024	Department of Citywide Administrative Services Human Capital 55-a Hiring Event	Manhattan
Q1	8/1/2024	Summer Youth Employment Program Career Readiness Workshop	Online
Q1	8/2/2024	Workforce1 Bronx Civil Service 101 Information Session	Bronx
Q1	8/6/2024	Summer Youth Employment Program Job Fair	Manhattan
Q1	8/7/2024	NYC Police Foundation Summer Youth Employment Program Career Day 2024	Queens
Q1	8/8/2024	Summer Youth Employment Program Job Fair - DCAS/DYCD	Brooklyn
Q1	8/8/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	8/9/2024	Queens Community House Civil Service 101 Information Session	Queens
Q1	8/9/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	8/12/2024	Dynamic Youth Center Civil Service 101 (Youth)	Brooklyn
Q1	8/13/2024	Mayor's Office of Criminal Justice Civil Service 101 Information Session	Online
Q1	8/13/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	8/15/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	8/16/2024	Summer Internship Civil Service 101 Information Session	Online
Q1	8/20/2024	Mayor's Office of Criminal Justice Civil Service 101 Information Session	Online
Q1	8/24/2024	125th Street Block Party/Resource Day - NYPD	Manhattan
Q1	8/28/2024	Workforce1 Brooklyn Civil Service 101 Information Session	Brooklyn
Q1	8/30/2024	Department of Citywide Administrative Services Human Capital Civil Service 101	Manhattan

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

		Information Session	
Q1	9/4/2024	Urban Fellows Civil Service 101 Information Session	Brooklyn
Q1	9/6/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	9/6/2024	Bronx Job Fair and Expo VIP Community Services	Bronx
Q1	9/7/2024	3rd Annual Uptown United Resource Fair - Office New York State Assemblymember Manny De Los Santos	Manhattan
Q1	9/9/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	9/10/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	9/11/2024	Department of Citywide Administrative Services Civil Service 101 Information Session	Online
Q1	9/11/2024	Columbia University Civil Service 101 Information Session	Online
Q1	9/16/2024	NYC Administration for Children's Services Crossroads Juvenile Detention Center	Brooklyn
Q1	9/16/2024	Hunter College Civil Service 101 Information Session	Online
Q1	9/17/2024	Workforce1 Upper Manhattan Career Center Civil Service 101 Information Session	Manhattan
Q1	9/17/2024	Streetwise Partners Civil Service 101 Information Session	Manhattan
Q1	9/23/2024	New York Automotive & Diesel Institute Civil Service 101 Information Session	Queens
Q1	9/26/2024	Jobs NYC Hiring Hall - NYC Small Business Services	Queens
Q1	9/26/2024	Good Shepherds Services Civil Service 101 Information Session	Online
Q1	9/26/2024	Fountain House Civil Service 101 Information Session	Manhattan
Q1	9/26/2024	Department of Correction Civil Service 101 Information Session - Riker's Island	Queens
Q1	9/27/2024	Tiegerman High School Civil Service 101 Information Session	Queens
Q1	9/30/2024	LaGuardia Community College Civil Service 101 Information Session	Online

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

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

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

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

### C. Recruitment Sources

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

1. Jobs NYC
2. NYC ATWORK
3. LinkedIn
4. OCR Newsletter
5. Citywide Hiring Halls and other recruitment events sponsored by DCAS

### D. Internships/Fellowships

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

The agency is providing the following internship opportunities in FY 2025. [Note: Please update this information every quarter.]

**Race/Ethnicity\* [#s]** \* Use self-ID data obtained from NYCAPS; **Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] \* Use self-ID data

### 1. Urban Fellows:

Q1 Total: 0 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

### 2. Civil Service Pathways Fellows:

Q1 Total: 14 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black1 Hispanic1 Asian/Pacific Islander5 Native American0 White1 Two or more Races2 Unknown/Not Disclosed 4

Gender\* [#s]: M 7 F 7 N-B \_\_\_ O \_\_\_ U \_\_\_

### 3. Public Service Corps:

Q1 Total: 22 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black5 Hispanic4 Asian/Pacific Islander7 Native American\_\_\_ White2 Two or more Races1 Unknown/Not Disclosed 3

Gender\* [#s]: M 3 F 16 N-B 1 O \_\_\_ U 2

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

### 4. Summer College Interns:

Q1 Total: 18 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black 7 Hispanic \_\_\_\_\_ Asian/Pacific Islander 6 Native American \_\_\_\_\_ White 3 Two or more Races \_\_\_\_\_ Unknown/Not Disclosed 2

Gender\* [#s]: M 6 F 12 N-B \_\_\_\_\_ O \_\_\_\_\_ U \_\_\_\_\_

### 5. Summer Graduate Interns:

Q1 Total: 9 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

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

Gender\* [#s]: M 5 F 4 N-B \_\_\_\_\_ O \_\_\_\_\_ U \_\_\_\_\_

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

Q1 Total: 23 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Native American \_\_\_\_\_ White \_\_\_\_\_ Two or more Races \_\_\_\_\_ Unknown/Not Disclosed 23

Gender\* [#s]: M \_\_\_\_\_ F \_\_\_\_\_ N-B \_\_\_\_\_ O \_\_\_\_\_ U 23

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

Q1 Total: 8 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black \_\_\_\_\_ Hispanic 2 Asian/Pacific Islander \_\_\_\_\_ Native American \_\_\_\_\_ White \_\_\_\_\_ Two or more

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

Races\_\_\_ Unknown/Not Disclosed 6

Gender\* [#s]: M 4 F 3 N-B \_\_\_ O \_\_\_ U \_\_\_

### Additional comments:

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

### E. 55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2024): 5 Q2 (12/31/2024): \_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_

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

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

During the 2nd Quarter, a total of \_\_\_\_\_ [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:**



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

1. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☒ Yes ☐ No

in agency newsletter: ☐ Yes ☐ No

Other: \_\_\_\_\_

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

## VI. Selection (Hiring and Promotion)

**Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:**

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
- The identity, services and contact information of DCAS's Career Counselor is communicated agency-wide as part of the agency's commitment to equity and inclusion.
  - DCAS' Career Counselor advertises and promotes private career counseling sessions upon request. Employees that are interested in this service can contact our Career Counselor to schedule and complete a preliminary questionnaire and

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

submit a copy of their resume prior to the session.

- Our Career Counselor also notifies hiring managers of interested and qualified internal candidates for vacant positions and will refer resumes appropriately for interview consideration.

### 2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

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

### 3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- Ensure that all vacancy announcements include the revised NYC EEO Antidiscrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with DCAS Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist hiring managers if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary

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

positions.

- Advise hiring managers to use candidate evaluation form for uniform assessment and equity.
- Periodically conduct a job applicant analysis via the Smart Recruiters website to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

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

N/A for this quarter

5. Other:

**During this Quarter the Agency activities included:**

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

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

## VII. Training

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

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

### VIII. Reasonable Accommodation

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

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

### IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

#### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

#### B. Local Law 97: Annual Sexual Harassment Reporting

☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

### C. Executive Order 16: Training on Transgender Diversity and Inclusion

*Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

☐ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

☒ The agency is involved in an audit; please specify who is conducting the audit: EEPC.

☒ Attach the audit recommendations by EEPC or the other auditing agency.

☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.

☒ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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

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

## Appendix A: EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2025

Personnel Changes:

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

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

<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):
<b>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):

  

<b>EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&amp;I Officers, Deputies, and all new EEO Professionals):</b>			
<b>Name &amp; EEO Role</b>	<b>1. Belinda French</b>	<b>2.</b>	<b>3.</b>
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</b>	<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
<b>2. Sexual Harassment Prevention</b>	<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
<b>3. IgbTq: The Power of Inclusion</b>	<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
<b>4. Disability Awareness &amp; Etiquette</b>	<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
<b>5. Unconscious Bias</b>	<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
<b>6. Microaggressions</b>			

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

7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Name & EEO Role	4.	5.	6.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



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

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

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

#### MAILING ADDRESS:

David N. Dinkins Manhattan Municipal Building  
1 Centre Street, 17<sup>th</sup> Floor North  
New York, NY 10007

#### Diversity and EEO Staffing as of 1 Quarter FY 2025\*

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

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

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

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



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

AGENCY NAME: DCAS

Quarter 1

FY 2025

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

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

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

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

DATE SUBMITTED:

12/9/2024

E-MAIL:

bfrench@dcas.nyc.g

TEL #:

212-386-0297

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

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

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

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

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

																														Failure to Reasonably Accommodate					
		TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Height	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Weight	Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offence, Stalking	
INTERNAL	Complaints open at close of the period	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
	Complaints filed during the period	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	30	5	-	-	-	-	2	-	3	-	-	-	1	6	-	-	-	2	1	-	-	14	3	9	-	-	-	-	-	-	-	-	1	
	No Probable Cause/ Unsubstantiated	23	5	-	-	-	-	2	-	3	-	-	-	1	5	-	-	-	2	1	-	-	10	3	6	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	7	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	4	-	3	-	-	-	-	-	-	-	-	1	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	14	2	-	1	-	-	-	2	6	-	-	-	-	2	-	-	-	2	-	-	-	5	10	3	1	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	13	2	-	1	-	-	-	2	5	-	-	-	-	2	-	-	-	2	-	-	-	5	9	3	1	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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

Agency: 868	DCAS
Summary Period of EEO Reasonable Accommodation:	07/01/2024 - 09/30/2024
Number, basis and type of resolution	

	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offence or Stalking
Reasonable Accommodations open at close of the period	7	5	1	1	-
Reasonable Accommodations filed during the period	41	35	3	3	-
Reasonable Accommodations resolved during the period	38	34	2	2	-
Granted as Requested	32	28	2	2	-
Modified Accommodation Granted	-	-	-	-	-
Denied	2	2	-	-	-
Withdrawn	2	2	-	-	-
Administratively Closed	2	2	-	-	-
Reasonable Accommodations appealed during the period	-	-	-	-	-

Summary Period of EEO Inquiry: 07/01/2024 - 09/30/2024											
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PRO ACTICES/PRO GRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	13	-	-	2	10	-	-	1	-	-	-
Inquiries filed during the period	168	1	-	12	105	7	-	35	1	7	-
Inquiries resolved during the period	164	1	-	10	102	7	-	35	2	7	-