

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: MAYOR'S OFFICE OF CONTRACT SERVICES

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

Prepared by:

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Name Title Telephone No.

Date Submitted: 7/30/2019

### 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): February 5, 2018 ☐ 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): \_\_2/8/2019\_\_ ☐ No

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

☒ Yes, On (Date): \_\_2/8/2019\_\_ ☐ 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): 1/16/2019 ☐ No

The review was conducted together with: ☒ Human Resources

☒ Agency Head

☒ General Counsel

☒ Other EEO Officers

#### 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 <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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 <b>Workforce Goal(s)</b> 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
Enhancing internal and external applicant pools to address the underutilization.	<ul style="list-style-type: none"> <li>MOCS' current new hire procedure for selection consists of Hiring Managers reviewing resumes and cover letters submitted via NYCAPS eHire. Hiring Manager invites additional interviewers (MOCS staff) for in-person interviews with qualified candidates. Interviews may be one-on-one or group.</li> </ul>	<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>Ultimately, all approvals are subject to background integrity screening of the candidate.</p> <ul style="list-style-type: none"> <li>The City of New York Office of the Mayor is committed to appointing exceptional and diverse leaders who will aggressively pursue the goals and priorities of the administration. To achieve this goal, the Mayor's Office and the Mayor's Office of Appointments will continue to collaborate with MOCS with the hiring of senior-level positions: director, first deputy director, deputy directors, and general counsel.</li> </ul>	
Conduct workforce planning and forecasting.	<ul style="list-style-type: none"> <li>MOCS considers its own staff for title changes, promotions, salary increases, and other opportunities based on demonstrated knowledge, skills, and abilities.</li> <li>Promotional opportunities (other than inline promotions) will be posted in NYCAPS eHire internally and communicated to agency staff.</li> </ul>	<div> <input type="checkbox"/> Planned           <input type="checkbox"/> Deferred         </div> <div> <input type="checkbox"/> Not started           <input type="checkbox"/> Delayed         </div> <div> <input checked="" type="checkbox"/> Ongoing           <input type="checkbox"/> Completed         </div> <p>Other - please describe</p>
Ensure that there will be a diverse applicant pool for the anticipated vacancies.	<ul style="list-style-type: none"> <li>MOCS will continue to work with Mayor's Office of Appointments, who will provide resumes of candidates that meet the skills and qualifications required for particular positions.</li> <li>In addition, MOCS will source resumes from within the agency, through agency's online postings and application portal, and networks.</li> <li>MOCS will identify additional ways to recruit potential candidates who are traditionally under-represented in these positions.</li> </ul>	<div> <input type="checkbox"/> Planned           <input type="checkbox"/> Deferred         </div> <div> <input type="checkbox"/> Not started           <input type="checkbox"/> Delayed         </div> <div> <input checked="" type="checkbox"/> Ongoing           <input type="checkbox"/> Completed         </div> <p>Other - please describe</p>

Encourage agency employees to take promotional civil service examinations.	<ul style="list-style-type: none"> <li>• Sending e-mails with schedule of exams</li> <li>• Providing link to specific DCAS exams</li> <li>• Posting schedules and exam announcements at the agency intranet</li> <li>• MOCS HR provides Civil Service 101 presentation as part of agency's Lunch and Learn series.</li> </ul>	<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
Institute coaching, mentoring and cross training programs.	<ul style="list-style-type: none"> <li>• 2019 MOCS Mentorship Program is in progress. MOCS Monday Minute announced replacement of Lynda training with LinkedIn training. Staff encouraged to utilize training platform.</li> </ul>	<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
Implement initiatives to improve the development and training of underrepresented employees.	<ul style="list-style-type: none"> <li>• The MOCS Staff Advisory Council (SAC), comprised of a diverse representation of non-managers across the agency, reports directly to agency head and serves as a conduit for input and discussion of relevant issues raised by staff. The SAC has identified communication advocacy and increased staff engagement and wellness promotion as this year's continued priority. The EEO team will work with the SAC to implement relevant initiatives. The SAC met on the following dates: 4/1, 4/15, 4/29, 5/13, 5/30, and 6/25.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.		
In Q4 of FY2019, for the Job Group Managers, underutilization existed for white managers		

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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 <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	<b>Status Update</b>
EEO worked with DCAS to implement a Brown Bag Lunch program on 6/19 to increase awareness at MOCS about employees' EEO rights and the MOCS-specific EEO policies that indicate that MOCS does not tolerate unequal treatment among employees and that diversity and inclusion of people and ideas are valued by Senior Management. The session was open to all MOCS employees and focused generally on the EEO policies of the City and MOCS. EEO is planning to hold additional sessions in the future targeted toward other units and groups within the agencies, such as managers and individual units to educate them on their rights and responsibilities under the EEO policies. The MOCS EEO Officers will work with DCAS staff to create and facilitate the sessions.	EEO Counselors worked with EEO Officers to implement this program in Q4.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>
MOCS currently sends the Workplace Insight Survey for Exiting Managers (WISE) and will send out Engagement/Job Satisfaction/Employee Morale survey annually and address identified issues accordingly.	<ul style="list-style-type: none"> <li>MOCS has updated our website so that we are compliant with Local 27 requirements regarding posting contact information for the MOCS Disability Service Facilitator and the agency's grievance protocol under the ADA.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>

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.

5/6/2019: MOCS Monday Minute office-wide email regarding the holiday of Ramadan  
 5/21/2019: MOCS Exclusive docent-led tour of the New York Public Library's exhibit love & Resistance: Stonewall at 50  
 6/6/2019: MOCS Eid Potluck hosted by the Staff Advisory Council  
 6/19/2019: EEO brown bag lunch for MOC employees to learn more about the City's EEO Policies and a meet the whole EEO Team  
 6/3-25/2019: Office-wide hygiene drive hosted by the Staff Advisory Council in honor of Pride Month for LGBTQ+ homeless youth donated to New Alternatives, a nonprofit organization supporting LGBTQ+ homeless youth.  
 6/20/2019: MOCS staff attended the Gracie Mansion Pride Party  
 6/26/2019: LGBTQ Leadership Panel featuring MOCS First Deputy Director Ryan Murray, Associate Director Edgar Landas, and a guest speaker - Emma Schwartz, Vice President of Product at Meetup.com.  
 6/27/2019: LGBTQ Jeopardy hosted by the MOCS HR Unit during lunch to test trivia skills and celebrate Pride month  
 6/30/2019: MOCS employees marched with the Office of the Mayor for the WorldPride March

## C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	<b>Status Update</b>
Continue or plan to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).	• MOCS is committed to encouraging a competitive and diverse business environment that provides opportunities for our diverse vendor community to do more business with the City of New York. As a partner with both	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> <b>Other - please describe</b>

	<p>the Office of Minority and Women-Owned Business Enterprises and the Department of Small Business Services, MOCS stands firm with the City's commitment to increase contracting opportunities among City-certified M/WBE firms. The City's M/WBE program was established to address the impact of discrimination on the City's procurement process and to promote the public interest in avoiding fraud and favoritism in the process, ultimately increasing competition for City business, and lowering contract costs. To that end, as part of the oversight team for the City's M/WBE program, MOCS plays a pivotal role in creating and implementing policy, training and advising agencies, and collecting vital data, all in support of enhancing the participation of M/WBEs in City contracting.</p> <ul style="list-style-type: none"> <li>• MOCS has also awarded approx. \$254K to City-certified M/WBE firms utilizing the new M/WBE Noncompetitive Small Purchase method. We continue to look for opportunities to award contracts to M/WBEs utilizing this new award method.</li> </ul>	
MOCS manages the Nonprofit Resiliency Committee (NRC), launched by Mayor de Blasio to expand lines of communication between the human services sector and the City to streamline administrative processes, collaborate on program design, and build organizational infrastructure to support nonprofit resiliency. NRC initiatives support inclusion, accessibility, transparency, and	<ul style="list-style-type: none"> <li>• The NRC drafted a subcontractor agreement that is intended for use by smaller prime contractors that do not have their own agreements and that promotes access by small nonprofit subcontractors to City procurement opportunities.</li> <li>• At the recommendation of the NRC, the City also adopted a new policy that streamlines the</li> </ul>	<div> <input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> </div> <div> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> </div> <div> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> </div> <p><b>Other - please describe</b></p>



<p>fairness in contracting with diverse providers. To that end, the NRC has streamlined subcontracting in the human service arena which will allow for greater engagement of small nonprofits that typically enter the contracting process through subcontracts. Additionally, MOCS has revised the NYC Nonprofit website to enhance usability and accessibility for the diverse array of nonprofits operating in NYC. Finally, the NRC also conducts extensive outreach to nonprofit providers and community-based organizations of all sizes, particularly through partnerships with coalitions and maintenance of an informative webpage.</p>	<p>document collection process for extensions and renewals. The goal of the new policy is to realize more timely registrations and enhance visibility into the contract registration process. The new policy also relieves administrative burdens that can be particularly challenging for smaller organizations.</p> <ul style="list-style-type: none"> <li>• The City's standardized audit guide and automated budget modification process also relieves administrative burdens, which is essential to smaller nonprofits with limited staff and resources.</li> </ul>	
<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>	<ul style="list-style-type: none"> <li>• MOCS is committed to encouraging a competitive and diverse business environment that provides opportunities for our diverse vendor community to do more business with the City of New York. As a partner with both the Office of Minority and Women-Owned Business Enterprises and the Department of Small Business Services, MOCS stands firm with the City's commitment to increase contracting opportunities among City-certified M/WBE firms. The City's M/WBE program was established to address the impact of discrimination on the City's procurement process and to promote the public interest in avoiding fraud and favoritism in the process, ultimately increasing competition for City business, and lowering contract costs. To that end, as part of the oversight team for the City's M/WBE program, MOCS plays a pivotal role in creating and implementing policy, training</li> </ul>	<div> <input type="checkbox"/> Planned             <input type="checkbox"/> Deferred         </div> <div> <input type="checkbox"/> Not started             <input type="checkbox"/> Delayed         </div> <div> <input checked="" type="checkbox"/> Ongoing             <input type="checkbox"/> Completed         </div> <p>Other - please describe</p>

	<p>and advising agencies, and collecting vital data, all in support of enhancing the participation of M/WBEs in City contracting.</p> <ul style="list-style-type: none"> <li>• MOCS has also awarded approx. \$254K to City-certified M/WBE firms utilizing the new M/WBE Noncompetitive Small Purchase method. We continue to look for opportunities to award contracts to M/WBEs utilizing this new award method.</li> </ul>	
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## V. RECRUITMENT

Please list <b>Recruitment Strategies and Initiatives</b> 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 <b>Recruitment Goal(s)</b> set/declared in your plan.	Status Update
Review policies, procedures, and practices related to targeted outreach and recruitment.		<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
Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	<ul style="list-style-type: none"> <li>• MOCS will continue to utilize the services of GoodTemps, a temporary staffing division of Goodwill Industries of Greater New York and Northern New Jersey, which places people with disabilities and other barriers to</li> </ul>	<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>employment, dislocated workers and professional individuals with diverse background.</p> <ul style="list-style-type: none"> <li>• MOCS also partners with GettingHired, a service organization that helps individuals with disabilities find gainful employment.</li> <li>• Recruited at the following events: <ul style="list-style-type: none"> <li>• DCAS Diversity Career Fair</li> </ul> </li> </ul>	
Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers.		<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Deferred <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <p>Other - please describe</p>
Share job vacancy notices with the Mayor's Office for People with Disabilities	<ul style="list-style-type: none"> <li>• In addition to sharing with MOPD, MOCS also shares vacancies with All MOCS staff, NYC Department of Veteran Services, Veteran Workforce 1, and the Mayor's Office of Appointments (hard to fill positions).</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <p>Other - please describe</p>
Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <p>Other - please describe</p>

Post ALL vacancies on 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
Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received: <ul style="list-style-type: none"> <li>structured interviewing training</li> <li>unconscious bias training</li> </ul>		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe

## B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:			
Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	1	White (1)	Male: 0 Female: 1
2. Public Service Corps	0		Male: 0 Female: 0
3. Summer College Interns	0		Male: 0 Female: 0
4. Summer Graduate Interns	0		Male: 0 Female: 0
5. Other: Spring College Interns	4	Asian (4)	Male: 2 Female: 2
6. Other: Civil Service Pathways Fellows	1	Asian (1)	Male: 1 Female: 0
Additional Comments:			

## C. 55-A PROGRAM

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

Currently, there is one 55-a participant. During this Quarter, one new application for the program was received and no participants left the program.

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. Information presented at new hire orientation.

## VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional <b>Selection Strategies and Initiatives</b> 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 <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	<ul style="list-style-type: none"> <li>• MOCS posts citywide training and educational opportunities on MOCS' intranet and present them to all staff via weekly email from Agency Head.</li> <li>• Ensuring that each MOCS unit has budget to cover training expenses.</li> <li>• Posting promotional opportunities at MOCS in NYCAPS eHire internally and share them across the agency to allow for fairness and transparency.</li> <li>• MOCS held a New Hire Forum on May 16, 2019 about navigating the Civil Service system</li> </ul>	<div> <input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> </div> <div> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> </div> <div> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> </div> <p><b>Other - please describe</b></p>

Reviewing the methods by which candidates are selected for new hiring and promotion	<ul style="list-style-type: none"> <li>MOCS reviews policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).</li> </ul>	<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
Increasing the positions filled through civil service lists	<ul style="list-style-type: none"> <li>MOCS explains the civil service process to staff and what it means to become a permanent civil servant.</li> <li>MOCS provides agency staff with citywide vacancy announcements, civil service exams notices and other career development information.</li> </ul>	<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	<ul style="list-style-type: none"> <li>The agency will use the DCAS Layoff procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons in FY 2019</li> <li>The agency will analyze the impact of layoffs or terminations on racial, gender and age groups.</li> <li>Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.</li> <li>The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract</li> </ul>	<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

	(for non-competitive and labor class titles).	
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## VII. TRAINING

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

## VIII. REASONABLE ACCOMMODATION

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

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

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

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

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

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

### C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

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

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

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

*Risk 1: Homogenous Workplace: MOCS has displayed sexual harassment awareness posters throughout the agency and messaged sexual harassment awareness in MOCS’ weekly staff newsletter, MOCS Monday Minute. MOCS has also provided hiring managers with structured interview and unconscious bias training and expanded recruiting sources in an effort to increase diversity in candidate pools.*

*Risk 2: Cultural and Language Differences in the Workplace: In MOCS’ weekly emails to employees, MOCS has included a message on sexual harassment awareness and a brief biography on newly hired employees highlighting their culture or additional languages spoken. MOCS has also hosted a potluck where employees can share popular cultural dishes.*

*Risk 3: Workplaces with Significant Power Disparities: MOCS increased opportunities for staff to interact with executive and senior staff throughout the agency and trained all employees on cultural and gender awareness.*

*Risk 4: Isolated Workplaces: MOCS does not currently have any isolated workspaces but continuously reviews all facilities in order to identify and address such risk(s).*

*Risk 5: Decentralized Workplaces: MOCS hosted functions that brought employees from both office locations together.*

### 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://mispwva-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:*

- MOCS is reviewing our agency-specific results against the citywide results to determine if there are any gaps. In the meantime, we will start implementing the recommendations provided to MOCS.
- MOCS will work to increase awareness of EEO policies, laws, and processes to decrease the risk of employees experiencing any form of EEO discrimination.
  - We added the EEO Complaint Process at a Glance to the EEO onboarding information for new employees.
  - We will post the EEO Complaint Process at a Glance on the Diversity and Inclusion page of the MOCS Intranet CityShare page.
  - We presented the EEO Complaint Process at the planned EEO Lunch and Learn in Q4.

## 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](mailto: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?*

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## APPENDIX: MAYOR'S OFFICE OF CONTRACT SERVICES EEO PERSONNEL DETAILS

### EEO PERSONNEL FOR 4<sup>TH</sup> QUARTER, FISCAL YEAR 2019

#### A. 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							
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	Anne Meredith			Gemayel Jean-Paul		Kristine Gregorek	
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 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 type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify): ADA Coordinator, Career Counselor	
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% required. <input checked="" type="checkbox"/> Other: (specify %): As			<input type="checkbox"/> 100% required. <input checked="" type="checkbox"/> Other: (specify %): As		<input type="checkbox"/> 100% required. <input checked="" type="checkbox"/> Other: (specify %): As	
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Completed Trainings: EEO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Diversity &amp; Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>lgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Structured Interviewing and Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input 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>Title</b>	Selina Balestier	Dafna Cruz	Roseann Colantti
<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 checked="" type="checkbox"/> Other: (specify): Disability Rights Coordinator; Disability Services Facilitator	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify): Training Liaison	<input type="checkbox"/> EEO Officer <input checked="" 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>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.
<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Completed Trainings:</b>			
<b>EEO</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>lgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Structured Interviewing and Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input 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>Title</b>	Charlemagne Tiendrebeogo	<b>Title</b>	Michael Ransom
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input checked="" 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>EEO Function</b>	<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):
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.	<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.

<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Completed Trainings:</b> <b>EEO</b> <b>Diversity &amp; Inclusion</b> <b>lgbTq: The Power of Inclusion</b> <b>Structured Interviewing and Unconscious Bias</b> <b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Completed Trainings:</b> <b>EEO</b> <b>Diversity &amp; Inclusion</b> <b>lgbTq: The Power of Inclusion</b> <b>Structured Interviewing and Unconscious Bias</b>  <b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

<b><u>DIVERSITY AND EEO STAFFING IN MOCS AS OF QUARTER 3 FY 2019 *</u></b>					
<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>EEO\ Diversity Role</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
Anne Meredith	Executive Agency Counsel	EEO Officer/Director	10%	anne.meredith@mocs.nyc.gov	212-788-1439
Gemayel Jean-Paul	Research Projects Coordinator (MA)	EEO Officer/Director	10%	Gemayel.jean-paul@mocs.nyc.gov	212-676-3081
Kristine Gregorek	Administrative Staff Analyst	ADA Coordinator	As needed	Kristine.Gregorek@mocs.nyc.gov	212-748-0327
Selina Balestier	Research Projects Coordinator (MA)	Disability Rights Coordinator	As needed	Selina.Balestier@mocs.nyc.gov	212-676-9731
Selina Balestier	Research Projects Coordinator (MA)	Disability Services Facilitator	As needed	Selina.Balestier@mocs.nyc.gov	212-676-9731
Dafna Cruz	Research Projects Coordinator (MA)	55-a Coordinator	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965

Kristine Gregorek	Administrative Staff Analyst	Career Counselor	As needed	Kristine.Gregorek@mocs.nyc.gov	212-748-0327
Charlemagne Tiendrebeogo	Mayoral Office Assistant	EEO Counselor\ Investigator	As needed	charlem.tiend@mocs.nyc.gov	212-720-0843
Michael Ransom	Research Projects Coordinator (MA)	EEO Counselor\ Investigator	As needed	Michael.Ransom@mocs.nyc.gov	212-788-4996
Roseann Colantti	Administrative Staff Analyst	EEO Counselor\ Investigator	As needed	roseann.colantti@mocs.nyc.gov	212-788-0023
Dafna Cruz	Research Projects Coordinator (MA)	EEO Counselor\ Investigator	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965
Dafna Cruz	Research Projects Coordinator (MA)	EEO Training Liaison	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965

\* 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.