

FISA-OPA Q1 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FISA-OPA FY 2024 Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>FISA-OPA</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023		<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024		<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024	
Prepared by:			
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Date Submitted: <u>_11/06/2023_</u>			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

FISA-OPA Q1 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 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 2024 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 2024 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.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): _____ 6/6/2023 _____ No
 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): _____ See below. _____

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

- On 09/07/2023, FISA-OPA celebrated National Payroll Week (9/3/2023-9/9/2023) and acknowledged each of the Agency's divisions for their work and dedication.

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- From 09/05/2023-10/02/2023, about thirty (30) FISA-OPA staff members participated in an Agency-wide Health Challenge, as a supportive way to improve one’s overall health while connecting with work colleagues. Participants earned daily points from completing various physical, mental and nutritional activities and the team with the highest total at the end, wins the challenge.
- FISA-OPA recognized Hispanic Heritage Month, which was celebrated from September 15 through October 15, 2023. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage months.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 554 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

- Yes On (Date): By default, when employees log into ESS, they are first presented with a reminder to update this information before proceeding to the ESS home page. Yes again on (Date): _____ No
- 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: 11/6/2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

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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 checked="" 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 2024

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 2024.

A. Workforce:

Due to the City’s recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring freeze, the City’s Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency’s operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Goal: Awareness & Education - Diversity and EEO Policies, Resources and Practice

Please describe the steps that your agency has taken to meet this goal. 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?

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FISA-OPA will continue to execute DCAS-issued assessment analyses, climate survey(s) and where required, other relevant data collection/analysis/reporting which will focus on identifying and eliminating possible risks and/or conditions specific to the “Stop Sexual Harassment in New York City Act” and local laws 93, 95, 96 and 101, as well as the Pay Equity and the Recruitment & Retention directives per local laws 27 and 28.

The following training sessions have been targeted for deployment in FY 2024:

- Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members)
- IgbTq: The Power of Inclusion Training (all staff members)
- Sexual Harassment Prevention (all staff members)
- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV;EO85 (all staff members)
- ePerformance-NYCAPS (all staff members)
- Progressive Discipline (Managers and Supervisors)
- Fire Safety Training (all staff members)
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors)

Workforce Goal #1 Updates:

Q1 Update:	<input checked="" 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. Goal: Diversify our workforce demographic

Please describe the steps that your agency has taken to meet this goal. 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?

FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2024.

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FISA-OPA Human Resources will continue to send out monthly Notices of Examination for all Civil Service Exams open for filing. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. HR also holds periodic meetings with groups of staff members with questions about civil service lists and titles. HR advises employees which exams they should be filing for and serves as a resource for employees for information.

Workforce Goal #2 Updates:

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. Succession Planning

Please describe the steps that your agency has taken to meet this goal. 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?

FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees' skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. For instance, in FY 2023, FISA-OPA management recognized the leadership talents of four (4) female staff members, one of whom is Black and the other, Hispanic. Through the City's established interview and hiring process, each of the female staff members were appointed to managerial positions, either through promotion within the same Division, or appointment to oversee another a Work Unit within FISA-OPA. During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees.

During FY 2024, FISA-OPA management will continue to:

- ✓ Identify those with the potential to assume greater responsibility in the organization.
- ✓ Provide critical development experiences to those that can move into key roles.
- ✓ Engage the leadership in supporting the development of high-potential leaders.

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Target Work Units for FY 2024 succession planning efforts include the Agency’s Technology Operations Division, Risk Management Division and the Payroll Banking and Accounting Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

Workforce Goal #3 Updates:

- 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

4. Mentoring and leadership opportunities

Please describe the steps that your agency has taken to meet this goal. 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?

FISA-OPA sees intrinsic value in promoting an equitable and inclusive work environment that encourages employee participation, project collaboration and the exchange of ideas. In FY 2023, such mentorship activities were conducted within the Agency’s Call Center Work Unit, the HR/Payroll Help Desk Work Unit, and the Technical Operations-Technical Services Work Unit. Their respective collaborations are ongoing into FY 2024. FISA-OPA will make efforts to continue to pair together experienced division managers with non-managerial employees. All employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees may be appointed to team lead and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

For FY 2024, EEO will collaborate with HR to identify potential employees and/or other work units that could benefit from mentoring and leadership opportunities. The initiative is targeted to commence in Q3 FY 2024.

Workforce Goal #4 Updates:

- 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

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5. 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.

FISA-OPA values the importance of a diverse workforce. Our Agency Head and EEO officer review CEEDS data and workforce reports on a quarterly basis before submitting the Agency's quarterly EEO report. For the 1st quarter of FY 2024, FISA-OPA posted discretionary positions to recruitment sources and our Agency will diligently continue to address any underutilization of job groups identified. During Q4 FY 2023, FISA was able to rectify the underutilization of Blacks in the Managers group and Females in the Science Professionals group. The Q1 FY 2024 CEEDS reports indicated that FISA still needs to address the underutilization of Females and Hispanics in the Managers group and Females in the Paraprofessionals group. During Q4 FY 2023, OPA showed an improvement in efforts to address the underutilization of Blacks in the Science Professionals group. The Q1 FY 2024 CEEDS reports for OPA show no underutilization in almost all job groups.

During these collaborative sessions, FISA-OPA's Diversity Workforce Dashboard Report is compared to the 'NYCAPS e-Hire Interview Log Report' as well as the 'EBPPP961 CEEDS Workforce Report. The HR and EEO Offices also consult with Agency Executive Management to discuss and address other factors that may present challenges to resolving underutilization of women and minorities, and/or impacting Selection (Hiring and/or Promotion), such as the City's recovery efforts from the COVID-19 pandemic, high attrition, citywide budget restraints, headcount reductions, numerous budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, lack of competitive salaries in comparison to the private sector, the absence of a citywide telework policy, the need for rare technical skillsets and other upcoming policy updates that may impact the Agency's operations.

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews.

On 07/10/2023, 08/14/2023, and 09/07/2023 FISA-OPA distributed Notices of Open and Upcoming Civil Service Examinations to all staff members.

On 07/26/2023 and 09//26/2023, OPA's Administration Unit distributed information about DCAS Civil Service 101 Information Sessions that were conducted as virtual events on 08/03/2023, 8/4/2023, 10/5/2023, 10/10/2023 and 10/11/2023.

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The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

B. Workplace:

Please list the Workplace Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Goal: Training and Professional Development

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

FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City's EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA will train all new staff in VDT/Right to Know, Security Awareness, and Workplace Violence Prevention. FISA-OPA also plans to schedule the following training sessions in FY 2024 that support the City's DEI initiatives and improve supervisory skills for managing a diverse workforce:

- From Microaggressions to Microaffirmations (all staff members)
- Introduction to END DV/GBV; EO85 (all staff members)
- ePerformance-NYCAPS (all staff members)
- Progressive Discipline (Managers and Supervisors)
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors)

For the FISA-OPA's professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. Out of the forty-one (41) available licenses, seventeen (17) employees or just over 3% of the Agency's workforce is actively using LinkedIn Learning. EEO will partner with HR to promote awareness of LinkedIn Learning and its various professional development courses. The Agency will continue to encourage staff to learn new skills that enhances their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.

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Workplace Goal #1 Updates:

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. Goal: Maintain an Open-door Policy to all employees

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

Our managers, Career Counselors, and the EEO Office will continue to have an open-door policy. Staff can use any of these avenues to get advice or to raise any issues: walk-in, phone, email, or meeting.

FISA-OPA may also consider either: (i) scheduling a “Come Talk with the EEO Officer Day,” or (ii) do an agency-wide email distribution called “Send us your Diversity, Equity & Inclusion Suggestions or Concerns.”

Workplace Goal #2 Updates:

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

3. Goal: Deliver EEO, Diversity and Inclusion Training on a consistent basis

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

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FISA-OPA will continue to stay current with EEO and Diversity training requirements provided by DCAS’s Office of Citywide Equity and Inclusion. Over the past few years FISA-OPA has trained its staff on the Diversity and Inclusion CBT, the Basic EEO CBT, Structured Interviewing and Unconscious Bias, Transgender Inclusion, and how to do effective performance evaluations. For FY 2024, FISA-OPA staff will be scheduled to complete mandatory “Sexual Harassment Prevention Training,” “Everybody Matters: EEO and Diversity & Inclusion Training” “IgbTq: The Power of Inclusion Training,” and “Fundamentals of Supervision” all via e-Learning.

Workplace Goal #3 Updates:

- | | | | | | | |
|-------------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 |

4. 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.

In Q1, FY 2024, FISA-OPA:

- Celebrated National Payroll Week (9/3/2023-9/9/2023) and acknowledged each of the Agency’s divisions for their work and dedication.
- From 09/05/2023-10/02/2023, about thirty (30) FISA-OPA staff members participated in an Agency-wide Health Challenge, as a supportive way to improve one’s overall health while connecting with work colleagues. Participants earned daily points from completing various physical, mental and nutritional activities and the team with the highest total at the end, wins the challenge.
- Recognized Hispanic Heritage Month, which was celebrated from 09/15/2023 – 10/15/2023. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage months.

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- Attended DEP’s Zoom webinar called "International Day for the Remembrance of the Slave Trade and its Abolition" on 08/30/2023
- Attended the Mayor’s Office END DV/GBV training webinar called “Introduction to Domestic and Gender-Based Violence” training on 09/21/2023
- Attended the 2023 DCAS HR and EEO Conference, being held from 09/26/2023 - 09/29/2023.

C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Goal: Promote participation with minority and women owned business enterprises (MWBEs)

Please describe the steps that your agency has taken to meet this goal. 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?

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

For FY 2024, the agency has combined target goal for both FISA and OPA to increase the percentage of contracts awarded to M/WBEs by 5%.

- In Q1 FY 2024, 38.46% of FISA’s contracts were awarded to M/WBE vendors. The value of these contracts was 21.91% of FISA’s procurement spend. FISA’s M/WBE \$ as a percentage of total City M/WBE spend in Q1 FY 2024 was 0.66%, which represents a total of 50 out of 102 contracts awarded to M/WBE businesses.
- In Q1 FY 2024, 20% of OPA’s contracts were awarded to M/WBE vendors. The value of these contracts was 0.54% of OPA’s procurement spend. OPA’s M/WBE \$ as a percentage of total City M/WBE spend in Q1 FY 2024 was 0.01%, which represents a total of 1 out of 5 contracts awarded to M/WBE businesses.

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In order to learn of other ways FISA-OPA can increase its percentage of awarded contracts to M/WBEs, the Agency's EEO Office will also seek to attend M/WBE events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC). The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

Community Goal #1 Updates:

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. 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.

Not Applicable.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. Goal: Obtain Agency Head authorization to send periodic messages that support Equity, Diversity and Inclusion principles.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

FISA-OPA's EEO Office with the Agency Head's authorization will continue to send periodic messages that support Equity, Diversity and Inclusion principles. Throughout FY 2024, FISA-OPA will continue to consistently distribute EEO-related information such as the City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy and all EEO-related information and resources.

- In early Q2 FY 2024, OPA's EEO Office distributed the Agency Head's memo to directors, managers and supervisors, instructing them to conduct the bi-annual Mandatory EEO Policy Review Meetings with Staff. Confirmation of these meetings are to be submitted to the EEO Office by/before 11/03/2023.
- By the end of Q2 FY 2024, the Agency Head's memo regarding FISA-OPA's commitment to the City's EEO Policy and EEO-DEI relevant documents and resources will be distributed to all staff members, and will also be posted on the Agency's intranet, SharePoint.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. Goal: Participate in the City’s DEI, HR-EEO and Gender Equity Interagency Partnerships and Initiatives

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

FISA-OPA has EEO representation at the meetings and/or events related to this initiative. In Q1 FY 2024, FISA-OPA’s EEO Office attended the following DEI, HR-EEO and Gender Equity sessions:

- DCAS-CEI’s “Inclusive Recruitment for the Future of Work” - July 11, 2023
- DCAS-CEI’s “Accommodation Solutions for Neurodivergent Workers” presented by the Job Accommodation Network (JAN) – 08/14/2023
- DEP’s Zoom webinar called "International Day for the Remembrance of the Slave Trade and its Abolition" - 08/30/2023
- The Mayor’s Office END DV/GBV training webinar called “Introduction to Domestic and Gender-Based Violence” - 09/21/2023
- The 2023 DCAS HR and EEO Conference - 09/26/2023-09/29/2023

FISA-OPA’s EEO Office will continue to provide representation at future sessions and participate in collaborative efforts where practicable. FISA-OPA intends to use the tools and resources supplied through DCAS, the Mayor’s Office, GEIP, Seramount and Catalyst, as they become available.

Equity, Inclusion and Race Relations Initiative #2 Updates:

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

3. Goal: Incorporate the Agency’s Diversity and Inclusion efforts to the goals and responsibilities of managers and supervisors

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Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

In Q2 FY 2024, FISA-OPA’s EEO Office announced to all staff members via email, that all levels of FISA-OPA leadership, managers and supervisors will conduct mandatory EEO Policy Review meetings with their respective staff members. The EEO Office will use www.surveymonkey.com to capture confirmation that these meetings with staff members occurred.

The EEO Office’s contact information is always provided as part of every email correspondence.

Equity, Inclusion and Race Relations Initiative #3 Updates:

- 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

4. Goal: Encourage and support new and existing Employee Resource Groups (ERGs).

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

- In Q1 FY 2024, about thirty (30) FISA-OPA staff members participated in an Agency-wide Health Challenge, as a supportive way to improve one’s overall health while connecting with work colleagues. Participants earned daily points from completing various physical, mental and nutritional activities and the team with the highest total at the end, wins the challenge.

Equity, Inclusion and Race Relations Initiative #4 Updates:

- 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

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 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).

Due to recent headcount reductions and hiring freeze, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

1. Goal: Review policies, procedures, and practices related to targeted outreach and recruitment

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?

During FY 2024, both the HR Office and the EEO Office at FISA-OPA will continue to engage strategies to expand the Agency's recruitment efforts. Currently, FISA-OPA's Director of Human Resources, Ms. Kristel Simmonds-Cobb, serves as the Career Counselor. Along with Senior Director of Human Resources & Training Ms. Diana Bicchetti and members of the HR Team, they have deployed measures to better promote awareness of career growth opportunities within the Agency. FISA-OPA's Human Resources Office makes every effort to ensure that hiring processes are consistent with the City's recruitment policies, procedures and practices.

- On 07/10/2023, 08/14/2023, and 09/07/2023 FISA-OPA distributed Notices of Open and Upcoming Civil Service Examinations to all staff members.
- On 07/26/2023 and 09//26/2023, OPA's Administration Unit distributed information about DCAS Civil Service 101 Information Sessions that were conducted as virtual events on 08/03/2023, 8/4/2023, 10/5/2023, 10/10/2023 and 10/11/2023. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.
- FISA-OPA's EEO Office attended the following Learning Series hosted by DCAS's Citywide Equity & Inclusion Office:
 - ✓ DCAS-CEI's "Inclusive Recruitment for the Future of Work" - July 11, 2023

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- ✓ DCAS-CEI’s “Accommodation Solutions for Neurodivergent Workers” presented by the Job Accommodation Network (JAN) – 08/14/2023

FISA-OPA remains committed to making efforts to attend more job fairs, based on when the Agency has approved job vacancies and job postings available.

Recruitment Initiatives/Strategies #1 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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. Goal: Review underutilization in job groups to inform and improve recruitment efforts

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?

EEO in collaboration with HR, continues to review the quarterly workforce composition reports, such as the CEEDS reports and the Agency’s workforce diversity dashboard to identify and assess any specific job groups where underutilization may exist, and then develop a contingency plan to improve recruitment and retention activities accordingly. EEO and HR also regularly reviews the Applicant Interview Log to monitor job applicants’ self-identification trends, identify the demographic population regarding hiring managers’ final recommendation/candidate to hire, and determine whether the recruitment sources are proving effective in providing the Agency with a more diverse pool of potential candidates.

To address underutilization in FY 2024, FISA-OPA will continue to expand internal and external applicant pools through outreach resources geared at broader recruitment, such as working with HR to find new job boards that focus on opportunities for minorities and women. FISA-OPA will also use the DCAS Retirement Forecasting tool to assess the impact of the impending retirement of employees, then devise and implement strategies to facilitate sufficient knowledge transfer, in order to mitigate potential loss in productivity, or gap in talent.

FISA-OPA will continue to notify and encourage its employees to prepare for and take open-competitive and promotional civil service exams.

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The effectiveness of the Agency’s recruitment efforts that support DEI-related principles is currently being gauged by review of the NYCAPS Employee Demographics Report, the NYCAPS eHire Applicant Interview Log Report (LRS/Page Center X) and the SmartRecruiters Report from Jobs NYC. EEO will also collaborate with the Agency’s HR Department to garner information about new and/or ongoing recruitment strategies. EEO is currently analyzing data and feedback from the above sources to determine if/how well this DEI initiative is working.

Recruitment Initiatives/Strategies #2 Updates:

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. Encourage succession planning to fortify the Agency’s workforce, and facilitate professional career growth

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?

FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees’ skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. For instance, in FY 2023, FISA-OPA management recognized the leadership talents of four (4) female staff members, one of whom is Black and the other, Hispanic. Through the City’s established interview and hiring process, each of the female staff members were appointed to managerial positions, either through promotion within the same Division, or appointment to oversee another a Work Unit within FISA-OPA.

- During FY 2024, FISA-OPA management will continue to:
 - ✓ Identify those with the potential to assume greater responsibility in the organization.
 - ✓ Provide critical development experiences to those that can move into key roles.
 - ✓ Engage the leadership in supporting the development of high-potential leaders.

Succession planning activities are already taking place in the Agency’s Technology Operations Division, Risk Management Division and

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the Payroll Banking and Accounting Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

Recruitment Initiatives/Strategies #3 Updates:

- 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

4. 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.

- On 07/10/2023, 08/14/2023, and 09/07/2023 FISA-OPA distributed Notices of Open and Upcoming Civil Service Examinations to all staff members.
- On 07/26/2023 and 09//26/2023, OPA's Administration Unit distributed information about DCAS Civil Service 101 Information Sessions that were conducted as virtual events on 08/03/2023, 8/4/2023, 10/5/2023, 10/10/2023 and 10/11/2023. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

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
1	N/A	N/A	N/A

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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 for filling vacancies in the current Quarter (include Q#)

The following recruitment sources were used in Q1 FY 2024:

1. Jobs NYC: <https://cityjobs.nyc.gov/>
2. Indeed.com
3. Monster.com
4. Dice.com
5. Glassdoor.com
6. Black Data Processing Association of New York: <https://bdpa-ny.org/>
7. Society for Women Engineers (SWE): <https://swe.org/>
8. Women in Technology International: <https://witi.com/>

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [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 Total: **_0_**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total: **_0_**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns Total: **_2_**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander **_2_** Native American___ White___ Two or more Races___

Gender* [#s]: M **_2_** F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns Total: **_0_**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

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5. Other (specify) Total: N/A

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

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

Additional comments:

None.

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 (9/30/2023): 2 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] 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:

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

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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.

In FY 2024, FISA-OPA's Career Counselor Ms. Kristel Simmonds-Cobb, will continue to share opportunities for internal transfers, promotions, professional advancement, civil service exams announcements and other resources geared towards employees' ongoing career growth. Such strategies to be employed will include:

- ✓ Reviewing policies, procedures and practices related to hiring, such as distributing job vacancy postings to all employees.
- ✓ Endorsing opportunities for promotions and internal transfers via agency-wide announcements and by coordinating transitional workforce realignment with the relevant department/division managers.
- ✓ Coordinate professional development sessions and resources in collaboration with FISA-OPA's Training & Development Director.

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- ✓ Encourage employees to take advantage of the Agency's Training and Professional Development resources as aids towards improving their respective skills, knowledge and job performance, thereby expanding their career opportunities.
- ✓ Deliver and explain information about the City's civil service process to all employees, and when needed, facilitate technical assistance when applying for civil service exams.
- ✓ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ✓ Assist employees with assessing and creating a strategic plan that's focused on their respective career path aspirations.
- ✓ Provide employees with access to the Agency's resources and support to help with targeted job searches, effective resume preparation and job interviewing techniques, as well as internship or fellowship exploration.

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.

In FY 2024, FISA-OPA's Career Counselor and Human Resources Office will continue to foster employee advancement and facilitate internal transfers (if qualified and selected), inform employees of opportunities for promotion, announce upcoming civil service exams and informational civil service sessions and share resources with employees that aid their career growth. Such activities will include:

Collaborating with the Agency's Training & Development Director, Ms. Glenis Patterson to leverage available online, on-demand and/or classroom training sessions to improve employees' knowledge and skillsets, which can aid with overall job performance and expand potential career avenues.

On 11/2/2023, FISA-OPA reminded staff members about the availability of LinkedIn Learning, to encourage enrollment towards expanding their respective knowledge base and skill sets.

During FY 2024, FISA-OPA will continue to:

- ✓ Consult with employees about their career aspirations and then guide them to formulate an action plan towards their professional growth.
- ✓ Actively connect to networks of underrepresented groups as part of FISA-OPA's outreach.

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- ✓ Contact the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- ✓ On a quarterly basis, review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.

In Q3, FY 2024, the EEO Office will perform a Pay Parity Analysis of additional civil services titles where underutilization based on gender and ethnicity are evident. Results/findings will then be presented to the Agency Head and Human Resources to determine strategic course of action.

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).

In FY 2024, the agency's EEO Officers will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

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

Q1 FY 2024 did not include any layoffs or terminations but this is what FISA-OPA would do, if needed:

- ✓ 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 2024.
- ✓ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ✓ 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.
- ✓ 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 (for non-competitive and labor class titles).

5. Other:

N/A.

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u> 6 </u>	# <u> 3 </u>	# <u> 6 </u>
Q2	# <u> </u>	# <u> </u>	# <u> </u>
Q3	# <u> </u>	# <u> </u>	# <u> </u>
Q4	# <u> </u>	# <u> </u>	# <u> </u>

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VII. Training

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

Per your request, FISA-OPA’s Diversity and EEO Training Summary for Q1, FY 2024 accompanies the submission of this quarterly EEO 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://mspwwa-dcslnx01.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

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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).

Per your request, FISA-OPA’s Sexual Harassment Prevention Training Information for Q1, FY 2024 accompanies the submission of this quarterly EEO report.

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

Q2

Q3

Q4

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

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>

All Reasonable Accommodation requests and their dispositions have been entered into DCAS’s Complaint/Reasonable Accommodation Tracking System.

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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).

Per your request, FISA-OPA’s Executive Order 16 Training Information for Q1, FY 2024 accompanies the submission of this quarterly EEO report.

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 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: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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Appendix A: EEO Personnel Details

EEO Personnel For _1st_ Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
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							
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:				
For New EEO Professionals:							
Name & Title	4.	5.	6.				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				
Name & Title							
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, <u>and All New EEO Professionals</u>):			
Name & EEO Role	1. Rudolph Phillips, EEO Counselor (OPA)	2. Margaret Withers, EEO Officer (FISA)	3. Angela Roberts, EEO Counselor (OPA)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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EEO Personnel Training Continued:

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

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

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

MAILING ADDRESS: 450 W33rd Street, 4th floor, New York, NY 10001

Diversity and EEO Staffing as of _1st_Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Margaret Withers	Computer Systems Manager	90%	MWithers@fisa- opa.nyc.gov	212-857-7169
EEO Officer/Director	Lois Valero	Admin Staff Analyst	100%	LValero@fisa- opa.nyc.gov	212-857-7248
Chief Diversity & Inclusion Officer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Diversity & Inclusion Officer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Rozaliya Gorelik	Administrative Staff Analyst	5%	RGorelik@fisa- opa.nyc.gov	212-742-5940
ADA Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248

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Disability Rights Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
Disability Services Facilitators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
55-a Coordinators (FISA-OPA)	Margaret Withers	Computer Systems Manager	5%	MWithers@fisa- opa.nyc.gov	212-857-7169
	Lois Valero	Admin Staff Analyst	5%	LValero@fisa- opa.nyc.gov	212-857-7248
Career Counselor (FISA-OPA)	Kristel Simmonds-Cobb	Admin Staff Analyst	25%	<a href="mailto:KSimmonds-Cobb@fisa-
opa.nyc.gov">KSimmonds-Cobb@fisa- opa.nyc.gov	212-742-5931
EEO Counselors (FISA)	Sherine Wright (FISA)	Computer Systems Manager	20%	SWright@fisa- opa.nyc.gov	212-857-1253
	Hiroko Miyamoto (FISA)	Computer Systems Manager	5%	HMiyamoto@fisa- opa.nyc.gov	212-857-1119
	Ajit Abraham (FISA)	Computer Systems Manager	25%	AAbraham@fisa- opa.nyc.gov	212-857-7234

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EEO Counselors (OPA)	Rudolph Phillips (OPA)	Computer Systems Manager	10%	RPhillips@fisa- opa.nyc.gov	212-857-7141
	Angela Roberts (OPA)	Computer Associate, Software	10%	ARoberts@fisa- opa.nyc.gov	212-857-7153
EEO Counselor\ Investigator	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Investigator/Trainer	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
EEO Training Liaison	Glenis Patterson	Admin Staff Analyst	20%	GPatterson@fisa- opa.nyc.gov	212-857-1614
Other (specify)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Other (specify)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

* 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.