

AGENCY

QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF SMALL BUSINESS SERVICES

☐ 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th

☐ 3rd Quarter (January -March), due April 30th

☒ 4th Quarter (April -June), due July 30th

Prepared by:

_____Angelita McDonald – Major _____EEO Assistant Director _____212-618-8782_
Name Title Telephone No.

Date Submitted: July 31, 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): _____ ☒ 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): _____ ☒ No

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

☐ Yes, On (Date): _____ ☒ 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): 7/23/19 ☐ No

The review was conducted together with: ☒ Human Resources ☒ General Counsel
☐ Agency Head ☐ Other _____

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
Childcare Business Pathways Program	The Division of Business Services (DBS) successfully completed the fifth and sixth cohorts of the Childcare Business Pathways program. These graduates are now prepared to launch their own home-based childcare businesses.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe

13th Annual Citywide Procurement Fair	The Division of Economic and Financial Opportunity (DEFO) held our 13th Annual Citywide Procurement Fair. This year's event drew the largest number of attendees in the event's history with over 600 minority and women business owners. Participants were able to form connections and learn about opportunities available to them with the City.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
Immigrants Mean Business	In addition to amplifying all these accomplishments, our Communications and Marketing team spearheaded the successful launch of a first-of-its-kind partnership with the Tenement Museum to present the Immigrants Mean Business photo exhibit, which will be running every weekend throughout the summer. This pop-up exhibit features portraits of immigrant business owners paired with historic photos of immigrant-owned businesses from the late 19 th century to the 1970s.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" 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.		

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <input type="checkbox"/> Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees	Status Update
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	brings to work, and to maintain focus on retaining talent across all levels.	
LGBTQ+ Pride Celebration	LGBTQ+ Pride gathering a parade prep party to get ready for Pride.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
Caribbean American National Heritage Month Potluck Celebration	Celebration for Caribbean American National Heritage Month Caribbean Potluck.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
EEO Orientation	Onboarding training held with 25 newly hired employees within 30 days of hiring date.	<input checked="" 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
DOI Corruption Prevention Awareness & COIB Conflicts of Interest eLearning Training	Training was completed by current employees however, is recommended to all new hires as part of their EEO orientation.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
Please specify any other EEO - related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.		

1. The agency launched the DCAS mandated online lgbTq eLearning on in March 2019.
2. Employees participated in risk assessment survey with the hope of understanding areas to combat sexual harassment and foster a diverse and inclusive workplace free of discriminatory practices.
- 3.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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 Community Goal(s) set/declared in your plan. ○ 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.	Status Update
<p>The Future of Fashion Panel: Retail vs. E-Commerce at Brooklyn Public Library</p> <p>April 9th, 2019</p> <p>35 Attendees</p>	<p><u>BKLYN Fashion Academy</u> is a 16-week intensive program culminating in a Fashion Show at the Brooklyn Central Public Library. The BKLYN Fashion Academy is made possible by the Business & Career Center who is supported by “women.nyc.” WE NYC has developed a strong partnership with the Business & Careers Center most directly with the WE Connect Portfolio. The WE Connect Mentors program held a series of special *fashion focused* mentor sessions to complement the 16-week intensive program and a panel “The Future of Fashion: Retail vs. E-Commerce.”</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>

<p>BKLYN Fashion Show: On the Runway Homage to Future Fashion at BPL</p> <p>May 4, 2019</p> <p>363 Attendees</p>	<p>BKLYN Fashion Academy is a 16-week intensive program culminating in a Fashion Show at the Brooklyn Central Public Library. The BKLYN Fashion Academy is made possible by the Business & Career Center who is supported by women.nyc. WE NYC has developed a strong partnership with the Business & Careers Center most directly with the WE Connect Portfolio. The WE Connect Mentors program held a series of special *fashion focused* mentor sessions to complement the 16-week intensive program and a panel “The Future of Fashion: Retail vs. E-Commerce.”</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>AMP NYC & WE NYC Event: Rethinking Your Pitch at Alley</p> <p>May 23, 2019</p> <p>46 attendees</p>	<p>This intervention will deliver and enhance the content from the WE Master Funding workshop in a panel format, focusing on media and entertainment businesses, particularly for creatives and tech entrepreneurs.</p> <p>This event will include a panel discussion with representatives from various funding sources and roundtable discussions where participants will have an opportunity to share and get feedback on their business pitches from a panelist of their choice. The event will not only focus on helping participants with their different funding pitches but also to understand how their pitch can be used to expand their client base, build partnerships, increase cash flow, etc.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>

<p>Celebrate Small Business Brooklyn at Brooklyn Public Library</p> <p>June 14, 2019</p> <p>200 attendees</p>	<p>This intervention will deliver and enhance the content from the WE Master Funding workshop in a panel format, focusing on creative businesses and helping them be more effective in marketing, selling, and managing their companies. This event will start with a keynote address by Justine Clay, business coach for creative entrepreneurs and freelancers on “<i>Creating a Purposeful & Profitable Business</i>,” and a panel discussion “How We Made It Happen” where four successful creative Brooklyn entrepreneurs will share their secrets to success. This event will also include WE Connect Mentor Sessions.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>WE Master Money Conference: Credit & Funding at the Philippine Consulate</p> <p>June 22, 2019</p> <p>78 attendees</p>	<p>The WE Master Money Conference will deliver a condensed version of both workshops (credit and funding) as well as the opportunity for women entrepreneurs to have one-on-one consultations with financial advisors - which will be taking place in parallel to the workshops – as well as to network.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Madres Y Empresarias: Testimonios Para Crecer (WE Master Money: Credit Workshop and Work-Life Balance Panel) at the Colombian Consulate</p> <p>May 30, 2019</p> <p>48 attendees</p>	<p>This intervention will deliver the content from the WE Master Credit workshop, at an event focused on how women entrepreneurs can achieve a balanced life as they are starting their businesses. The event will be held in Spanish.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

<p>Facebook Live M/WBE Certification Webinar, part of National Small Business Week.</p> <p>May 7, 2019</p> <p>357 Viewed</p>	<p>The webinar was an effort to convert more of the 1,684 Facebook users into M/WBE certification applicants. The Facebook users had previously responded to the City's M/WBE Facebook ad by sharing their contact information and were reached out to by SBS. The webinar provided detailed step by step instructions on the City's M/WBE certification process via SBS Connect, the online M/WBE application portal. Participants were able to get their certification questions answered in real time during the livestream.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>NYS Association For Affordable Housing (NYSAFAH) Event</p> <p>Thursday, May 16, 2019</p>	<p>SBS staff attended the New York State Association for Affordable Housing's (NYSFAFH) annual conference. The event connected vendors to agency representatives and entities that have contracting opportunities. This annual conference includes more than 1600 affordable housing experts in the public, private and nonprofit sectors that come together to discuss innovative solutions to building new and better neighborhoods in New York State. SBS' Deputy Commissioner Dynishal Gross participated on a panel that was focused on enhancing M/WBE certification and capacity building programs particularly for M/WBE affordable housing developers.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>13th Annual Procurement Fair</p> <p>Tuesday, June 11, 2019</p>	<p>SBS hosted the 13th Annual Citywide Procurement Fair at Columbia University, Alfred Lerner Hall to connect New York City Minority and Women-owned Businesses (M/WBEs) to public and private contracting opportunities and other resources. The event was attended by</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>

	nearly 700 M/WBEs, and over 70 City, State agencies, public authorities and private-sector companies. The fair, which is part of Mayor de Blasio's historic commitment to supporting M/WBEs, including goals to double the number of certified and re-certified M/WBEs to 9,000 by 2019, award at least 30% of City contract dollars to M/WBEs by 2021, and award \$20 billion in City contracts to M/WBEs by 2025.	
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V. RECRUITMENT

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Status Update
	We are fostering more relationships with local colleges to build a stronger pipeline for our entry level roles.	<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
	Invested in heavy recruitment via paid sites. LinkedIn, Idealist, City & State.	<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

	Implementing panel interview structure.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing	<input type="checkbox"/> Deferred <input type="checkbox"/> Delayed <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	2	1 Caucasian – 2 African American	Male: ____ Female: <u>2</u>
2. Public Service Corps	0		Male: ____ Female: ____
3. Summer College Interns	4	2 Pacific Islander, 1 Hispanic, 1 African American	Male: <u>1</u> Female: <u>3</u>
4. Summer Graduate Interns	2	2 Pacific Islander	Male: <u>1</u> Female: <u>1</u>
5. Other (specify):			Male: ____ Female: ____

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 are 3 [number] 55-a participants. During this Quarter, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. ☒ Yes ☐ No
- _____

3.

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	We have focused on broadening our recruitment efforts internally and externally.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Reviewing the methods by which candidates are selected for new hiring and promotion	Unconscious bias & structured interview training for anyone that will participate in interviewing candidates.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Increasing the positions filled through civil service lists	Adding language on the Job description specifying we are looking for particular candidates with a permanent civil service title only.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Analyzing the impact of layoffs or terminations on racial, gender and age groups	Structured exit interview with HR and EEO.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwa-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: N/A

Risk 2: Cultural and Language Differences in the Workplace: SBS doesn't track data based on cultural or language differences because it indirectly reflects national origin data.

Risk 3: Workplaces with Significant Power Disparities: All SBS employees are held accountable to the same rules and behaviors irrespective at management level. However, managers are held at a higher standard.

Risk 4: Isolated Workplaces: N/A

Risk 5: Decentralized Workplaces: SBS does not have decentralized workplaces.

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://mspwva-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

APPENDIX: DEPARTMENT OF SMALL BUSINESS SERVICES EEO PERSONNEL DETAILS

EEO PERSONNEL FOR __4th__ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:		Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals:				
Title	Angelita McDonald - Major		Michelle Barnes - Anderson	Christine Williams
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" 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 checked="" type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<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
Completed Trainings: EEO Diversity & Inclusion IgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other

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

<u>DIVERSITY AND EEO STAFFING IN [DEPARTMENT OF SMALL BUSINESS SERVICES] AS OF QUARTER (1 & 2X) FY 2019 *</u>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Angelita McDonald-Major	Associate Staff Analyst	Deputy EEO Officer	100%	amcdonald@sbs.nyc.gov	212-618-8782
		EEO Counselor			
		EEO Investigator			
		EEO Counselor/ Investigator			
		Investigator/Trainer			
		EEO Training Liaison			
Michelle Barnes - Anderson	Associate Staff Analyst	55-a Coordinator	100%	mbarnes@sbs.nyc.gov	212-618-6717
		ADA Coordinator			
		Disability Rights Coordinator			
		Disability Services Facilitator			
Christine Williams	College Aide	Intern	100%	cwilliams@sbs.nyc.gov	212-618-6775

* 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.