

[DCAS] FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

☒ 1st Quarter (July -September), due November 17, 2023

☐ 2nd Quarter (October – December), due January 30, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☐ 4th Quarter (April -June), due July 30, 2024

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Date Submitted: February 22, 2024

FOR DCAS USE ONLY:

Date Received:

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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): _____ ☒ No (Will Distribute in Q3)

☐ By e-mail

☐ Posted on agency intranet and/or website

☐ Other _____

II. Recognition and Accomplishments

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

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

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

- **Celebration of Hispanic Heritage Month**, including a panel discussion on culture, traditions, and experiences featuring DCAS employees, “Paint and Relax” event using a portrait of Mexican artist, Frida Kahlo, and “A Conversation with Commissioner Palma (CCHR)”, hosted by DCAS Commissioner Dawn M. Pinnock. (September 2023 – October 2023)

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- **We Serve Wednesdays** - highlights individual DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York. The stories that are shared emphasize the diversity of our workforce, covering employees of various job categories, tenures, ages, genders, and races.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 2,121 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): _____ ☐ Yes again on (Date): _____ ☒ No (Will do in Q2)
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees (ongoing)
- ☐ 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: 11/22/23 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |

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☐ General Counsel
☐ Other _____
☐ Not conducted

☐ General Counsel
☐ Other _____
☐ Not conducted

☐ General Counsel
☐ Other _____
☐ Not conducted

☐ General Counsel
☐ Other _____
☐ 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:

Please list the **Workforce 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., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

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

In FY24, DCAS plans to launch Structured Interviewing training for its HR personnel and hiring managers through its Race Equity Initiative. In addition to educating hiring managers on structured interview procedures, the agency will update and distribute its Structured Interviewing guide and pilot a new candidate evaluation scoring sheet.

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

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

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communities that are served. How do you evaluate the effectiveness of these actions?

- During this quarter, the EEO office met with DCAS's Citywide Equity & Inclusion to seek guidance on best practices for when EEO officers should observe interviews, as well as tasks for the EEO officer to do pre and post interview.
- Started developing an Interview Score Card / Candidate Evaluation Sheet for agency interviews.
- Started content review and revisions for Structured Interviewing training and DCAS Structured Interviewing guide.

This initiative is in the planning stages. The effectiveness of this initiative will initially be determined through participant evaluations after the training is launched; as well as through monitoring of structured interviewing practices by the EEO office.

Workforce 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. Efforts to reduce Workforce underutilization:

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

As of FY24, Quarter 1, the major job groups experiencing underutilization of women and minorities at DCAS are: (1) "Craft", which includes the various skilled trades civil service titles and (2) "Laborers", which includes the City Laborer title and other civil service titles that support the Craft job group.

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
CRAFT	-25	-53		
LABORERS	-3			

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Grand Total	-28	-53	0	0
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To address this underutilization, the EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, the EEO Office will alert HR and the hiring manager of the specific position and request to post the position in diverse recruitment resources.

In Q1 of FY24, DCAS saw a significant increase in the diversity of its new hires, especially for titles in underutilized job groups. Of the 26 positions hired in the “Craft” job group (which is typically underutilized in women and minorities), 69% (18 positions) were filled by people of color. These positions included the civil service titles of Electrician, Plumber, Auto Mechanic, Stationary Engineer, Thermostat Repairer, and Steamfitter. This increase is most likely attributed to our participation in the NYC Government Hiring Halls.

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. EEO Liaisons Program

DCAS recognizes that cultivating a diverse and inclusive workplace is the responsibility and collective effort of all DCAS employees, not just the EEO office. We also recognize the importance of having an EEO office that is visible to our 2,000 employees across the City. For this reason, it is our goal to launch an EEO liaison program in FY24.

EEO liaisons will play an important role by ensuring that employees in their work location/line of service have a point person on site to guide them in EEO-related questions and concerns, and appropriately refer them to the EEO office when needed. The EEO office will create a program guide with eligibility and application requirements and will begin promoting the program in Q3 of FY24.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment

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which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- Consulted with DEP's EEO office, who has a successful agency-wide EEO Liaisons program
- Started revising draft DCAS EEO Liaisons Program guide
- Conducted workforce analysis of DCAS operations (# of staff, locations, titles, etc.) to determine the appropriate number of EEO liaisons needed for the program (estimated number 25 – 30).

This initiative is in the planning stages. The effectiveness of this initiative will initially be determined through the frequency of communication between the EEO office and the liaisons in various locations, and later through an agency-wide climate survey.

Workplace 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

Other Workplace Activities:

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

- **Employee Engagement:** DCAS Employee Relations hosted several WorkWell NYC events during this quarter. The agency also held its annual Summer Concert Series that brings employees together for fun and engagement. This year, DCAS in collaboration with NYC Public Advocate celebrated the 50th anniversary of hip hop in NYC. (July 2023)
- and employee engagement events
- August 23, 2023 – Attended CEI's Best Practices Meeting
- August 31, 2023 – Conducted EEO presentation for DCAS's Civil Service Pathways Fellows Program

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- September 13, 2023 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations
- September 20, 2023 - Conducted EEO presentation for DCAS’s Urban Fellows Program
- September 26 - 29, 2023 – Attended DCAS’s HR/EEO Conference; Facilitated Bystander Intervention Training

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. Five-Year Accessibility Plan

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

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

DCAS will consider this five-year accessibility plan as its community initiative for FY24. According to LL12, a draft of the plan must be created for review and public comment no later than December 31, 2023, and the plan must be subsequently finalized for submission to MOPD by March 15, 2024.

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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- Attended weekly MOPD meetings regarding the development of accessibility plans
- Attended MOPD's Fillable PDF training (7/10/23 and 7/12/23)
- ADA Legal Conference Series: Invisible Disabilities and the ADA (July 12, 2023)
- Assembled internal workgroup for the development of the Five-Year Accessibility Plan (EEO, FM, RES, CTS, Legal)
- Attended "Accommodation Solutions for Neurodivergent Workers" training with JAN and CEI (8/14/23)

Once the five-year accessibility plan is finalized (after the public comment process and MOPD review), its effectiveness will be determined by required progress updates, as set forth in LL12.

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.

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

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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. REI Champions Program and Membership Drive

DCAS's "REI Champions" program was created for DCAS employees that have an interest and personal commitment to achieving an equitable work environment and assisting REI in advancing its mission. Last fiscal year, twenty (20) DCAS employees were selected for the program – eight (8) as learning series specialists that contribute resources for the monthly learning series and twelve (12) as trainers that were trained to facilitate unconscious bias, structured interviewing, and bystander intervention training across the agency.

As of July 2023, several employees in the Champions program have left DCAS, or advanced in their careers to new opportunities, leaving only seven trainers and five learning series specialists. In FY24, we plan to hold a REI Champions membership drive for interested employees to join. Once selected, the first tasks will be launching Structured Interviewing and Unconscious Bias training across the agency, as well as relaunching our learning series.

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

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During this quarter, the REI taskforce met to brainstorm on ways that we can recruit a new class of REI Champions, as well as make our educational content more engaging. We plan on scheduling a meeting with our Communications teams to identify a new branding strategy. The EEO office has also started promoting REI in new hire orientation.

This initiative is in the planning stages. The effectiveness of this initiative will initially be determined through the promotion and launch of an REI agency-wide, followed by a REI Champions membership drive to obtain new members.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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

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).

In FY24, the DCAS EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, we are conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools of qualified candidates.

1. **Whenever available, DCAS staff will continue to participate in the agency's hiring halls as well as OCR's "Citytalk" panel discussions**

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and other recruitment related events that cater to diverse populations such as people with disabilities, veterans, and other gender-expansive or ethnic groups. DCAS Human Resources will also consider hosting its own recruitment events for internal vacancies and titles that have the highest number of employees.

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 this quarter, DCAS hosted and participated in three hiring halls:

- July 25, 2023 – Bronx – CUNY Hostos Community College
- August 8, 2023 – 1 Centre Street, North Mezzanine
- August 28, 2023 – Brooklyn – Sunset Park Highschool

The effectiveness of this initiative can be measured through the diversity of the applicant pools as well as the number of candidates hired. As mentioned in the “Workforce Review and Analysis” section of our FY24 Annual Plan, DCAS saw a significant increase in the diversity of our applicant pools and hiring within our typically underutilized job groups, which can most likely be attributed to the NYC Government Hiring Halls, held between February 2023 and June 2023.

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

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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 this quarter, DCAS Employee Relations advertised six internal job vacancies and encouraged all qualified DCAS employees to apply. In addition, the following DCAS positions were advertised in OCR's monthly newsletter:

- Recruitment and DEI Policy Coordinator, Citywide Equity & Inclusion – Job ID# 586083
- Citywide Inclusive Recruitment Specialist, Citywide Equity & Inclusion – Job ID# 586063
- Senior Program Manager, Preventative Maintenance - Job ID# 568742
- Assistant Mechanical Engineer of Energy Projects – Job ID# 575566
- Elevator Mechanic (two positions) – Job ID# 561449
- Associate Energy Engineer, Building Optimization – Job ID# 580966
- Senior Program Manager, Continuous Commissioning (Administrative Supervisor of Buildings) – Job ID# 568784
- Supervisor Electrician – Job ID# 546889
- Investigations and Compliance Officer (Agency Attorney), Citywide Equity and Inclusion – Job ID# 589884
- Investigations and Compliance Officer (Agency Attorney), Citywide Equity and Inclusion – Job ID# 589906

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. 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.

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The recruitment efforts for this quarter have been described in questions #1 and #2 above.

B. Recruitment Efforts for Civil Service Exams

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

Quarter #	Event Date	Event Name	Borough
Q1	7/6/2023	CS101 information Session City employee	N/A - Virtual
Q1	7/7/2023	DCAS CS101 Information Session City Employee	N/A - Virtual
Q1	7/11/2023	DCAS CS101 Information Session General Community	N/A - Virtual
Q1	7/16/2023	Disability Unite Project Access for All 4th Annual Disability Unite Festival (Disability Community)	N/A - Virtual
Q1	7/19/2023	Unites States Coast Guard New York: Third Annual Job Fair Event	Staten Island
Q1	7/20/2023	NYC Government Career Readiness Workshop	N/A - Virtual
Q1	7/25/2023	NYC Government Hiring Hall - CUNY Hostos Community College	Bronx
Q1	7/26/2023	DCAS Summer Internship Program (SIP) CS101 Information Session	N/A - Virtual
Q1	7/26/2023	DCAS CS101 Information Session (Dept of Youth and Community Development)	N/A - Virtual
Q1	7/27/2023	DCAS CS101 Information Session (Dept of Youth and Community Development)	N/A - Virtual
Q1	7/31/2023	Northern Manhattan Improvement Corporation Civil Service 101 Information Session (General Community)	N/A - Virtual
Q1	7/31/2023	CityTalk Panel Discussion: NYC Government Employment Opportunities for SYEP (Dept of Youth & Community Development)	N/A - Virtual
Q1	8/1/2023	CUNY John Jay College of Criminal Justice Networking Mixer (College Students & Alumni)	Manhattan
Q1	8/3/2023	DCAS CS101 Information Session (City Employees)	N/A - Virtual
Q1	8/4/2023	DCAS CS101 Information Session (City Employees)	N/A - Virtual
Q1	8/4/2023	NYC Government Career Readiness Workshop	N/A - Virtual
Q1	8/8/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual

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Q1	8/8/2023	NYC Government Hiring Hall - 1 Centre Street, North Mezzanine	Manhattan
Q1	8/9/2023	New York City Police Foundation Summer Youth Employment Program (SYEP) Career Day	Queens
Q1	8/10/2023	Community Board 4 (Queens District) Civil Service 101 Session	N/A - Virtual
Q1	8/12/2023	Hip Hop 50 Block Party (General Community)	Bronx
Q1	8/13/2023	Hip Hop 50 Block Party (General Community)	Manhattan
Q1	8/16/2023	NYC Government Career Readiness Workshop (DYCD Youth)	N/A - Virtual
Q1	8/16/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q1	8/17/2023	2023 Summer Youth Employment Program/DYCD Job Fair (Youth)	Manhattan
Q1	8/18/2023	Rebecca's Little Survivors + Target Virtual Workforce Empowerment Elevating Futures Through Pathways Event (Youth)	N/A - Virtual
Q1	8/18/2023	Women in Need Virtual Job Fair (Women)	N/A - Virtual
Q1	8/23/2023	Civil Service Pathways Fellows Information Session (College Students)	Manhattan
Q1	8/25/2023	NYC Government Career Readiness Workshop	N/A - Virtual
Q1	8/28/2023	NYC Government Hiring Hall - Sunset Park Highschool	Brooklyn
Q1	8/31/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q1	9/6/2023	Urban Fellows Civil Service Information Session (City Employees)	Manhattan
Q1	9/7/2023	Fordham University School of Law 31st Annual Public Interest Career Reception (College Students)	Manhattan
Q1	9/7/2023	Columbia University School of Professional Studies Fall 2023 Career and Internship Fair (Graduate Students Alumni)	Manhattan
Q1	9/8/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q1	9/11/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q1	9/12/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q1	9/14/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q1	9/15/2023	New York Public Library Career Services Job Fair & Expo 2023 (General Community)	Bronx
Q1	9/15/2023	The Office of State Senator Leroy Comrie Job Fair (Veterans)	Queens
Q1	9/20/2023	Chinatown Manpower Project 2023 Fall/Manhattan Job Fair (Asian Community)	Manhattan

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Q1	9/23/2023	Here's Your Second Chance/Greater Temple of Praise Career Fair (General Community)	Brooklyn
Q1	9/23/2023	The Office of Council Member Alexa Aviles District 38 Job Fair (General Community)	Brooklyn
Q1	9/28/2023	CUNY John Jay College of Criminal Justice Fall 2023 Career and Internship Fair Civil Service (College Students)	Manhattan

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

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#)

1. Jobs NYC
2. NYC ATWORK

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[3. LinkedIn](#)

[4. OCR Newsletter](#)

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. Civil Service Pathways Fellows Total: **12**

Race/Ethnicity* [#s]: Black 1 Hispanic 3 Asian/Pacific Islander 6 Native American White 1 Two or more Races 1

Gender* [#s]: M 8 F 4 N-B O U

2. Public Service Corps Total: **9**

Race/Ethnicity* [#s]: Black 2 Hispanic 1 Asian/Pacific Islander 3 Native American White 1 Two or more Races 1

Gender* [#s]: M 1 F 7 N-B O U 1

3. Summer College Interns Total: **13**

Race/Ethnicity* [#s]: Black 4 Hispanic 2 Asian/Pacific Islander 3 Native American White 3 Two or more Races

Gender* [#s]: M 5 F 7 N-B O U 1

4. Summer Graduate Interns Total: **5**

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Race/Ethnicity* [#s]: Black 1 Hispanic 1 Asian/Pacific Islander 1 Native American White 1 Two or more Races 1

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

5. Other (Summer Youth Employment Program (SYEP) Total: **22 (Demographics not available)**

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

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

6. Other (specify) Total:

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:

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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): 5 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] _____.

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:

- 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: _____

- Partner with the MOPD to post job opportunities with NYC ATWORK and interview qualified applicants referred through the program.

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- Maintain an updated record of the agency's 55-a program participants.
- Notify 55-a participants when a civil service exam is given for which they are eligible and encourage them to apply.

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 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.
 - The identity, services and contact information of DCAS's Career Counselor is communicated agency-wide as part of the agency's commitment to equity and inclusion.
 - DCAS' Career Counselor also advertises and promotes private career counseling sessions upon request. Employees that are interested in this service can contact our Career Counselor to schedule and complete a preliminary questionnaire and submit a copy of their resume prior to the session.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
 - DCAS posts all of its discretionary positions and uses structured interviewing methods to fill all of its vacancies, including mid and high-level discretionary positions.

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- The EEO office tracks and reviews interview questions for all approved job vacancies prior to interviews being conducted.
- DCAS HR and the EEO office review draft Notice of Exams and provide feedback to Human Capital on whether the competencies, skills, responsibilities, and job requirements on the NOE appeared to job-related and required by business necessity.

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

- Ensure that all vacancy announcements include the revised NYC EEO I Antidiscrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with DCAS Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist hiring managers if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise hiring managers to use candidate evaluation form for uniform assessment and equity.
- Periodically conduct a job applicant analysis via the Smart Recruiters website to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Upon request, provide Human Resources with employment verification data for DCAS employees that receive a job offer from another City agency.

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

N/A for this quarter

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5. Other:

During this Quarter the Agency activities included: # of Vacancies/Separations # of New Hires # of New Promotions

Q1 # 89 # 138 # 36

Q2 # # #

Q3 # # #

Q4 # # #

This information was obtained from CEEDS data report 343.

VII. Training

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

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://mispwva-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).

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>

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).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ 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 __1__ 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, and all new EEO Professionals):			
Name & EEO Role	1.	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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: **One Centre Street, 17th Floor North, New York, NY 10007**

Diversity and EEO Staffing as of _1__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>
Agency EEO Officer / Disability Rights Coordinator / Disability Services Facilitator	Belinda French	Deputy Assistant Commissioner	<u>100%</u>	bfrench@dcas.nyc.gov	<u>212-386-0297</u>
EEO Administrative Assistant	Ashley Miller	Community Associate	<u>100%</u>	Axmiller@dcas.nyc.gov	<u>212-386-6399</u>
EEO Investigator	VACANT	Community Coordinator	<u>100%</u>		
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Roman Gofman	Administrative Project Manager M6		rgofman@dcas.nyc.gov	<u>212-386-6283</u>
Agency Personnel Office	Hortensia Richards	Strategic Initiative Specialist		hrichards@dcas.nyc.gov	<u>212-386-0374</u>

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55-a Coordinator	Damarys Diaz	Administrative Community Relations Specialist		dmdiaz@dcas.nyc.gov	<u>212-386-0388</u>
Career Counselor	Shameka Blount	Administrative Community Relations Specialist M5		sblount@dcas.nyc.gov	<u>212-386-0232</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.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

DCAS

Quarter # 1

FY 2024

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

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

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE):

Belinda French, DCAS Diversity & EEO Officer

DATE SUBMITTED:

2/22/2024

E-MAIL:

bfrench@dcas.nyc.g

TEL #:

212-386-0297

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	2013	0	0	0	2013

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	1653	0	0	0	1653
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	276	0	0	0	276
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	276				276
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
2. Sexual Harassment Prevention	1066	0	0	0	1066
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1066				1066
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgbTq: The Power of Inclusion	301	0	0	0	301
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	301				301
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	10	0	0	0	10
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	10				10
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	360	0	0	0	360
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	210				210
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	2				2
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	1				1
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	6				6
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	141				141
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0

Agency: 868 DCAS
Summary Period of EEO Complaints: 07/01/2023 - 09/30/2023
Number, basis and type of resolution

																												Failure to Reasonably Accommodate						
		TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offence, Stalking		
INTERNAL	Complaints open at close of the period	33	5	-	-	1	-	-	3	2	2	1	-	1	6	-	1	5	1	-	-	-	14	5	7	1	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	32	5	-	-	1	-	-	3	2	2	1	-	1	6	-	1	5	1	-	-	-	14	4	7	1	-	-	-	-	-	-	-	
	Complaints filed during the period	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	1	-	-	-	1	1	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	7	1	-	-	-	-	-	-	-	1	-	-	-	1	-	-	1	-	-	-	-	2	1	4	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	3	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	1	1	-	-	-	-	-	-	-	1	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	10	1	-	-	-	-	-	-	2	4	-	-	-	1	-	-	2	-	-	-	-	3	8	3	-	-	-	-	-	-	-	-	-
	Complaints outstanding at close of the period	9	-	-	-	-	-	-	-	2	4	-	-	-	1	-	-	1	-	-	-	-	3	7	3	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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

Agency: 868		DCAS				
Summary Period of EEO Reasonable Accommodation:		07/01/2023 - 09/30/2023				
Number, basis and type of resolution						
		Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offence or Stalking
Reasonable Accommodations open at close of the period		8	7	-	-	1
Reasonable Accommodations filed during the period		36	33	1	1	1
Reasonable Accommodations resolved during the period		38	35	2	1	-
Granted as Requested		33	30	2	1	-
Modified Accommodation Granted		-	-	-	-	-
Denied		4	4	-	-	-
Withdrawn		1	1	-	-	-
Administratively Closed		-	-	-	-	-
Reasonable Accommodations appealed during the period		-	-	-	-	-

Summary Period of EEO Inquiry: 07/01/2023 - 09/30/2023											
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PR ACTICES/PROGRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	11	-	-	2	5	-	-	-	4	-	-
Inquiries filed during the period	104	-	-	8	81	-	1	4	8	2	-
Inquiries resolved during the period	120	1	1	13	82	-	1	9	11	2	-