

[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

Prepared by:

Belinda French

Diversity & EEO Officer

bfrench@dcas.nyc.gov

212-386-0297

Name	Title	E-mail Address	Telephone No.
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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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- DCAS recognized **Domestic Violence Awareness Month** by joining the Mayor's Office to End Domestic and Gender-Based Violence (MOEDGV) in recognizing NYC Go Purple Day on Thursday, October 19.
- DCAS held its quarterly **All Staff Town Hall** on October 26, 2023 to delve into recent achievements, highlight our efforts to bolster engagement, and look ahead at upcoming initiatives and events. This town hall also featured an LOS Spotlight presentation led by the Office of Citywide Procurement's Chief Contracting Diversity Officer Elizabeth Brown. Elizabeth will provide an in-depth look at the work we are doing to increase contracting opportunities for Minority and Women-Owned Business Enterprises (M/WBE).
- DCAS held its 21st annual **Veterans Day Celebration** on November 9, 2023 which featured a panel discussion with DCAS Veterans.
- **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): 2,098 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 Q3)**
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees **(ongoing)**

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☐ 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:

☒ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☒ Not conducted*

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

**Preliminary review by the EEO office shows no significant change in demographics from Q1 to Q2. Will conduct a comprehensive six-month review in Q3 (for July 2023 to January 2024) and will share with Commissioner and HR. Will report results in Q3 report.*

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).

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

- During this quarter, the DCAS REI Taskforce continued reviewing content and making revisions to the 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 checked="" 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

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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 2, 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. This was the same as last quarter.

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
LABORERS	-4			
CRAFT	-24	-53		
Grand Total	-28	-53	0	0

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.

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

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

- Conducted another 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), as of this quarter.
- Created plan to meet with supervisors that work outside of 1 Centre to get a better understanding of where EEO liaisons can be useful. Will follow up in Q3.

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 checked="" 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

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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 as well as our Employee Appreciation Celebration on December 13, 2023.
- October 4, 2023 – An Employee Resource Fair was held to give employees much needed information related to health benefits, deferred compensation, EAP, and other City resources.
- November 29, 2023 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations
- December 21, 2023 – Attended Best Practices Meeting for APOs and EEO Officers

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.

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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?

- Attended weekly MOPD meetings regarding the development of accessibility plans
- Attended MOPD's training on Accessible Meetings (November 15, 2023)
- Published proposed Five-Year Accessibility plan on December 29, 2023, that includes current and upcoming accessibility projects planned in DCAS-managed buildings within the next five years, as well as a continued focus on effective communication and workplace inclusion for people with disabilities that need to access our programs and services.

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 checked="" 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 continued to brainstorm on ways that we can recruit a new class of REI Champions, as well as make our educational content more engaging. A new REI taskforce member was recruited, current REI Champion/Trainer and DCAS's Director Human Resources, Hortensia Richards.

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 checked="" 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?

N/A – DCAS did not participate in any recruitment events for internal vacancies this quarter.

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 checked="" 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.

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 one internal job vacancy for a City Laborer position and encouraged all qualified DCAS employees to apply. In addition, the following DCAS positions were advertised in OCR's monthly newsletter:

- Senior Budget Analyst – Job ID# 608947
- Citywide Inclusive Recruitment Associate, Citywide Equity & Inclusion – Job ID# 607321

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Recruitment Initiatives/Strategies #2 Updates:

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

3. 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.

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
Q2	10/3/2023	Columbia University's Graduate School of Arts and Sciences/Teachers College 2023 Fall Employer Showcase	Manhattan
Q2	10/4/2023	CUNY: Medgar Evers College Civil Service 101 Information Session (College Students)	Brooklyn
Q2	10/5/2023	Queens Borough President Donovan Richards Queens Borough Hall Veterans Resource Fair (Veterans)	Queens
Q2	10/5/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	10/10/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	10/11/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	10/12/2023	CUNY: Brooklyn College Career Fair (College Students & Alumni)	Brooklyn

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Q2	10/13/2023	Institute for Career Development National Disability Employment Awareness Month (NDEAM) Career Fair (Disability Community)	Manhattan
Q2	10/13/2023	Brooklyn Public Library's Adult Learning Programs Job and Training Fair	Brooklyn
Q2	10/17/2023	High School of Telecommunication Arts and Technology College and Career Fair (Youth)	Brooklyn
Q2	10/17/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q2	10/18/2023	Transit Tech Career and Technical Education College and Career Fair (Youth)	Brooklyn
Q2	10/19/2023	CUNY: Baruch Civil Service 101 Information Session (College Students)	N/A - Virtual
Q2	10/19/2023	CUNY: Kingsborough Community College: Criminal Justice Fair (College Students)	Brooklyn
Q2	10/20/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q2	10/21/2023	Academy of Finance and Enterprise College and Career Fair (High School Students)	Queens
Q2	10/24/2023	Business & Health Career Fair at Wagner College (College Students)	Staten Island
Q2	10/24/2023	Housing Preservation Development (HPD) in Partnership with CUNY- BLDS (General Community)	Brooklyn
Q2	10/25/2023	CUNY Berkeley College NYC Fall Career Fair (College Students)	Manhattan
Q2	10/26/2023	Council Carmen De La Rosa Marble Hill Resource Fair (College Students)	Bronx
Q2	10/26/2023	DoSomething.org in partnership with Lehman College: The Art of Democracy Civic Career "Speed Dating" (College Students)	Bronx
Q2	10/28/2023	The Office of Congresswoman Yvette D. Clarke Congressional Job Fair (General Community)	Brooklyn
Q2	11/2/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	11/3/2023	United Federation of Teachers in Partnership w/DOE: Manhattan Transition and College Access Center (MNTCAC) College and Career Fair (Youth Community)	Manhattan
Q2	11/3/2023	CUNY More Than Conquerors Annual Creative Arts & Job Fair (Veterans Community)	Manhattan
Q2	11/6/2023	DCAS Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	11/13/2023	The Queens College Center for Career Engagement and Internships Micro Career Fair (College Students)	Queens
Q2	11/14/2023	Tiegerman High School College and Career Fair (Disability Community)	Queens
Q2	11/14/2023	DCAS Civil Service 101 Information Session (General Community)	N/A - Virtual
Q2	11/15/2023	Brooklyn Frontiers High School Post Secondary Options Expo (Youth Community)	Brooklyn

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Q2	11/16/2023	East NY Family Academy Career Day (Justice Impacted)	Brooklyn
Q2	11/16/2023	Unity Project Career Pathways Fair (LGBTQ+ Community)	Manhattan
Q2	11/17/2023	Eagle Academy Foundation Career Pathways Expo (High School Students)	Manhattan
Q2	11/20/2023	CUNY: City College of New York Fellowship Resource Event (College Students)	Manhattan
Q2	11/21/2023	The Cooper Union – Retraining Program for Immigrant Engineers (RPIE) Civil Service 101 Information Session (College Students)	N/A - Virtual
Q2	12/5/2023	High School for Construction Trades, Engineering and Architecture Career Day (High School Students)	Queens
Q2	12/5/2023	Queens Transition and College Access Center Civil Service 101 Information Session (Disability Community)	N/A - Virtual
Q2	12/6/2023	Department of Education – Students in Temporary Housing: Professional Development (Social Workers, Family Assistants, School/Shelter-based Community Staff) In-person	Manhattan
Q2	12/7/2023	Department Citywide Administrative Services (DCA) Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	12/7/2023	CUNY – Bronx Community College Business Career Fair (College Students) In-person	Bronx
Q2	12/11/2023	NYC: AtWork DOHMH & MOPD Diversity Career Fair (Disability Community)	Queens
Q2	12/12/2023	Department Citywide Administrative Services (DCAS) Civil Service 101 Information Session (City Employees)	N/A - Virtual
Q2	12/12/2023	Department Citywide Administrative Services (DCAS) 101 Information Session (General Community)	N/A - Virtual
Q2	12/19/2023	State Senator Robert Jackson District 31 Civil Service Job Fair (General Community) - In-person	Bronx
Q2	12/20/2023	Department of Health & Mental Hygiene Civil Service 101 Information Session (Laboratory Microbiologist, Assc. Laboratory Microbiologists)	N/A - Virtual

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.

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

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

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. Jobs NYC
2. NYC ATWORK
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**

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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: **0**

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

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

4. **Summer Graduate Interns** Total: **0**

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

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

5. **Other (Modern Youth Apprenticeship Program (DOE Highschool students))** Total: **8**

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

Gender* [#s]: M 4 F 3 N-B O U 1

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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:

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): ___5___ 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 ___0___ [number] new applications for the program were received.

During the 2nd Quarter ___0___ 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] _____.

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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.
- 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.

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- 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.
- 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.

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- 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

5. Other:

During this Quarter the Agency activities included: # of Vacancies/Separations			# of New Hires	# of New Promotions		
Q1	#	<u>89</u>	#	<u>138</u>	#	<u>36</u>
Q2	#	<u>81</u>	#	<u>67</u>	#	<u>37</u>
Q3	#	<u> </u>	#	<u> </u>	#	<u> </u>
Q4	#	<u> </u>	#	<u> </u>	#	<u> </u>

*****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).

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VIII. Reasonable Accommodation

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

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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.

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

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

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

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

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ 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 __2__ Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions:
Employee's Name & Title	1. Patricia Marte, EEO Investigator	2.	3.
Nature of change	<input checked="" 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: 10/23/23	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 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 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 checked="" 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			

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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 %):

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

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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 _2__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	100%	bfrench@dcas.nyc.gov	212-386-0297
EEO Administrative Assistant	Ashley Miller	Community Associate	100%	Axmiller@dcas.nyc.gov	212-386-6399
EEO Investigator	Patricia Marte	Community Coordinator	100%	pmarte@dcas.nyc.gov	212-386-0261
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Roman Gofman	Administrative Project Manager M6		rgofman@dcas.nyc.gov	212-386-6283
Agency Personnel Officer	Hortensia Richards	Strategic Initiative Specialist		hrichards@dcas.nyc.gov	212-386-0374
55-a Coordinator	Damarys Diaz	Administrative Community Relations Specialist		dmdiaz@dcas.nyc.gov	212-386-0388

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Career Counselor	Shameka Blount	Administrative Community Relations Specialist M5		sblount@dcas.nyc.gov	<u>212-386-0232</u>
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* 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 # 2

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	806	0	0	2819

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	1653	632	0	0	2285
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	276	100	0	0	376
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	276	100			376
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	283	0	0	1349
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1066	283			1349
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	223	0	0	524
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	301	223			524
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	26	0	0	36
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	10	26			36
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	174	0	0	534
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	64			274
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	2	7			9
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED		5			5
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED		1			1
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	1	4			5
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	93			234
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: 10/01/2023 - 12/31/2023
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	26	4	-	-	-	-	-	3	1	2	-	-	1	4	-	-	-	3	1	-	-	11	5	9	1	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	23	4	-	-	-	-	-	3	1	2	-	-	1	4	-	-	-	3	1	-	-	10	4	7	1	-	-	-	-	-	-	-	
	Complaints filed during the period	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	2	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	11	1	-	-	1	-	-	1	-	1	-	-	-	2	-	-	1	2	-	-	-	4	1	1	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	1	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	10	1	-	-	1	-	-	1	-	1	-	-	-	1	-	-	1	2	-	-	-	3	1	1	-	-	-	-	-	-	-	-	
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	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	10	1	-	-	-	-	-	-	2	4	-	-	-	1	-	-	-	2	-	-	-	3	8	3	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	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: 10/01/2023 - 12/31/2023	
Number, basis and type of resolution	
	<div>Total</div> <div>Disability</div> <div>Pregnancy</div> <div>Religion</div> <div>As Victim of Domestic Violence, Sex Offence or Stalking</div>
Reasonable Accommodations open at close of the period	6 5 - - 1
Reasonable Accommodations filed during the period	32 24 4 2 2
Reasonable Accommodations resolved during the period	33 26 4 2 1
Granted as Requested	24 19 4 1 -
Modified Accommodation Granted	- - - - -
Denied	7 5 - 1 1
Withdrawn	2 2 - - -
Administratively Closed	- - - - -
Reasonable Accommodations appealed during the period	1 1 - - -

Summary Period of EEO Inquiry: 10/01/2023 - 12/31/2023	
Number, basis and type of resolution	
	<div>Total</div> <div>55A PROGRAM</div> <div>DISCIPLINE MATTER</div> <div>EMPLOYEE BEHAVIOR</div> <div>GENERAL QUESTIONS REGARDING EEO POLICIES/PR ACTICES/PROGRAMS</div> <div>HR MATTER</div> <div>LEGAL MATTER</div> <div>OTHER</div> <div>SUPERVISOR BEHAVIOR</div> <div>TRAINING</div> <div>WORKFORCE REPORT</div>
Inquiries open at close of the period	6 - - - 3 - - 3 - -
Inquiries filed during the period	126 - 2 4 87 8 - 21 2 2 -
Inquiries resolved during the period	123 - 2 4 86 8 - 21 - 2 -