

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>NYC OFFICE OF MANAGEMENT AND BUDGET</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2021	<input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2022		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2022	<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2022		
<b>Prepared by:</b>			
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<b>Date Submitted:</b>		2/13/2023	
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]

1. Please save this file as ‘**XXXX Quarter X FY 2022 DEEO 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 and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), 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 2022 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): 6/21/2021  No  
 By e-mail  
 Posted on agency intranet  
 Other

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2021):	371	Q2 (12/31/2021):	378
Q3 (3/31/2022):		Q4 (6/30/2022):	

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

Yes - On (Date): May 14, 2021; October 29, 2021  No

The agency’s new employee orientation also includes information about how to use ESS to update self-identification information. This orientation is conducted live, and new employees are also provided with a soft copy of the slide deck after the presentation.

3. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes - On (Dates): Q1 - October 2021 (note that EEO Officer was not hired at this time, HR reviewed information directly)  
Q2 – February 23, 2022

	Q1	Q2	Q3	Q4
The review was conducted with:	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other <input type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other _____ <input type="checkbox"/> Not conducted	<input type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other _____ <input type="checkbox"/> Not conducted	<input type="checkbox"/> Human Resources <input type="checkbox"/> Agency Head <input type="checkbox"/> General Counsel <input type="checkbox"/> Other _____ <input type="checkbox"/> Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
A central workforce goal is for OMB to secure, support, and maintain a high-performing and diverse workforce.	<p>This quarter, OMB continued its ongoing efforts to recruit from a diverse, qualified group of applicants. Including discussing options for developing a more effective recruitment and hiring system, continue to train hiring managers in best practices and recommending necessary changes to make the workforce more inclusive.</p> <p>The agency hired a full-time EEO/DEI officer, who started at the agency in December 2021, near the end of this quarter. As the EEO/DEI Officer settles into her work, she will begin to partner with the HR Director and other agency leadership as necessary to implement DCAS’s Diverse and Inclusive Recruitment Best Practices, as established by DCAS in the first quarter of FY 2022 and add additional practices as necessary to help</p>	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>build a diverse and inclusive workforce.</p> <p>As part of efforts to enhance the hiring process at OMB, the agency also plans on partnering directly with the Mayor’s Office of Veteran’s Services to participate in the VetConnect program this fiscal year. To that end, the EEO/DEI Officer attended the NYC Veterans Liaisons meeting on December 3, 2021 and learned some foundational information about potential partnership opportunities.</p> <p>OMB continues to recruit employees from a diverse group of schools. OMB posts job openings using Handshake which reaches a large pool of applicants.</p>				
<p>Continue to support the promotion and retention of staff with diverse experience and attributes this fiscal year.</p>	<p>This quarter, the agency continued to analyze the composition of its workforce, as well as demographic information of job applicants and staff selected for promotion, to better understand how that information might influence certain practices and programs developed by the agency. The agency also continued to engage in efforts such as work with EquityNYC (including requirements under Executive Order 34) and performing additional analysis of workforce composition, including a review of promotion practices, professional development opportunities, and other issues relevant to this workforce goal.</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p>Another workforce goal is to cultivate an inclusive workplace that enables full participation encourages collaboration, flexibility, and fairness.</p>	<p>The agency is looking to update its mentorship program to strengthen its efforts while supporting the existing mentor/mentee connections. The existing program pairs together senior managers and less experienced staff to share perspectives, values, and experiences. It also provides an opportunity for staff to explore areas of interest outside their assigned portfolio. To allow for greater participation throughout the agency, each year preference is given to mentees who have not participated in program. The agency will re-visit this Program during this fiscal year and determine additional areas for growth, including determining whether broadening the Program to also include a mentorship opportunity between junior employees and mid-level managers, to provide additional opportunities for junior employees to gain insight from the experiences of the mid-level managers and to provide participating mid-level managers with the opportunity to strengthen their leadership skills.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Significantly expanding professional development opportunities is another key workforce goal for this fiscal year.</p>	<p>As part of these efforts, the agency is in the process of hiring its first Chief Learning Officer (expected to start at the agency next quarter), who will build up a formal learning and development program for the agency. The L&amp;D program will include training for employees at all levels, initially targeting managers and analysts.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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

The job groups where underutilization was identified in the DCAS quarterly workforce reports were Management Specialists (Black, -48) and Managers (Black, -11).

The following steps were taken to address underutilization as identified in the Q2 workforce reports:

1. Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
2. Continuing to inform and encourage applications for the upcoming civil service examinations.
3. Continue to use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
4. Strengthen professional development opportunities to better train existing staff to grow into more senior-level positions, including those that fall under the Managers categories.
5. Expanding efforts to cultivate an inclusive workplace that enables full participation encourages collaboration, flexibility, and fairness, including starting consistent DEI-related activities.

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue to track, measure, evaluate, and improve employee job satisfaction.	OMB continues to provide exit surveys to all exiting employees. The survey includes a question asking whether our agency provided a work environment that was inclusive and values employee differences.	<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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>
Continue to ensure that all new employees complete all the City's required Computer Based Trainings.	Continued efforts to achieve 100% employee participation in the DCAS Computer Based Training modules including, but not limited to, EEO Awareness, Diversity and Inclusion; lgbTq: The Power of Inclusion; Sexual Harassment Prevention; DOI Corruption Prevention Awareness; and Conflicts of Interest Prevention Training. Computer-based training details are sent to all new employees and HR follows up to ensure completion.	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continue to distribute and highlight the City's EEO Policy.	OMB provides EEO training in New Employee Orientations (which highlights the EEO Policy, amongst other topics relating to EEO) in addition to providing all new employees with a copy of the City's EEO Policy.	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Keep employees connected throughout the agency and keep all up to date on key issues relevant to the budgeting process in order to keep all staff up to date on issues important to their daily work.	<p>Continue to offer OMB Institute trainings to all employees which are led by OMB senior management and aim to educate employees on current budget issues.</p> <p>OMB also has a Data Science Huddle, which is a group organized by employees that focuses on various issues relating to data</p>	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



	<p>science relevant to employees’ work at the agency and issues of general interest that impact people who live in NYC. The Data Science Huddle provides positive educational opportunities in a less-formal setting and across taskforces/divisions. The group also creates an environment where employees can explore data-related issues that may have personal meaning to them and explore tools that they might not use in their day-to-day work but might incorporate in the future. At times, the Data Science Huddle also hosts events with a focus on equity-related issues Overall, the DSH is contributes greatly to the agency and efforts,</p> <p>Expand the OMB Institute with a new Lunchtime Seminar Series, that will provide entry and mid-career employees and opportunity to present work to colleagues and learn about the responsibilities of taskforces throughout the agency.</p>				
<p>Improve workplace by strengthening the existing employee resource group and mentorship programs.</p>	<p>This fiscal year, the agency hopes to create a formal structure and expand its employee equity group program, create a DEI committee that will put on events and address the myriad of issues to help enhance equity at the agency, and continue and strengthen existing efforts such as the mentorship program, and events to address broader issues relating to race relations.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>Continued support of OMB’s LGBTQ+ Employee Resource Group.</p>	<p>Part of the group’s mission is to contribute to the Agency Diversity/EEO goals regarding Workforce, Workplace, and Community. The agency plans on expanding its Employee Resource Group program in FY 2022 or FY 2023 and re-brand as an Employee Equity Groups to emphasize the need to center equity for traditionally marginalized groups at the agency.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>The EEO Officer started late in this quarter (December 2021) but engaged in numerous meetings and trainings relating to EEO and DEI.</p> <p>For example, the EEO Officer connected with three other agency employees who have been working on behalf of the agency on racial and social equity issues under EO45, meeting with them to discuss potential issues that could be addressed within the agency. In December 2021, the group met twice. The EEO Office also met with Equity NYC on December 28, 2021, to learn more about their work and opportunities to partner with that group.</p> <p>The EEO Officer also participated in two EEO/DEI-related trainings through Cornell University’s Industrial and Labor Relation School classes: (1) Emerging Trends – Recalibrating Diversity and Inclusion (a two-day training, December 8-9, 2021) and Bridging the Generation Gap – Communicating Effectively in a Multi-Generational Workforce (December 15, 2021). The EEO Officer will use some of the learnings from the program in her future work, specifically with respect to DEI-related programming.</p> <p>This quarter, the Data Science Huddle hosted five events aimed to provide technical data education opportunities to all staff. As stated above these events are intended to provide unique educational opportunities to all interested staff, while helping to build community by bringing together employees who might not normally collaborate in their everyday work. The Data Science Huddle also ensures that at least a few events per year center on an equity-based topic:</p> <p>October 29, 2021: A Crash Course on Time Series Econometrics with E-views  November 12, 2021: Excel Models &amp; Formulas  December 3, 2021: Creating Dashboards in Excel  December 15, 2021: Stata Map Tutorial  December 17, 2021: Techniques in R – Reading, Writing, Merging Files and Other Tips</p>					

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue to make OMB’s public-facing work accessible to the diverse population of NYC.	OMB will continue to work with the Mayor’s Office of Immigrant Affairs to coordinate our agency’s language access policy and implementation plan. Per the Mayor’s executive order, the agency has and will continue to work with DOITT to make our website and its publications on the City’s budget more accessible to all New Yorkers.	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Actively utilize qualified M/WBE vendors.	OMB attends M/WBE outreach events and procurement fairs hosted by various city agencies. In keeping with past precedent and dependent on available events, OMB plans to attend a minimum of four events this year while also fielding calls and conducting procurement-specific outreach	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	to qualified M/WBE vendors.				
Continue to incorporate equity principles into the agency's work.	This quarter, the agency continued to work with EquityNYC on efforts to incorporate equity into the agency's broader budgeting work, continued strong use of purchasing from MWBEs, and through methods such as the future employee equity groups, and working toward a more diverse workforce and inclusive culture (including through efforts outlined above), which would drive a better understanding of the needs and relevant expectations of the community.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					
The nature of OMB's work is not directly community-facing, but the agency does make efforts to integrate Community-directed activities where appropriate as outlined above.					

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
As part of the agency’s recruitment strategies and initiatives, continue active outreach within the agency.	OMB notifies its employees of all discretionary vacancies within the agency by emailing job notices agency-wide and requiring all hiring managers to interview any eligible internal candidates during the initial hiring period. All job notices are listed internally for 10 business days. All job notices are posted on the agency’s website and on E-Hire. In addition, OMB’s Office of Personnel Management will actively work with staff interested in expanding or changing their portfolio.	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identify additional resources in order to diversify the pool of candidates.	In an effort to identify a more diverse pool of candidates, OMB will continue to review and its recruiting efforts, particularly at CUNY and SUNY schools as well as at HBCUs. This fiscal year, the agency will develop a strategic plan on how to better engage affinity groups, including at colleges and universities, in our	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	recruitment efforts.				
Partner with other City agencies and non-profit organizations to help diversify the pool of candidates, including for senior-level positions.	OMB is actively working with other partners in City government and in the non-profit sector, including the Mayor’s Office of Appointments, to help identify candidates for senior level vacancies.	<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	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	7	White (3), Asian (2), Black (2)	M _4_ F _3_ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. College Aide:			M _1_ F _3_ N-B ___ O ___ U ___

Additional Comments:

## C. 55-A PROGRAM

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

Yes

No

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Currently, there are   0   [number] 55-a participants.

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

**VI. SELECTION (HIRING AND PROMOTION)**

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Career Counseling: Advising employees of opportunities for promotion and career development; notification of promotion/transfer opportunities.</p>	<p>All OMB employees are advised of current openings within the Agency as they become available. Staff are notified via an email sent to all employees; all employees are located at one facility and have access to a computer and email. Each position is posted internally for a minimum of 10 business days and all hiring managers are required to interview any eligible internal candidates during that time period. In addition, hiring managers are strongly encouraged to interview approximately 5 – 10 candidates. Job notices are also posted on the agency’s website and on E-Hire. Resumes received via outside sources are screened for education and experience minimum qualification requirements prior to being posted for hiring managers to review.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.</p>	<p>All new candidates are reviewed by Human Resources and Chief of Staff, as well as the hiring team’s manager.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists.</p>	<p>OMB does not fill positions through a Civil Service list; however, all employees are encouraged to take relevant Civil Service exams.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>Director of HR is part of the EEO staff and reviews selection of candidates for appointment or promotion. The agency consults with the EEO/DEI Officer about EEO/DEI-related issues that arise during the appointment or promotion process.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>If there is a potential situation for layoffs or terminations, the Citywide process for reviewing impact on race, gender, and age will be followed.</p>	<p><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</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

During this Quarter the Agency activities included:	# of Vacancies (budgeted headcount)	46	39	#	#
	# of New Hires	27	26		
	# of New Promotions	61	48		

**VII. TRAINING**

*Please provide your training information in Part II of the report “DIVERSITY AND 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

*Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**C. 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.

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**Report all complaints 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>**

**D. LOCAL LAW 101: CLIMATE SURVEY**

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

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

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.

APPENDIX: OMB EEO PERSONNEL DETAILS  
EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes			
<b>Employee's Name &amp; Title</b>	Danica You, Chief EEO and DEI Officer	Kathryn Johnson, EEO Counselor (formerly EEO Officer)	
<b>Nature of change</b>	<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
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 12/1/21	Start Date or Termination Date: 12/1/21 (changed from EEO Officer to EEO Counselor)	Start Date or Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input 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)
<b>Proportion of Time Spent on EEO Duties</b>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): <5%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Completed Trainings:</b>			
<b>EEO Awareness</b>	<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
<b>Diversity &amp; Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IgbTq: The Power of Inclusion</b>	<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
<b>Sexual Harassment Prevention</b>	<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
<b>Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

**DIVERSITY AND EEO STAFFING IN OMB AS OF 2nd QUARTER FY 2022 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Chief Diversity Officer	Tara Boirard			BoirardT@omb.nyc.gov	212-788-6420
Chief EEO and DEI Officer	Danica You			YouD@omb.nyc.gov	212-788-6030
Deputy EEO Officer	N/A				
ADA Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Disability Rights Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Disability Services Facilitator	Danica You			YouD@omb.nyc.gov	212-788-6030
55-a Coordinator	Danica You			YouD@omb.nyc.gov	212-788-6030
Career Counselor	Lauren Wittels			Wittelsl@omb.nyc.gov	212-788-6371
EEO Counselor	Angel Acevedo, Donna Brathwaite, Kara Kirchoff, Debbie Brown, Kathryn Johnson			AcevedoA@omb.nyc.gov BrathwaiteD@omb.nyc.gov KirchoffK@omb.nyc.gov BrownDeb@omb.nyc.gov JohnsonK@omb.nyc.gov	212-788-2984 212-788-6291 212-788-6348 212-788-6149 212-788-6432
EEO Investigator	Danica You			YouD@omb.nyc.gov	212-788-6030
EEO Counselor/Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Danica You			YouD@omb.nyc.gov	212-788-6030
Other (describe)					

\* 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.