

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF SOCIAL SERVICES

- 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th
 3rd Quarter (January -March), due April 30th
 4th Quarter (April -June), due July 30th

Prepared by:

Stephanie Grant EEO OFFICER/DIRECTOR 929-221-5145
Name Title Telephone No.

Date Submitted: _____

FOR DCAS USE ONLY

Date Received: _____ Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2019 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): _____ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): _____ No

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

Yes, On (Date): _____ No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. Yes , On (Date): _____ No

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

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
We ensure that there is a diverse applicant pool for anticipated vacancies	We ensure that job posting have appropriate diversity, inclusion and equal opportunity messaging. We utilize diversity publications, and recruitment sites i.e. Professional Diversity Network/NAACP, DiversityJobs.com, Women for Hire, Careerbuilder, etc. Additionally we share postings with the Mayor’s Office for People	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	with Disabilities and ACCES VR.	
Ensure that we identify underutilized job groups	We review the quarterly workforce dashboard and to identify specific job groups where underutilization exists to guide recruitment efforts.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.		

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ 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. 	Status Update
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Citywide Administrative Services

	<p>The DSS continues to encourage Employee Resource Groups and facilitate and promote events that highlight our diverse workforce. Below are some examples of these events which occurred in Q3.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
	<p>DSS-HRA-DHS Celebrates African American Heritage On Friday, February 15, staff gathered at the Danny Kaye Playhouse at Hunter College for a celebration of African American Heritage at DSS-HRA-DHS. This year's theme was "Educating Our Community," and staff members' paid tribute to African American inventors, scientists, civil rights leaders, and the power of education through music, dance, and poetry.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
	<p>The DSS-HRA-DHS Russian Language & Heritage Club (RLHC) invites you to its second Meet and Greet meeting on</p> <p>Friday, February 8, 2019 12:15 p.m. - 1:00 p.m. 4WTC, 43rd Floor Training Room New York, NY 10007</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </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>		

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	Status Update
1. Identify best practices for establishing a brand of inclusive customer service.	The DSS Office of External Affairs continues to provide inclusive customer service and access to service in the following ways during the 3rd Quarter of FY'19: <ul style="list-style-type: none"> - In Q3 the Office of Advocacy and Outreach, enrolled 6 new Community Based Organizations in the ACCESS HRA Provider Portal. The Office also offers free trainings to community providers in the use of ACCESS HRA and the ACCESS HRA Provider Portal. In Q3 of FY 19, a total of 365 community providers were trained in the use of these tools. - In Q3 of 2019, an evaluation of the online Cash Assistance application pilot that the Office of Advocacy and Outreach has implemented in partnership with twelve community provider agencies in the Bronx demonstrated a reduced percentage of new applications requiring application modifications during the Cash Assistance interview process. Partner agencies reported 	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>that the pilot, and in particular their assigned DSS outreach liaison, improved their relationship with and perception of HRA and increased access to HRA benefits for clients who otherwise may not have sought out or successfully engaged with HRA. The pilot evaluation also found that while overall the pilot applicants for Cash Assistance resembled the overall CA caseload, pilot clients were more likely to report being limited English proficient Spanish-speaking that CA case heads overall (21.2% versus 11.2%) and were much more likely to be new to the CA caseload, with just 21 percent having received CA benefits (recurring or single issuance) within the previous two years.</p> <ul style="list-style-type: none"> - Through its Language Access Implementation Plan, the Office of Refugee and Immigrant Affairs continues to ensure the requirements of Local Law 30 about Language Access are implemented at HRA and DHS. - The Office of Constituent Services continues to work on improving our interaction with clients in their preferred language by hiring bilingual customer service representatives. We are working closely with our HR department and DCAS to schedule hiring pools for staff with the needed language skills. Currently, 26% of our workforce is bilingual and our target is to increase it to 40% by end of year. This effort is on hold due to the hiring freeze imposed by OMB until May but will restart when the freeze is 	
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	<p>lifted.</p> <ul style="list-style-type: none"> - The Office of Communication and Marketing (OCM) DSS is continuing to ensure that the agency’s message is expanded to a broader and more diverse spectrum of potential clients. DSS it’s increasing its presence in ethnic media by disseminating information about DSS’ news and initiatives and by allocating advertising dollars in these outlets for our public information campaigns. DSS seeks to use social media channels to increase agency communication with non-English speaking communities. <p>In Q3 we launched the multi-faceted “Skip the Trip” ACCESS HRA ad campaign. The ads ran in 13 different languages across 11 radio stations, 30 ethnic and community newspapers, social media, OOH posters, buses, subways, and bus shelters. Languages were targeted to specific ZIP codes where the most SNAP recipients live. We also produced a packet of rental assistance materials, including one brochure on CityFHEPS, and another on Source of Income Discrimination that are being translated into 11 languages. In addition we posted ads on Facebook, Instagram and Twitter in English and Spanish to raise public awareness that there were changes to the delivery schedules for SNAP in February and March due to the federal government shutdown.</p>	
<p>2. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.</p>	<p>The DSS Office of External Affairs executed the following activities in the 3rd Quarter of FY’19 in order to improve community relations, awareness and engagement in service development and delivery:</p> <ul style="list-style-type: none"> - Through the Office of Advocacy and Outreach, we continue our advocacy work by 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>reaching out to service providers across the City in order to develop open lines of communication concerning barriers to access for diverse population, and we have been working internally to ensure that these barriers are ameliorated through policy report and staff training and education. This office continues to accomplish this in part by continuing to strengthen its advisory councils in the areas of Language Access, Disability Affairs, Immigrant Affairs, and LGBTQI Affairs.</p> <ul style="list-style-type: none"> - Through the Office of Advocacy and Outreach, we continued our collaborative work with community-based organizations to expand access to HRA benefits in the community, with an emphasis on those who provide services tailored to the needs of underserved populations, such as, immigrants and people with limited English proficiency, particularly Spanish, Chinese-Mandarin, and/or Chinese-Cantonese speakers; people with disabilities; LGBTQI people; families with child welfare involvement; individuals and families who are homeless; and geographically isolated communities with a low rate of SNAP participation among those who are likely to be eligible. - In Q3 of FY 19, this team provided on-site SNAP outreach assistance at 218 sites throughout NYC, assisting more than 2100 New Yorkers access SNAP benefits in the communities where they live and work. - The Mayor’s Action Plan for Neighborhood Safety (MAP) Outreach initiative recently 	
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	<p>expanded access to cash assistance and emergency cash assistance applications at the 15 NYCHA developments involved in the interagency Mayor’s Office of Criminal Justice (MOCJ)-coordinated initiative. In Q3 of FY 19, 110 applications for emergency rental assistance grants were submitted at the 15 MAP developments with assistance from a DSS MAP outreach specialist.</p> <ul style="list-style-type: none"> - As part of DSS’s commitment to community engagement, the agency continues to run a series of workgroups with LGBTQI advocates to ensure that our services and programs are responsive to community needs. No official workgroup sessions were held during Quarter 3; however, collaboration with community leaders was ongoing through events and specific projects. In particular, DSS LGBTQI Affairs did outreach to LGBTQI Advocates regarding Non-binary gender and the agency’s efforts to accommodate new gender options for DHS and HRA clients. - New York City adopted the new law in October 2018 allowing for people to select a gender marker other than “M” or “F” on some city documents, and it went into effect on January 1, 2019. In anticipation of the new law, DSS advocated with State partners to change longstanding policy on gender in State systems, and updated two key systems within DSS control. As of January 1, 2019, HASA Web and the Department of Homeless Services (DHS) case management system CARES both include the “X” gender 	
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	<p>option. Additionally, IDNYC has been updated to include the “X” option. In Quarter 3, DHS expanded the “X” gender option to an additional system, and representatives from the LGBTQI Affairs office and the Gender Equity Initiative presented on the new “X” designation to Shelter providers from across all DHS systems.</p>	
		<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

<p>Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p style="text-align: center;">Status Update</p>
<p>Increasing the positions filled through civil service lists to reduce Provisionals</p>	<p>Civil Service pools are held daily inviting candidates from within the agency and/or outside who took and passed exams administered by DCAS.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

<p>We encourage agency employees to take promotional civil service examinations</p>	<p>HRA's recruitment calendar is posted on the agency intranet so staff can readily access job postings and civil service exam information. We inform all employees via email regarding upcoming civil service test/deadlines, and QIE/ E&E tests.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
<p>Increasing our targeted outreach to ensure that we get a diverse applicant pool</p>	<p>We recruit via several sources, online advertisement, special publications, Mayor's Office for People with Disabilities, DCAS Office of Citywide Recruitment (OCR), etc.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	2	1 White; 1 Asian	Male: <u>0</u> Female: <u>2</u>
2. Public Service Corps	70	12 White; 19 Hispanic; 15 Asian/Middle Eastern 20 African American 4 Unidentified	Male: <u>26</u> Female: <u>44</u>
3. Summer College Interns	0	N/A	Male: <u> </u> Female: <u> </u>
4. Summer Graduate Interns	0	N/A	Male: <u> </u> Female: <u> </u>
5. Other (specify): Fellowships(John D. Solomon Fellowship, AmeriCorps VISTA,	68	12 White; 11 Hispanic; 25 Asian/Middle Eastern; 18 African American; 2 Unidentified	Male: <u>28</u> Female: <u>40</u>

CUNY Research Foundation), CUNY Internship College Credit, Unidentified			
<i>Additional Comments:</i>			

C. 55-A PROGRAM

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. _____
3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
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Citywide Administrative Services

<p><i>interviews, review of placements, review of e-hire applicant data)</i></p>		
<p>Advising employees of opportunities for promotion and career development</p>	<p>HRA/DHS recruitment calendar is posted on the agency intranet detailing all opportunities within both agencies. We also inform all employees via email regarding upcoming civil service test/deadlines, and QIE/ E&E tests.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>All hiring actions are subject to the December 2014 Commissioner’s Executive Order “Hiring and Promotion Policy” setting forth postings, interviewing, and selection procedures to promote diversity. The structured interview model ensures that all applicants are asked the same questions and scored on their responses. This ensures an objective review of the qualifications of each candidate. In addition, we use diverse interview panels. Panel interviews for all mid- and high-level discretionary positions are also conducted with the presence of the EEO Officer and/or Agency Personnel Officer</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

Increasing the positions filled through civil service lists	Civil Service pools are held daily inviting candidates from within the agency and/or outside who took and passed exams administered by DCAS	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Analyzing the impact of layoffs or terminations on racial, gender and age groups		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:
<https://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 the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

<p><i>Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:</i></p> <p><i>Risk 1: Homogenous Workplace:</i></p> <p style="text-align: center;"><i>N/A</i></p> <hr/> <p><i>Risk 2: Cultural and Language Differences in the Workplace:</i></p> <p style="text-align: center;"><i>N/A</i></p>
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Risk 3: Workplaces with Significant Power Disparities:

N/A

Risk 4: Isolated Workplaces:

N/A

Risk 5: Decentralized Workplaces:

N/A

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: EEPC - Compliance Monitoring
Period _____.

Attach or list below audit recommendations.

The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

APPENDIX: DSS EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals:				
Title				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<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)
Proportion of Time Spent on EEO Duties	<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 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias 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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input 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	<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 [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Lawanna Kimbro</u>	<u>ASSOCIATE COMMISSIONER FOR DHS ADULT SERVICES (DOSS) M7</u> *civil service title to change	<u>Chief Diversity and Equity Officer</u>	<u>25%</u>	<u>kimbro@lra.dss.nyc.gov</u>	<u>929-221-6658</u>
<u>Stephanie Grant</u>	<u>Director of Equal Employment Opportunity and Contract Compliance (DOSS) M-III</u>	<u>Assistant Deputy Commissioner of Equal Opportunity and Employment (EEO), Disability Access and Compliance</u>	<u>100%</u>	<u>grantst@dss.nyc.gov</u>	<u>929-221-5145</u>
<u>Jason Hryckowian</u>	<u>Administrative Staff Analyst</u>	<u>Deputy EEO Officer</u>	<u>100%</u>	<u>hryckowians@hra.nyc.gov</u>	<u>929-221-5141</u>
<u>Milagros Cordero</u>	<u>Community Associate</u>	<u>Reasonable Accommodation Coordinator</u>	<u>100%</u>	<u>corderom@dss.nyc.gov</u>	<u>929-221-5140</u>
<u>Cindy Lyons</u>	<u>Principal Administrative Associate III</u>	<u>EEO Associate</u>	<u>100%</u>	<u>lyonsc@dss.nyc.gov</u>	<u>929-221-5078</u>
<u>Keith Gilmore</u>	<u>Confidential...</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>gilmorek@dss.nyc.gov</u>	<u>929-221-5109</u>
<u>Dennis Whinfield</u>	<u>Associate Staff Analyst</u>	<u>EEO Counselor</u>	<u>100%</u>	<u>whinfieldd@dss.nyc.gov</u>	<u>929-221-5144</u>

* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above
 Just indicate it on the chart.

