

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)

- 1st Quarter (July -September), due December 13, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due April 30, 2020
- 4th Quarter (April -June), due July 30, 2020

Prepared by:

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Name	Title	Telephone No.

Date Submitted: December 13, 2019

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Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 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 2020 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): 12/10/2019 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
- 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 reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 Yes*, On (Date): 2/8/2019 to all MOCS staff and separately to all new hires during orientation No

<p>MOCS will conduct workforce planning and forecasting to address the impending retirement of employees and possible loss or gap in talent.</p> <ul style="list-style-type: none"> • Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service • Ensure that there will be a diverse applicant pool for the anticipated vacancies • Encourage agency employees to take promotional civil service examinations by <ul style="list-style-type: none"> ○ Sending emails with schedule of exams ○ Providing link to specific DCAS exams ○ Posting schedules and exam announcements on the MOCS intranet ○ HR will provide two Civil Services 101 presentations 	<p>MOCS is always striving to reach a diverse applicant pool, not just to address the impending retirement of employees, but also to address the possible loss of talent that results from any vacancy at MOCS.</p> <p>MOCS shared job vacancies with all MOCS staff and on multiple external sites, including Veteran and CUNY sites.</p> <p>MOCS encouraged agency staff to take promotional Civil Service exams on a monthly basis by sending emails with exam schedules, providing links to specific DCAS exams, and posting exam announcements and schedule on the MOCS intranet.</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>MOCS will implement initiatives to develop and retain employees</p> <ul style="list-style-type: none"> • Institute coaching, mentoring and cross training programs • Implement initiatives to improve the development and training of employees • Conduct Diversity and Inclusion Training 	<p>During Q1, MOCS completed its second class of the MOCS Mentorship Program and began preparing for the next class which is set to begin in January 2020.</p> <p>MOCS provides access to LinkedIn Learning trainings for employees to take at the request of their supervisors, which allows supervisors to take a more active and direct role in the development of their staff. MOCS requires all agency employees to complete the DCAS <i>Everybody Matters: Diversity & Inclusion Computer Based Training</i> course once every 2 years and for new employees, they must complete it within 15 days of their start date.</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>MOCS will foster employee engagement by increasing staff inclusion in agency planning and communication. The EEO team will work with the MOCS Staff Advisory Council (SAC) to conduct a survey of MOCS employees to determine interests in attending and organizing new events and programs celebrating diversity and inclusion. The SAC will help take a lead in organizing events to celebrate the variety of backgrounds and cultures of MOCS employees.</p>	<p>During Q1, the EEO team met with the SAC to discuss the best way to partner in planning diversity and inclusion events at MOCS. The groups decided that the first step would be to create a survey to send to MOCS staff to determine interest planning and attending events.</p> <p>SAC members created a draft survey, which is under review by the EEO team, with a goal of deploying the survey in January 2020.</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"/> <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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>MOCS will increase agency-wide communication of programs and events celebrating diversity and inclusion, encourage participation in surveys and updates to self-ID information, send reminders of EEO trainings, and share information of interest about upcoming holidays and cultural celebrations. The agency will continue to utilize the weekly agency email newsletter, the MOCS Monday Minute, to share information with staff. MOCS will also explore creating interactive notice boards at both office locations to allow staff to share information.</p>	<p>MOCS messaged information to all MOCS employees about upcoming holidays and cultural celebrations in the agency’s weekly staff newsletter, the MOCS Monday Minute.</p> <p>MOCS also informed newly hired employees during orientation of their rights and responsibilities under the Citywide EEO Policy and updates to self-ID information.</p> <p>MOCS is still exploring creating interactive notice boards at both office locations to allow staff to share information.</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"/></p>	<p><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"/></p>
<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.</p>					
<p>In Q1 of FY2020, the CEEDS Workforce Underutilization Report identified underutilization for the Job Groups of Management Specialists and Clerical. The CEEDS report identifies underutilization in the Clerical job group; however, the report does not provide a full picture of the demographic breakdown of these titles at MOCS, which when reviewed in light of MOCS agency titles, shows there is not truly underutilization for this job group.</p> <p>The MOCS employees identified in the Clerical job group have the Civil Service title of Mayoral Office Assistant; however, these individuals function in an analyst capacity at MOCS and their office title is Analyst. All other agency employees with the office title of Analyst have the Civil Service title of Research Projects Coordinator and are identified in the Para Professional Occupations job group of the CEEDS report. We consider the Civil Service title of Mayoral Office Assistance to be a legacy title and all new Analysts at MOCS are hired into the Research Projects Coordinator title. When Clerical and Para Professional Occupations are viewed as a group, there is no underutilization.</p>					

B. WORKPLACE:

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 2020 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. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
MOCS will undertake initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels	<p>During Q1, The SAC worked on planning a Thanksgiving multicultural potluck to be held in Q2.</p> <p>MOCS messaged information to all MOCS employees about upcoming holidays and cultural celebrations in the agency’s weekly staff newsletter, the MOCS Monday Minute.</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	<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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In response to the results of the MOCS Employee Engagement Survey conducted last year, MOCS will hold a Brown Bag Lunch program to increase employee awareness of the EEO policies.	This will begin in February 2020.	<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	<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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
In response to the results of the MOCS Employee Engagement Survey conducted last year, the agency will continue the MOCS Mentorship Program, which partners MOCS staff (mentees) with agency leaders to receive advice, coaching, and professional support that will encourage mentees’ growth and development, and organizational continuity	During Q1, MOCS completed its second class of the MOCS Mentorship Program and began preparing for the next class which is set to begin in January 2020.	<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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>In response to the results of the MOCS Employee Engagement Survey conducted last year, the agency will support opportunities for MOCS employees with the Mayor’s Graduate Scholarship Program and the City’s Management Academy.</p>	<p>MOCS will begin reviewing and approving employee applications to the Mayor’s Graduate Scholarship Program in Q2 of FY 2020.</p> <p>MOCS will begin reviewing and approving employee applications to the City’s Management Academy in Q2 of FY 2020 if funding is available.</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"/></p>	<p><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"/></p>
<p>In addition to continuing our use of the Workplace Insight Survey for Exiting Managers (WISE), MOCS will conduct MOCS-specific exit interviews and surveys. MOCS will also send out the Engagement Survey annually and address identified issues accordingly.</p>	<p>MOCS will begin conducting MOCS-specific exit interviews and surveys in Q3 of FY 2020. The agency continued to use WISE in Q1 of FY 2020.</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"/> <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"/></p>	<p><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>					

C. COMMUNITY:

<p>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 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <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. 	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
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<p>Continue to promote diversity and EEO community outreach in providing government services through promoting participation with minority and women owned business enterprises (MWBES)</p>	<p>MOCS is committed to encouraging a competitive and diverse business environment that provides opportunities for our diverse vendor community to do more business with the City of New York. As a partner with both the Office of Minority and Women-Owned Business Enterprises and the Department of Small Business Services, MOCS stands firm with the City’s commitment to increase contracting opportunities among City-certified M/WBE firms. The City’s M/WBE program was established to address the impact of discrimination on the City’s procurement process and to promote the public interest in avoiding fraud and favoritism in the process, ultimately increasing competition for City business, and lowering contract costs. To that end, as part of the oversight team for the City’s M/WBE program, MOCS plays a pivotal role in creating and implementing policy, training and advising agencies, and collecting vital data, all in support of enhancing the participation of M/WBEs in City contracting.</p> <p>MOCS also looks for opportunities to award contracts to M/WBEs.</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Conduct a customer satisfaction survey</p>	<p>MOCS will explore conducting a customer satisfaction survey in Q3 and Q4 of FY 2020.</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"/> <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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery through the Nonprofit Resiliency Committee (NRC) and vendor focus groups.</p>	<p>The NRC launched its Equity and Access workstream on July 9 to identify opportunities to make City contracting more accessible for small community-based organizations (CBOs). The workstream has collected data and organized a survey to nonprofit organizations to gather information that will inform recommendations and next steps.</p> <p>In addition, the NRC organized a series of engagements for CBOs to discuss RFP design in the City’s technology, Procurement and Sourcing Solutions Portal (PASSPort), which are scheduled for the third and fourth quarters. In addition, MOCS has cultivated mutually beneficial relationships between MOCS and industry communities through various citywide vendor engagement efforts, including 11 vendor workgroups, 9 in-field presentations, and outreach to 193 organizations. MOCS grew its efforts and developed relationships in the following communities: M/WBE, construction, engineering, architecture, landscape architecture, professional services, standardized services and health and human services.</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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V. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review policies, procedures, and practices related to targeted outreach and recruitment.	MOCS reviews agency practices and procedures on an ongoing basis to find ways to maximize the number of type of candidates we recruit, within our budgetary constraints.	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Review underutilization in job groups to inform recruitment efforts and assess recruitment efforts to determine whether such efforts adversely impact any particular group.	MOCS will continue to review underutilization data as it is received and assess whether there is any adverse impact on any particular group.	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment and reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource.	MOCS will begin directing resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment in Q3 of FY 2020. MOCS will continue to send staff to recruitment events with the goal of increasing the agency’s pool of diverse candidates.	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.	All of MOCS’ job postings include a statement that the City of New York and MOCS are an equal opportunity employer. Reasonable accommodations are provided for applicants with disabilities, and veterans and service members of the U.S. Armed Forces are	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	strongly encouraged to apply.				
Share job vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR and post all vacancies on NYC Careers.	For every job posting, MOCS shares vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR and posts all vacancies on NYC Careers. This was done in Q1 of FY 2020.	<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"/>
Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received structured interviewing training and unconscious bias training	Beginning in Q1 of FY 2020, all newly hired managers at MOCS who are involved in both the discretionary and the civil service hiring process must attend a structured interviewing training and an unconscious bias training.	<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"/>
Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.	MOCS will explore using the NYCAPS eHire Applicant Interview Log in Q3 and Q4 of FY 2020.	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship/Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	9	5 Asian, 1 Hispanic, 3 Unknown	M <u>5</u> F <u>2</u> N-B ___ O ___ U <u>2</u>
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments:

C. 55-A PROGRAM

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

Currently, there is one 55-a participant.

During this Quarter, a total of 0 new applications for the program were received.

During this Quarter 0 participants left the program.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

e-mail Yes No

training sessions Yes No

- agency website Yes No
- agency newsletter Yes No
- other (New Hire Orientation slide/printed material) Yes No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants Yes No
3. Educate employees on 55-a program through articles written in EEO corner of the MOCS Monday Minute, Lunch and Learn sessions, and emails sent to staff regarding upcoming civil service exams Yes No
4. Provide information on 55-a program to candidates at job fairs Yes No
5. Appoint 55-a eligible employees to competitive titles when possible Yes No

VI. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The MOCS Career Counselor will advise employees of opportunities for promotion and career development.	MOCS shared information with all staff about job postings within the agency. MOCS also shared information on Civil Service exams.	<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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>MOCS will implement or continue the following methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;</p>	<p>MOCS reached out to the Mayor’s Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.</p> <p>MOCS also submitted the resumes for the second- and third-choices for the position and ensured that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.</p> <p>MOCS also publicly posted announcements for all positions, including senior level positions.</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><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>MOCS will explore using the NYCAPS eHire Applicant Interview Log in 2020.</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"/> <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><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>EEO officers will work with HR starting in 2020 to provide resources and guidance to MOCS hiring managers regarding structured interviewing on the MOCS intranet page.</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"/> <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><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>MOCS will explore analyzing the impact of layoffs and terminations on particular groups in Q3 and Q4 of FY 2020.</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"/> <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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

VII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about 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

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace: MOCS has displayed sexual harassment awareness posters throughout the agency and messaged sexual harassment awareness in MOCS’ weekly staff newsletter, MOCS Monday Minute. MOCS has also provided hiring managers with structured interview and unconscious bias training and expanded recruiting sources in an effort to increase diversity in candidate pools.

Risk 2: Cultural and Language Differences in the Workplace: In MOCS’ weekly emails to employees, MOCS has included a message on sexual harassment awareness and a brief biography on newly hired employees highlighting their culture or additional languages spoken. MOCS has also hosted a potluck where employees can share popular cultural dishes.

Risk 3: Workplaces with Significant Power Disparities: MOCS increased opportunities for staff to interact with executive and senior staff throughout the agency and trained all employees on cultural and gender awareness.

Risk 4: Isolated Workplaces: MOCS does not currently have any isolated workspaces but continuously reviews all facilities in order to identify and address such risk(s).

Risk 5: Decentralized Workplaces: MOCS hosted functions that brought employees from both office locations together.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

F. LOCAL LAW 101: CLIMATE SURVEY

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:

MOCS is using our agency-specific results to implement the recommendations provided to MOCS. MOCS will continue to work to increase awareness of EEO policies, laws, and processes to decrease the risk of employees experiencing any form of EEO discrimination. MOCS also is working to implement the following initiatives:

- Update MOCS' intranet with accessible information pertaining to the reporting of discrimination and harassment, the EEO investigation process, EEO staff contact information, and resources.
- Implement targeted communication to enhance employee knowledge of familiarity with EEO policy and complaint process.
- Include EEO statements of value and intent into MOCS' Code of Conduct.
- Provide ongoing education that ensures employees understanding reporting procedures at MOCS and the City's EEO policy.

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 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 2020.

**APPENDIX: MAYOR'S OFFICE OF CONTRACT SERVICES
EEO PERSONNEL DETAILS**

EEO PERSONNEL FOR _1_ 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 & 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:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Name & Title	Anne Meredith	Gemayel Jean-Paul	Kristine Gregorek
EEO Function	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify): Career Counselor
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% required. <input checked="" type="checkbox"/> Other: (specify %): As	<input type="checkbox"/> 100% required. <input checked="" type="checkbox"/> Other: (specify %): As	<input type="checkbox"/> 100% As required. <input checked="" type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:			
EEO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

Title	Selina Balestier	Dafna Cruz	Roseann Colantti
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 checked="" type="checkbox"/> Other: (specify): Disability Rights Coordinator; Disability Services Facilitator; ADA Coordinator	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify): Training Liaison	<input type="checkbox"/> EEO Officer <input checked="" 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 checked="" type="checkbox"/> Other: (specify %): As required.	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

Title	Charlemagne Tiendrebeogo	Michael Ransom
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Other: (specify %): As required.	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As required.
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Completed Trainings: EEO Diversity & Inclusion IgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Training Source(s):	<input checked="" type="checkbox"/> DCAS	<input type="checkbox"/> Agency	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS	<input type="checkbox"/> Agency	<input type="checkbox"/> Other

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

<u>DIVERSITY AND EEO STAFFING IN MOCS AS OF QUARTER 1 FY 2020*</u>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Anne Meredith	Executive Agency Counsel	EEO Officer/Director	10%	anne.meredith@mocs.nyc.gov	212-788-1439
Gemayel Jean-Paul	Executive Agency Counsel	EEO Officer/Director	10%	Gemayel.jean-paul@mocs.nyc.gov	212-676-3081
Selina Balestier	Research Projects Coordinator (MA)	ADA Coordinator	As needed	Selina.Balestier@mocs.nyc.gov	212-676-9731
Selina Balestier	Research Projects Coordinator (MA)	Disability Rights Coordinator	As needed	Selina.Balestier@mocs.nyc.gov	212-676-9731
Selina Balestier	Research Projects Coordinator (MA)	Disability Services Facilitator	As needed	Selina.Balestier@mocs.nyc.gov	212-676-9731
Dafna Cruz	Research Projects Coordinator (MA)	55-a Coordinator	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965
Kristine Gregorek	Administrative Staff Analyst	Career Counselor	As needed	Kristine.Gregorek@mocs.nyc.gov	212-748-0327
Charlemagne Tiendrebeogo	Mayoral Office Assistant	EEO Counselor\ Investigator	As needed	charlem.tiend@mocs.nyc.gov	212-720-0843

Michael Ransom	Research Projects Coordinator (MA)	EEO Counselor\ Investigator	As needed	Michael.Ransom@mocs.nyc.gov	212-788-4996
Roseann Colanti	Administrative Staff Analyst	EEO Counselor\ Investigator	As needed	roseann.colanti@mocs.nyc.gov	212-788-0023
Dafna Cruz	Research Projects Coordinator (MA)	EEO Counselor\ Investigator	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965
Dafna Cruz	Research Projects Coordinator (MA)	EEO Training Liaison	As needed	Dafna.Cruz@mocs.nyc.gov	212-676-3965

* Please indicate changes (i.e. if new personnel is filling a 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 please indicate it on the chart.