

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: DEPARTMENT OF HOMELESS SERVICES

- ☐ 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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Executive Director

212-607-6091

Name	Title	Telephone No.
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Date Submitted: July 31, 2020

FOR DCAS USE ONLY

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): _____ ☒ 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): _____ ☒ 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): during regularly scheduled meetings ☐ No

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

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

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A. WORKFORCE:

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 2020 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
With the goal of promoting diversity in our workforce, there is a committee that meets monthly regarding recruitment of people with disabilities. It is comprised of members from the Office of Disability Affairs, including the Coordinator of the Partnership for Inclusive Internships; various departments within Human Capital Management, including the 55a Coordinator; the EEO Office; and WeCARE, an HRA program that provides vocational rehabilitation to 3000 people with	The committee has met to discuss both the Partnership for Inclusive Internship, recruitment of PWDs, and the 55a process. The 55a process has been mapped out and Acces-VR has accepted an invitation to attend a meeting in early 2020 to discuss streamlining the 55a process.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
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 with Disabilities and ACCES VR.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
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.					

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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
Develop Employee Resource Groups (ERGs)	DHS is working with DSS/HRA to incorporate DHS staff into their existing ERGs that meet the needs of both agencies we are also looking to create ERGs that meet the needs of both agencies.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
DSS/DHS/HRA is offer training on issues affecting Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex (LGBTQI) people throughout fiscal year 2020.	All supervisors and front-line staff will continue to receive this training as mandated by Executive Order 16, including refresher courses as mandated by the order. Additionally, beginning in January 2019, all new hires regardless of agency title or role will be enrolled in an updated half-day version of the LGBTQI training as part of a standardized new hire training curriculum.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

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The Agency is working with the Director of Racial Equity Initiatives.	This Director will lead the agency's racial equity work and work closely with program partners to increase equity throughout DSS/DHS/HRA.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
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.					

C. COMMUNITY:

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):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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 by continuing to ensure the requirements of Local Law 30 about Language Access are implemented at HRA and DHS, by hiring bilingual customer service representatives and continuing to ensure that the agency's message is expanded to a broader and more diverse spectrum of potential clients by 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.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.	The Agency will continue to reach out to service providers across the City 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.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Through the Office of Advocacy and Outreach, it will continue its advocacy work reaching out to service provider across the City to develop open lines of communication concerning barriers to access for diverse population, and work internally to ensure that these barriers are ameliorated through policy report and staff training and education.	We will accomplish this in part by continuing to strengthen its advisory councils in the areas of Language Access, Disability Affairs, Immigrant Affairs, and LGBTQI Affairs and expand its work in the fields of Racial Equity and Gender Equity.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

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
Increasing our targeted outreach to ensure that we get a diverse applicant pool	We ensure that all DSS/HRA/DHS positions are posted and visible in Employee Self Service for all for all city employees. This allows us the ability to recruit from a diverse population within our agency and other agencies. We also post positions that are eligible for External applicants on www.nyc.gov/careers so that external candidates can seek out job opportunities. In additions the Agency advertises with professional organizations and diversity websites such as BlacksInHigherEd, ImDiversity.com diversededucation.com, hispanicoutlook.com to ensure that we increase our efforts to address identified	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
DSS's HCM Department, the Office of Disabilities Affairs (ODA) and HRA's WeCARE program are communicating regularly with Maureen Anderson's team at Acces-VR and are in the PII Program Team is meeting with the Acces-VR Counselors in each borough. Acces-VR has identified key contacts in each borough to streamline 55-a packets through the	DSS engaged in 5 events with ACCES- VR: <ul style="list-style-type: none"> From October through November, DSS ODA presented to counselors at the ACCES-VR Bronx Office, Queens Office, and then at the 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>

system for people from WeCARE and the PII Program.	<p>Manhattan Office to the Manhattan/Staten Island team</p> <ul style="list-style-type: none"> • In October, DSS participated in the ACCES-VR National Disability Employment Awareness Month 2019 Celebration • In December, ODA held their ADA Celebration Event: <i>Creating a Mentally Healthy and Disability-Friendly Workplace</i> at the ACCES-VR Queens Office, which included a presentation to DSS staff from Taniqua Hunter, ACCES-VR Business Rep. 				
We post HRA and DHS positions that are eligible for External applicants on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside of the agency.	We post HRA and DHS positions that are eligible for External applicants on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside of the agency.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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 2020:

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	24	Asian – 6, Black – 8, Hispanic – 9, White – 1	M _9_ F _15_ N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify): CUNY Research Foundation, Academic Credit Interns	8	CUNY RF: Asian – 6, Black – 2	M _4_ F _4_ N-B ___ O ___ U ___
The Partnership for Inclusive Internships (for people with Disabilities)	6	Academic Credit: Asian – 1, Black – 1, Hispanic – 2, White – 2	Q1 M _4_ F _10_ N-B ___ O ___ U ___
	PII Program Interns Onboarded	Q1 other 0 Caucasian 4 black 5 Hispanic 3 African American 0 Asian 2 Q3 Other 0 Caucasian 1 Black	Q2 other 2 Caucasian 2 black 2 Hispanic 5 African American 2 Asian 1 Q3 M- 4 F- 4
	<ul style="list-style-type: none"> Q1, July-September (14) Q2, October-December (14) Q3, January-March (8; 5 postponed due to COVID-19) Q4, April-June 		

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	<p>(None onboarded due to COVID, though a limited number of internships continued)</p> <p>PII Program Interns Hired Q3, January-March</p> <ul style="list-style-type: none"> • Temps: 1 • Full Time Employees: 1, 1 awaiting e-hire) • Q4 April-June Q3 individual referenced above completed e-hire packet and is awaiting OMB approval for onboarding. 	<p>Hispanic 3 African American 4 Asian</p>		
<p><i>Additional Comments:</i> 8 other interns participated in the Agency's Partnership for Inclusive Internships, a program for those with disabilities.</p>				

C. 55-A PROGRAM

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

☒ Yes

☐ No

Currently, there are 54 55-a participants.

During this Quarter, a total of 1 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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| training sessions | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| agency website | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| agency newsletter | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. _____

VI. SELECTION (HIRING AND PROMOTION)

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

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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
Career Counseling: Advising employees of opportunities for promotion and career development;	The Agency sends weekly emails advising employees of career opportunities throughout DSS/DHS/HRA	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	We ensure that panel interviews are conducted by an EEO or HR representative for all promotional opportunities for MI and above positions. In 2019 we developed a protocol for in-title promotions and salary increases	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;	We continue to hire employees via civil service lists for new hire and promotional opportunities, to ensure provisional reduction and civil service list movement.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);	EEO representative assist with panel interviews for all promotional opportunities for MI and above positions	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	When implementing layoffs terminations and demotions due to legitimate business/operational needs, the EEO officer, APO and General Counsel with work together to address equal opportunity related considerations that may arise in the process. An adverse impact and other analysis will be done as warranted to ensure that the agency's decisions are consistent with the Citywide EEO policy and applicable human rights laws. Where layoffs or terminations would have a disproportionate impact on any of the protected classes, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity (i.e., such reductions were more essential within the agency than reductions in other offices or programs which would have had less impact on those groups).	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Other Selection Strategies and Initiatives:	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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://mstpwa-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:

DSS/HRA/DHS will continue to require leadership to engage their employees in EEO discussions on a semi-annual basis

Risk 2: Cultural and Language Differences in the Workplace:

DSS/HRA/DHS will continue to require leadership to engage their employees in EEO discussions on a semi-annual basis

Risk 3: Workplaces with Significant Power Disparities:

DSS/DHS/HRA will continue to require leadership to engage their employees in EEO discussions on a semi-annual basis. In addition, the Agency will ensure that staff receive sexual harassment training annually.

Risk 4: Isolated Workplaces:

DHS shelters and Intake centers operate 24/7/365 with schedules of 8am-4pm, 4pm-12am and 12am-8am. This creates an environment where staff is less likely to be isolated.

Risk 5: Decentralized Workplaces:

DSS/HRA/DHS will continue to require leadership to engage their employees in EEO discussions on a semi-annual basis. In addition, the Agency will ensure that staff receive sexual harassment training annually.

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:

In 2019, DSS/HRA/ DHS included a 2 hour EEO training session was included in the onboarding process for all new employees. This ensures all new staff are provided with training on EEO policies, procedures and relevant information.

DSS/HRA/DHS will send an agency wide email distribution to all staff as a Human Capital Management "In the Know" informational, explaining the EEO complaint process apprising staff about how to access EEO related information on the intranet

Ensure all EEO information on the intranet is updated so that staff will have correct contact information for EEO staff, in addition to updating all policies, procedures, etc. that are already posted on the intranet.

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: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2020

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	Athina McBean			Monique Quinones-Jackson		Rae Davis-Williams	
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 type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 25%	
Attended EEO Professional On-Boarding at DCAS	<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	
Completed Trainings:	<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" 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	
IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" 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	
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other			<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other		<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	

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

<u>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *</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>
<u>Lawanna Kimbro</u>		<u>Diversity & Inclusion Officer</u>	<u>100%</u>	<u>kimbrola@dss.nyc.gov</u>	<u>929-221-6658</u>
<u>Athina McBean</u>		<u>EEO Officer/Director</u>	<u>100 %</u>	<u>Mcbeana@dss.nyc.gov</u>	<u>212-607-6091</u>
		Deputy EEO Officer			
<u>Rae Davis</u>		ADA Coordinator	<u>25%</u>	<u>davisr@dss.nyc.gov</u>	<u>212-361-7493</u>
		Disability Rights Coordinator	<u>25%</u>		
		Disability Services Facilitator	<u>25%</u>		
		55-a Coordinator	<u>25%</u>		
		Career Counselor			
		EEO Counselor			
		EEO Investigator			
<u>Monique Quinones</u>		EEO Counselor/ Investigator	<u>100%</u>	<u>quinonesmo@dss.nyc.gov</u>	<u>212-361-8385</u>
		Investigator/Trainer			
		EEO Training Liaison			
		Other (describe)			

* 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.