

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 DCAS Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

☐ 1st Quarter (July -September), due November 4, 2022

☒ 2nd Quarter (October – December), due January 30, 2023

☐ 3rd Quarter (January -March), due May 1, 2023

☐ 4th Quarter (April -June), due July 31, 2023

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): _____ ☒ No
☐ By e-mail
☐ Posted on agency intranet
☐ Other _____

II. Recognition and Accomplishments

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

- ☐ Diversity, equity, inclusion and EEO Awards
- ☒ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): _____

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

- DCAS recognized Veterans Day by highlighting several DCAS Veterans throughout the month of November 2022. The emails were issued agency-wide and included the name of the DCAS Veteran and their position, along with their branch of the US

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Armed Forces and photo, and a write-up, in their own words, of why they served.

- The December 2023 edition of DCAS' Inside Citywide newsletter recognized staff of the DCAS Citywide Equity & Inclusion line of service for preparing mandatory reports related to local laws focused on workplace equity and EEO policy awareness, expanding citywide training efforts and assisting with crucial updates to citywide policies and forms related to accessibility.

III. Workforce Review and Analysis

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

Q1 (9/30/2022): 2,064 Q2 (12/31/2022): 2,069 Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

☐ Yes On (Date): _____ ☐ Yes again on (Date): _____ ☐ No

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☐ Agency's intranet site

☐ Newsletters and internal Agency Publications

☒ On-boarding of new employees

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

☒ Yes On (Dates): _____

Q1 Review Date: 10/31/22 Q2 Review Date: 12/31/22 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

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

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

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

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

*No significant changes from Q1

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. In FY 23, our Workforce goal is to analyze workforce data and employee feedback to inform our policies and procedures for recruitment, retention, promotion, and the professional development of our employees. This may include reviewing quantitative and qualitative data on employee demographics by race, gender, age, civil service titles utilized, representation in leadership, underutilization, training completion rates, and number and type of EEO complaints, among other categories.
 - a) On a quarterly basis, equity dashboards will be shared with leadership and meetings will be scheduled to discuss the diversity of the workforce in their respective lines of service. Agency leadership will be asked to create action plans for addressing underutilization and/or underrepresentation in the job groups where they can do so – either through discretionary hiring/diverse recruitment strategies or career development/advancement of existing employees.
 - b) The EEO Office tracks job vacancies on a daily basis through NYCAPS to determine if vacant discretionary positions exist for titles in underutilized job groups. If so, the EEO Office will alert HR and the hiring manager of the specific position and request to post the position in diverse recruitment resources. The EEO office will measure the impact of this effort, if any, by subsequently monitoring the diversity of the applicant pool in NYCAPS and in collaboration with HR, ensure that all qualified candidates of diverse backgrounds are interviewed.

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- c) The EEO office will share the CEEDS workforce data with the Commissioner and HR on a quarterly basis and identify any updates or trends regarding the diversity of the agency's workforce.
- d) Every six months, or twice a year, the EEO Office will schedule a meeting with the Commissioner, HR Director and General Counsel to review existing EEO-related agency trends and associated policies, programs, and practices, as recommended by the EEPC.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The EEO office continued to track approved job vacancies in NYCAPS to determine whether discretionary positions exist for titles in underutilized job groups.

During this quarter, the EEO office, along with HR, provided guidance to the hiring managers for a posted Audio Engineer job vacancy, which has been typically underutilized within the agency in women and certain racial groups. Job description and interview questions were revised to be more related to KSAs required for the job. The EEO office also reviewed the applicant logs for the position and observed the interviews.

Similar to the steps taken for the Audio Engineer vacancy, the EEO office reviewed the applicant logs and observed interviews for a Cement Mason, and an HPPT position, which have both been historically underutilized in women and certain racial groups.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ **Please 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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DCAS lost more than 10% of its staff during the pandemic (March 2020 to present), which caused the number of significantly underutilized job groups to decrease. At this time, the Craft job groups remains significantly underutilized in women and black employees, while the Paraprofessionals job group, which for DCAS includes Community titles, remains underutilized in women. Many titles within the Craft job group have civil service lists, however, the EEO office continues to monitor those positions where the list is no longer viable or has exhausted and is open to discretionary hiring.

The Technicians job group has been added this quarter with an underutilization in Black employees. However, this particular job group is comprised of 14 employees among several titles and positions with the agency and has seen recent turnover, resulting in one remaining Black employee within the job group. The EEO office suspects that the separation of staff contributed to the underutilization in this group rather than issues with recruitment and hiring.

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
CRAFT	-25	-56		
PARA PROFESSIONAL OCCUPATIONS	-21			
TECHNICIANS		-4		
Grand Total	-46	-60	0	0

B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. In FY 23, our Workplace goal is to ensure that the work environment reflects a “People First” culture, which means, hearing what DCAS employees think and feel, and looking at DCAS’ employee’s workplaces. Employees are responsive to leadership visibility and our agency initiatives will focus on a range of efforts that are a “small changes, big impact” that create professional development opportunities, collaborative working spaces, and appreciation of employee contributions to DCAS’s mission – to make City government

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work for all New Yorkers.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

Conducted several sessions of Bystander training for DCAS staff at the DCAS Citywide Training Center, and also conducted sessions for staff in Queens and Staten Island, at Queens Borough Hall and Staten Island Borough Hall.

An agency-wide town hall, led by DCAS's Commissioner, Dawn M. Pinnock, was held during this quarter on December 19, 2022, which covered the latest news within DCAS's operations and recognized staff accomplishments.

DCAS launched, "We Serve Wednesdays", which highlights different DCAS employees on a weekly basis and gives them an opportunity to share what they do and why they do it for the City of New York.

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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

- October 2022 – Held several events in celebration of Hispanic Heritage Month
- October 26, 2022 – Attended CEI's Best Practices Meeting
- October 28, 2022 – Attended DCAS' Senior Management Forum on Impact of Domestic and Gender-Based Violence in the workplace
- November 30, 2022 – Participated in DCAS's supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations
- December 13, 2022 – Attended a webinar on Disability-Inclusive Recruitment and Retention

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- Recognition of employee accomplishments in DCAS' Inside Citywide newsletter

C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. **DCAS provides effective shared services to support the operations of New York City government with a commitment to equity, effectiveness, and sustainability. Although the primary customers of our services are other City agencies, some of our services extend to the public, such as administering the City's exams and providing facilities management to over 55 public buildings. As mentioned in our Diversity and Inclusion Commitment statement, DCAS is uniquely positioned to advance equity and inclusion across the City by providing guidance and best practices to City agencies on hiring practices for a diverse workforce, creating an inclusive work environment, and procuring goods and services that will effectively serve all New Yorkers and visitors to the City.**

The EEO officer is also DCAS's Disability Services Facilitator and as part of this function, maintains knowledge of the agency's efforts regarding accessibility and ensures that people with disabilities have an equal opportunity to participate in all of the agency's programs, services, and activities. This may include adding language on how to request a reasonable accommodation to all agency event invitations, as well as when applying for agency services, such as civil service exams, or visiting our facilities.

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The DCAS EEO / Accessibility office maintains a designated email account and phone line for accessibility inquiries and requests received from the public who want to access a DCAS service, program or activity. Our office refers inquiries accordingly to the appropriate unit and advises the service provider accordingly on access concerns and possible accommodations.

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Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.

[N/A for this quarter](#)

D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. **DCAS's Race Equity Initiative (REI) was created in October 2020 to help build the most equitable workplace for our employees and to provide a safe space for employees to discuss topics related to race and what we can do as a community to understand and address racism in our society. Through REI, DCAS ensures that our employees have resources to educate themselves on racial diversity and inclusion, offers safe spaces to engage in meaningful dialogue about race, and provides an assessment tool for leadership to achieve a more equitable workplace.**

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

[The REI Champions Program provided several Bystander Intervention classes across the agency during this quarter. We intend to track](#)

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attendance, participation, and employee feedback during sessions to gauge employee engagement and understanding of this topic and the importance of being an upstander in the workplace.

The REI taskforce began reviewing and updating content for a proposed Structured Interviewing workshop for hiring managers.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.
 - DCAS REI maintains a blog that is updated on a monthly basis with several resources to educate employees on racial diversity and inclusion.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. DCAS will ensure that its hiring managers are trained in understanding unconscious bias and structured interviewing techniques to avoid intentional and unintentional biases in the hiring process.

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- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

DCAS actively practices structured interviewing as part of its hiring practices. Interview questions are submitted to both HR and the EEO office for review prior to interviews being conducted, interview panels are used to conduct interviews as well as candidate evaluation sheets. Appropriate feedback is provided to hiring managers to ensure that interview questions are objective, job-related and that there are no EEO-related concerns. The EEO office also maintains a list of hiring managers and interview panels in preparation for Structured Interviewing training later in the year.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The EEO and HR offices will collaborate on efforts to ensure that when discretionary positions are posted, the agency is conducting outreach and utilizing recruitment sources that will lead to diverse applicant pools, such as NYC ATWORK, our LinkedIn subscription package, and participation in career fairs and other recruitment events and publications hosted by DCAS' Office of Citywide Recruitment.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- HR provided candidate resumes received from NYC ATWORK and LinkedIn to hiring managers for review. During this quarter, "Architect" was a title of interest for targeted recruitment due to the number of vacancies within the agency, its specialized skill set and the fact that it is within an underutilized job group.

HR will track the effectiveness of recruitment sources by assessing how many qualified candidates' resumes are received through these sources as well as candidate selections made.

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

3. DCAS's Employee Relations unit sends agency-wide notices for internal vacancies and Human Resources began an initiative to host internal hiring pools for DCAS employees to apply for available positions, whether competitive or discretionary, within the agency.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- This quarter, DCAS Employee Relations advertised two internal job vacancies open to all qualified DCAS employees to apply.
- DCAS HR scheduled internal hiring pools to recruit from its promotional civil service lists for approved job vacancies within the agency.

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

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total: **16** (*race/gender unknown/not provided*)

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns Total: **0**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

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

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

5. Other (specify) Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

Additional comments:

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C. 55-A Program

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

☒ Yes☐ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): 8 Q2 (12/31/2022): 6 Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 2 participants left the program due to [state reasons] resignation.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] ____.

During the 4th Quarter, a total of _____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] ____.

The 55-a Coordinator has achieved the following goals:

- 1. Disseminated 55-a information –**

by e-mail: ☐ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☒ Yes ☐ No

through an agency newsletter: ☒ Yes ☐ No

Other: _____

2. _____
3. _____

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V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- On December 7, 2022, DCAS' Career Counselor hosted a virtual presentation for DCAS employees on discretionary promotions.
- On December 12, 2022, Human Resources distributed an agency-wide email encouraging employees to add/or update their Professional Skills profile in ESS.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- DCAS posts all of its discretionary positions and uses structured interviewing methods to fill all of its vacancies, including mid and high-level discretionary positions.
- The EEO office tracked and reviewed interview questions for approximately 54 job vacancies during this quarter.

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- During this quarter, DCAS HR and the EEO office reviewed draft Notice of Exams for civil service titles, Landscape Architect, Carpenter, and Supervisor Painter and provided feedback to Human Capital on whether the competencies, skills, responsibilities, and job requirements on the NOE appeared to job-related and required by business necessity.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
- Ensure that all vacancy announcements include the revised NYC EEO I Antidiscrimination Statement.
 - Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
 - Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
 - Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
 - In collaboration with DCAS Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
 - Assist hiring managers if a reasonable accommodation is requested during the interview.
 - Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
 - Advise hiring managers to use candidate evaluation form for uniform assessment and equity.
 - Periodically conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
 - Upon request, provide Human Resources with employment verification data for DCAS employees that receive a job offer from another City agency.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

N/A for this quarter

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

During this Quarter the Agency activities included:	# of Vacancies/Separations	# of New Hires	# of New Promotions
Q1	# <u>121</u>	# <u>136</u>	# <u>42</u>
Q2	# <u>66</u>	# <u>69</u>	# <u>40</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

*****This information was obtained from CEEDS data report 343.*****

VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. Reasonable Accommodation

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

VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

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A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 ☒

Q2 ☒

Q3 ☐

Q4 ☐

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

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

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

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

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Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees' familiarity with the EEO Policy.

❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

- The EEO office conducts a presentation at DCAS' bi-weekly new hire orientation and sends out an email to all new hires with information on EEO-related resources and training, which are located on DCAS' intranet, DCAS Connect.

2. Improve the EEO Office's visibility to the workforce.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- DCAS' EEO Officer and EEO investigator are also REI Champions that facilitate in-person Bystander training across the agency, and across the city in our various DCAS facilities. This has provided the EEO staff with the opportunity to be more visible to DCAS staff. The contact information for the EEO office, along with other units, is also shared with participants in the Bystander training.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Ensure that the agency's website maintains the current EEO Policy, EEO complaint process at a glance document, EEO Complaint form
- Continue to present an overview of the EEO Policy and how to file an EEO complaint to all new employees upon hire
- When EEO complaints are filed, inform the complainant verbally and through written documentation of next steps during the complaint investigation
- Provide the complainant with an update on the progress of the investigation every 30 days until a determination is made,
- Ensure that EEO complaint investigations are completed within the recommended 90 days, per the City's EEO Policy.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- Ensure that employees take the agency's required eLearning training including Everybody Matters, Sexual Harassment Prevention and the Power of Inclusion.
- Ensure all employees take Bystander Intervention training, which defines workplace misconduct such as bullying, harassment, discrimination, and workplace violation, and gives options for intervention and how to report.

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- DCAS facilitates a quarterly training for supervisors and managers that covers the City's EEO Policy as well as the agency's Code of Conduct, labor relations, and how to correctly evaluate employee performance. This quarter's supervisor training was held on November 30, 2022.

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
- During the agency's quarterly supervisor training, supervisors are reminded of their responsibilities under the EEO Policy and that they are mandatory reporters should they observe that a violation of the City's EEO Policy has taken place.

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- ☐ The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For __2__ Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.	
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:	
Employee's Name & Title				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	
For New EEO Professionals:				
Name & Title	4.	5.	6.	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	
Name & Title				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Belinda French	2. Milangely Lopez	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

[DCAS] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

1 Centre Street, 17th Floor North
New York, NY 10007

Diversity and EEO Staffing as of _2_ Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Disability Rights Coordinator/Disability Services Facilitator	Belinda French	Deputy Assistant Commissioner	100%	bfrench@dcas.nyc.gov	<u>212-386-0297</u>
EEO Investigator	Milangely Lopez	Staff Analyst	100%	millopez@dcas.nyc.gov	<u>212-386-0261</u>
EEO Administrative Assistant	Ashley Miller	Community Associate	100%	axmiller@dcas.nyc.gov	<u>212-386-6399</u>
Acting Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Roman Gofman	Administrative Project Manager	N/A	rgofman@dcas.nyc.gov	<u>212-386-6283</u>
55-a Coordinator	Damarys Diaz	Admin Community Relations Specialist	N/A	dmdiaz@dcas.nyc.gov	<u>212-386-0388</u>
Career Counselor	Shameka Blount	Admin Community Relations Specialist	N/A	sblount@dcas.nyc.gov	<u>212-386-0232</u>



FY 2022 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

DCAS

Quarter 2

FY 2023

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter X FY 2022 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE):

Belinda French, Diversity & EEO Officer

DATE SUBMITTED:

6/2/2023

E-MAIL:

bfrench@dcas.nyc.g

TEL #:

212-386-0297

1st Quarter (July-September) DUE October 31, 2022; 2nd Quarter DUE January 30, 2023;
 3rd Quarter (January-March) DUE May 1, 2023; 4th Quarter (April-June) DUE July 31, 2023.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	1103	1134	0	0	2237

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	867	85	0	0	952
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees	182	36	0	0	218
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	182	36			218
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
2. Sexual Harassment Prevention	476	35	0	0	511
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	476	35			511
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgBTq: The Power of Inclusion	205	13	0	0	218
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	205	13			218
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	4	1	0	0	5
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	4	1			5
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	236	1049	0	0	1285
7. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	168	74			242
8. Structured Interviewing and Unconscious Bias	NOTE: Including Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	1				1
9. Building an Inclusive Culture: Understanding Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities					
TOTAL PARTICIPANTS TRAINED					0
11. From Microaggressions to Microaffirmations					
TOTAL PARTICIPANTS TRAINED	3				3
12. Bystander Training	FULL TITLE: What Would You Do? An Experiential Approach to Being a Bystander				
TOTAL PARTICIPANTS TRAINED	43	961			1004
13. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	21	14			35
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
19. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
20. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 90-91 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0

Agency: 868 DCAS
Summary Period of EEO Complaints: 10/01/2022 - 12/31/2022
Number, basis and type of resolution

																													Failure to Reasonably Accommodate					
		TOTAL*	Age	Immigration Or Citizenship Status	Arrest, Conviction Record, Or Pending Case	Caregiver Status	Consumer Credit History	Cannabis Use	Color	Religion Or Creed	Disability	Familial Status	Gender Identity or Expression	Predisposing Genetic Characteristics	Gender/Sex (Including Pregnancy, Childbirth, Or Related Medical)	Status As A Veteran Or Active-Duty Military Service Member	Marital Or Partnership Status	National Origin Or Ethnicity	Salary Or Pay History	Pre-Employment Marijuana Testing	** Partnership Status Discrimination **	Race	Retaliation For Engaging In Protected Activity	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Victim of Domestic Violence, Sex Offenses And Stalking	Religion	Disability	Pregnancy, Childbirth, Or Related Medical	Victim of Domestic Violence, Sex Offence, Sex Stalking		
INTERNAL	Complaints open at close of the period	31	4	-	-	1	-	-	3	2	2	1	-	1	6	-	1	5	1	-	-	14	4	8	1	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	27	4	-	-	1	-	-	2	2	2	1	-	1	5	-	1	4	1	-	-	11	4	8	1	-	-	-	-	-	-	-	-	
	Complaints filed during the period	4	-	-	-	-	-	-	1	-	-	-	-	-	1	-	-	1	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	No Probable Cause/ Unsubstantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Probable Cause/Substantiated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Filed Externally	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EXTERNAL	Complaints open at close of the period	8	1	-	-	-	-	-	-	2	3	-	-	-	1	-	-	2	-	-	-	5	4	2	-	-	-	-	-	-	-	-	-	-
	Complaints outstanding at close of the period	8	1	-	-	-	-	-	-	2	3	-	-	-	1	-	-	2	-	-	-	5	4	2	-	-	-	-	-	-	-	-	-	-
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Complaints resolved during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	No Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Probable Cause	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Mediated	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Administrative Closing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right to Sue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Referral	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

* The total basis of all complaints may exceed the total number of complaints
** Partnership Status Discrimination ** (aka PS) was deactivated on February 24, 2022. Now new category is Marital or Partnership Status (aka MS).

Agency: 868		DCAS				
Summary Period of EEO Reasonable Accommodation:		10/01/2022 - 12/31/2022				
Number, basis and type of resolution						
		Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offense or Stalking
Reasonable Accommodations open at close of the period		16	13	1	1	1
Reasonable Accommodations filed during the period		32	25	2	4	1
Reasonable Accommodations resolved during the period		45	40	2	3	-
Granted as Requested		35	30	2	3	-
Modified Accommodation Granted		-	-	-	-	-
Denied		7	7	-	-	-
Withdrawn		1	1	-	-	-
Administratively Closed		2	2	-	-	-
Reasonable Accommodations appealed during the period		-	-	-	-	-

Summary Period of EEO Inquiry: 10/01/2022 - 12/31/2022											
Number, basis and type of resolution											
	Total	55A PROGRAM	DISCIPLINE MATTER	EMPLOYEE BEHAVIOR	GENERAL QUESTIONS REGARDING EEO POLICIES/PR ACTICES/PROGRAMS	HR MATTER	LEGAL MATTER	OTHER	SUPERVISOR BEHAVIOR	TRAINING	WORKFORCE REPORT
Inquiries open at close of the period	29	1	1	9	7	-	-	4	6	1	-
Inquiries filed during the period	89	-	-	7	63	-	-	16	1	2	-
Inquiries resolved during the period	89	-	-	5	65	-	-	16	1	2	-