

**PART II: STATISTICAL SUMMARY FOR DIVERSITY AND EEO AGENCY QUARTERLY REPORT**

AGENCY NAME: **MOCS** **1st Qtr** **FY 2018**

**NOTE: FILL OUT ALL MANDATORY GREEN FIELDS! COPY DATA FROM PRIOR QUARTERS TO THE DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS**

**YOU MUST SAVE THIS FILE UNDER THE FOLLOWING NAME: [AGENCY ACRONYM].Qn FY 2018.DEEO STATISTICAL SUMM**

SUBMITTED BY [TITLE]: **Associate Director, SPO**  
 DATE SUBMITTED: **1/31/2018** E-MAIL: **wendy.trull@mocs.nyc.gov** TEL #: **212-788-0026**

**1st Quarter (July -September) DUE October 30; 2nd Quarter (October-December) DUE January 30; 3rd Quarter (January-March) DUE April 30; 4th Quarter (April-June) DUE July 30.**

EEO Personnel		ANNUAL TARGET FROM FY 2018 AGENCY PLAN	Type of Performance Indicator	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
				PLEASE carry over information reported in prior quarters in the appropriate columns				DO NOT MAKE ANY ENTRIES in pink cells
<b>A. EEO PERSONNEL</b>								
Agency EEO Staffing *	N of Staff	Number		5	0	0	0	
Number Full-time Staff		#		0				
Number Part-Time Staff		#		5				
Male EEO Professionals		#		1				
Female EEO Professionals		#		4				
<b>COMMENTS:</b>								
* Include all agency staff involved in EEO incl. trainers, investigators & counselors	NOTES OR NEW STAFF:			0				

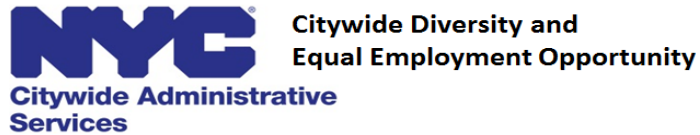
B. POLICY AND PROGRAMS							
Dissemination of Diversity and EEO Policy	Posted on Agency Website, E-mail, Bulletin Boards, Booklets	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
Distribution of NYC EEO Policy		Yes\No	Y				1
Distribution of DCAS EEO Policy Booklet: 'About EEO: What You May Not Know'		Yes\No	Y				1
Dissemination of NYC Diversity and EEO Policies and Procedures		Yes\No	Y				1
Describe method(s) of dissemination (e.g., website, e-mail, web link to DCAS/CDEEO)		TEXT INPUT	Print				
Placement of EEO posters regarding protections as required by Federal, State and City laws		Yes\No	Y				1
Placement of posters on equal access to single-sex facilities consistent with person's gender identity or expression		Yes\No	Y				1
Public notices on accessibility to agency sponsored events and website accessibility for people with disability		Yes\No	Y				1
Language Accessibility: Translation of agency website content into foreign languages most often spoken in NYC		Yes\No	N				0
55-a Program	N if in Plan	Number	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	YTD/ANNUAL
Pending Applications		#	0				0
New Enrollees		#	0				0
Total Participants		#	0				
55-a Program Support	Posted/ /Communicated	Please Mark Yes\No as 'Y' or 'N'	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL
Posting of 55-a Information in bulletin boards, e-mail, website, Agency newsletter		Yes\No	Y				1

Distribution of 55-a information through other venues (please specify):		Yes\No	Y				1
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<b>C. WORKFORCE ANALYSIS &amp; RECRUITMENT</b>							
<b>Recruitment and Retention</b>	<b>Annual Target From FY 2018 Agency Plan</b>	<b>Please Mark Yes\No as 'Y' or 'N'</b>	<b>1st Qtr (July - Sept. 2017)</b>	<b>2nd Qtr (Oct. - Dec. 2017)</b>	<b>3rd Qtr (Jan. - March 2018)</b>	<b>4th Qtr (April - June 2018)</b>	<b>YTD/ANNUAL [AUTOMATIC CALCULATION]</b>
Job Vacancies Posted by the Agency		Yes\No	Y				1
Vacancies Posted on Agency Website		Yes\No	N				0
Vacancies Posted on City Jobs		Yes\No	Y				1
Vacancies Advertised in Newspapers		Yes\No	N				0
Placement on Job Search Websites		Yes\No	Y				1
EEO collaborates with HR in designing and implementation of agency recruitment strategy		Yes\No	Y				1
Post Hire Evaluation of best sources for diverse candidates		Yes\No	N				0
<b>Hiring and Selection</b>	<b>Annual Target From FY 2018 Agency Plan</b>	<b>Please Mark Yes\No\Partial as 'Y', 'N' or 'P'</b>	<b>1st Qtr (July - Sept. 2017)</b>	<b>2nd Qtr (Oct. - Dec. 2017)</b>	<b>3rd Qtr (Jan. - March 2018)</b>	<b>4th Qtr (April - June 2018)</b>	<b>YTD/ANNUAL</b>
Job interviews are conducted using defined and job-specific questions (Structured Int.)		Yes\No\Partial	P				1
Panels of agency representatives conduct structured job interviews		Yes\No\Partial	P				1
EEO professionals observe job interview panels		Yes\No\Partial	N				0
Quarterly reviews of placements in discretionary positions		Yes\No	N				0
Quarterly reviews of e-Hire applicant data from NYCAPS		Yes\No	N				0
Quarterly Workforce & Underutilization Dashboards (New Hires, Promotions and Separations) reviewed with Agency Head		Yes\No	N				0

<b>D. TRAINING</b>							
<b>EEO and D&amp;I Training Summary</b>	<b>ANNUAL TARGET from FY 2018 Agency Plan</b>	<b>Number</b>	<b>1st Qtr (July - Sept. 2017)</b>	<b>2nd Qtr (Oct. - Dec. 2017)</b>	<b>3rd Qtr (Jan. - March 2018)</b>	<b>4th Qtr (April - June 2018)</b>	<b>YTD/ANNUAL [AUTOMATIC CALCULATION]</b>
<b>Total e-Learning and Live Classroom Training</b>		#	217	102	0	0	319
TOTAL PARTICIPANTS TRAINED		#	217	102	0	0	319
1) Managers		#	151	87	0	0	238
2) Line Employees		#	66	15	0	0	81
3) Others		#	0	0	0	0	0
<b>Total e-Learning</b>		#	180	72	0	0	252
TOTAL PARTICIPANTS TRAINED		#	180	72	0	0	252
1) Managers		#	121	64	0	0	185
2) Line Employees		#	59	8	0	0	67
3) Others		#	0	0	0	0	0
<b>EEO e-Learning (2015 CBT module)</b>		#	1	2	0	0	3
TOTAL PARTICIPANTS TRAINED		#	1	2			3
1) Managers		#	0	1			1
2) Line Employees		#	1	1			2
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>D&amp;I "Everybody Matters" (2016 e-Learning module)</b>		#	129	12	0	0	141
TOTAL PARTICIPANTS TRAINED		#	129	12			141
1) Managers		#	87	9			96
2) Line Employees		#	42	3			45
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>lgbTq: The Power of Inclusion (2017 e-Learning module)</b>		#	50	58	0	0	108
TOTAL PARTICIPANTS TRAINED		#	50	58			108
1) Managers		#	34	54			88
2) Line Employees		#	16	4			20
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0

<b>Structured Interviewing and Unconscious Bias (e-Learning)</b>		#	0	0	0	0	0
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>Sexual Harassment Prevention (e-Learning)</b>		#	0	0	0	0	0
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>Total Live/Classroom Training [from APPENDIX tab]</b>		#	37	30	0	0	67
TOTAL PARTICIPANTS TRAINED		#	37	30			67
1) Managers		#	30	23			53
2) Line Employees		#	7	7			14
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0



**APPENDIX TO STATISTICAL SUMMARY OF DIVERSITY AND EEO AGENCY QUARTERLY REPORT  
CLASSROOM TRAINING DETAILS**

AGENCY NAME: **Mayor's Office of Contract Services (MOCS)** | **2nd Qtr** | **FY 2018**

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SUBMITTED BY [TITLE]: **Associate Director, Strategic Procurement Operations**  
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IN-PERSON CLASSROOM TRAINING	ANNUAL TARGET from FY 2018 Agency Plan	Type of Performance Indicator	1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
<b>APPENDIX 1: TRAINING DETAILS</b>							
<b>SUMMARY OF CLASSROOM EEO-RELATED TRAINING</b>	<b>TOTAL TARGET IN YOUR PLAN</b>	<b>IN ROWS 23-26 ADD TOGETHER ALL EEO-RELATED CLASSROOM TRAININGS LISTED BELOW IN SECTIONS 1 THROUGH 10</b>					
SUMMARY: Total Participants Trained		#	37	30			67
SUMMARY: 1) Total Managers		#	30	23			53
SUMMARY: 2) Total Line Employees		#	7	7			14
SUMMARY: 3) Total Others		#	0	0			0

IN-PERSON CLASSROOM TRAINING	ANNUAL TARGET from FY 2018 Agency Plan	Type of Performance Indicator	PLEASE carry over information reported in prior quarters in the appropriate columns				DO NOT MAKE ANY ENTRIES in pink cells
			1st Qtr (July - Sept. 2017)	2nd Qtr (Oct. - Dec. 2017)	3rd Qtr (Jan. - March 2018)	4th Qtr (April - June 2018)	YTD/ANNUAL [AUTOMATIC CALCULATION]
<b>1. EEO Training</b>							
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>2. Diversity and Inclusion/ / "Everybody Matters"</b>							
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>3. New Employee Orientation (EEO Component Only)</b>							
	NOTE: Do not make entries if new employees received full EEO training as part of their onboarding						
TOTAL PARTICIPANTS TRAINED		#	36	12			48
1) Managers		#	29	9			38
2) Line Employees		#	7	3			10
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>4. Sexual Harassment [separate from EEO training reported above]</b>							
	NOTE: Do not make entries here if Sexual Harassment was a section of training reported as EEO or Diversity & Inclusion						
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0



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3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0

IN-PERSON CLASSROOM TRAINING	ANNUAL TARGET from FY 2018 Agency Plan	Type of Performance Indicator	PLEASE carry over information reported in prior quarters in the appropriate columns				DO NOT MAKE ANY ENTRIES in pink cells
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<b>5. Disability / Etiquette [separate from EEO training reported above]</b>	NOTE: Do not make entries here if Disability was a section of training reported as EEO or Diversity & Inclusion above						
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>6. Structured Interviewing</b>							
TOTAL PARTICIPANTS TRAINED		#	0	12			12
1) Managers		#	0	10			10
2) Line Employees		#	0	2			2
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>7. Unconscious Bias</b>	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above						
TOTAL PARTICIPANTS TRAINED		#	0	1			1
1) Managers		#	0	1			1
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary employees, consultants]		#	0	0			0

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<b>8. LGBT: Are You Ready for the 'T' &amp; E.O. 16: Single Sex Facilities Access</b>							
TOTAL PARTICIPANTS TRAINED		#	0	1			1
1) Managers		#	0	0			0
2) Line Employees		#	0	1			1
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>9. Conflict Resolution</b>							
TOTAL PARTICIPANTS TRAINED		#	1	2			3
1) Managers		#	1	1			2
2) Line Employees		#	0	1			1
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>10A. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Reasonable Accommodation Procedural Guidelines					
TOTAL PARTICIPANTS TRAINED		#	0	1			1
1) Managers		#	0	1			1
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>10B. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	EEO Complaint Investigation Workshop (2 days)					
TOTAL PARTICIPANTS TRAINED		#	0	1			1
1) Managers		#	0	1			1
2) Line Employees		#	0	0			0

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3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0

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<b>10C. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	...					
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>10D. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	...					
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>10E. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	...					
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0
<b>10F. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	...					
TOTAL PARTICIPANTS TRAINED		#	0	0			0
1) Managers		#	0	0			0
2) Line Employees		#	0	0			0
3) Others [e.g., WEP, temporary workers, outside consultants]		#	0	0			0

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