

FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: DEPARTMENT OF TRANSPORTATION

1st Quarter (July -September), due November 6, 2020
 2nd Quarter (October - December), due January 29, 2021
 3rd Quarter (January -March), due April 30, 2021
 4th Quarter (April -June), due July 30, 2021

Prepared by:
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Name	Title	E-mail Address	Telephone No.
Date Submitted: January 29, 2021 _____			

FOR DCAS USE ONLY: _____ *Date Received:* _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]

1. Please save this file as ‘**XXXX Quarter X FY 2021 DEEO 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 and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), 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 2021 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
 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 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 Headcount as of the last day of the quarter was:

Q1 (9/30/2020): 5735 Q2 (12/31/2020): 5685
 Q3 (3/31/2021): Q4 (6/30/2021):

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

Yes , On (Date): 11/27/2020 No

3. 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):

ERG Leadership meetings – 10/22/20, 11/25/20, 12/15/20
 D&I Committee meetings – 10/2/20, 11/4/20, 12/17/20
 Workforce Profile meetings – 10/6/20
 Structured Hiring
 Quarterly meeting with Commissioner – 12/14/20
 Equitable Enforcement - 10/5/20, 10/27/20, 12/7/20
 Reasonable Accommodation meeting – 11/13/20, 12/1/20, 12/28/20

The review was conducted with:	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
	<input checked="" type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input checked="" type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input checked="" type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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
Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT’s organizational mission.	During this quarter, the Agency’s HR Analytics Team and Performance Management Team continued building on its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. DOT has been looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>dialogue with Agency leaders and senior staff. DOT also worked diligently with Citywide EEO to make the CEEDS data even more useful with its discussions around new title mapping groups and adding work unit codes to the workforce composition data.</p>				
<p>Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT's organizational mission.</p>	<p>During this quarter, DOT's Human Resources division worked diligently to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Workforce: Overall objective is to build a diverse workforce that is reflective of the diverse City it serves by developing strategies to attract and retain high performers that are committed to DOT's organizational mission.</p>	<p>In addressing the impending retirement of employees, DOT Human Resources Division annually reviews the workforce with senior management to identify potentially qualified successors and to discuss the competencies and skills to be developed with training.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					
<p>To address underutilization, DOT did the following this quarter:</p> <ol style="list-style-type: none"> The DOT HR Analytics Team and Performance Management Team completed its workforce diversity profile report using CEEDS data in conjunction with its own independent workforce analysis to review workforce demographics and to identify areas where underutilization exists within DOT. We shared that report with DOT's Executive staff, Deputy Chiefs and ERG Leaders. 					

DOT has been looking at the composition of its various divisions, as well as drawing comparisons with broader industry and occupational demographics. DOT continues to utilize CEEDS, the Workforce Underutilization Report, and other Workforce Dashboard tools to establish a targeted plan to address underutilization and a working dialogue with Agency leaders and senior staff.

The current reports draw on November 2019 personnel and payroll data. It provides a broad look at DOT's employees at the agency level and by division. The statistics compiled in the report parallel those developed by DCAS for the Fiscal Year (FY) 2018 NYC Government Workforce Profile Report.

2. Structured Hiring Initiative: the EEO, Diversity & Inclusion (EDI) office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes detailed information starting with the basics of a structured interview and the steps to be taking pre-interview through post interview. While structured hiring is encouraged for all interviews, it is mandatory for the hiring of titles of interest.
3. Continued to encourage employees to participate in civil service exams to promote growth towards advancement by sending e-mails with the schedule of exams, providing the link to specific DCAS exams, and posting schedules and exam announcements on the Agency's intranet. HR emails employees the DCAS Monthly Exam Schedule every month and continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their Division's staff. Information on exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in lower level titles that are promotable.
4. The DOT Human Resources Division emailed employees the DCAS Monthly Exam Schedule every month. HR continues to email civil service exam notices to the Agency Personnel Coordinators, who in turn distribute the information to all of their division's staff. Information on exams is also posted on DOT's kiosks, bulletin boards, and intranet. Information is similarly passed on to those employees serving in the lower titles that are promotable.
5. Use the quarterly workforce dashboard (provided by DCAS) to identify specific job groups where underutilization exists to guide recruitment efforts.
6. Continued to reach out to non-traditional sources to generate applicant interest for underutilized titles. HR, for underutilized titles of interest, continued to post external job vacancy notices on multiple recruitment websites which target underrepresented populations.
7. DOT will continue to participate in job fairs which target underrepresented populations.

8. DOT will endeavor to maintain and update a roster of recruitment sources which target underrepresented populations, and will, where possible, send posting notices for titles of interest to those organizations.

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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
Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.	DOT ERG Initiative: On September 21, 2018, EDI invited DOT employees to attend an informational session to learn about DOT’s newest Diversity & Inclusion initiative, Employee Resource Groups or ERGs. at the session, EDI explained that ERGs are employer-recognized group of employees who convene to collectively celebrate, promote, and advocate for professional development, cultural connections, diversity and inclusion, and to enhance engagement/morale in the workplace. It acknowledged that ERGs would be	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>instrumental in helping DOT work toward its Strategic Diversity & Inclusion Goals of workforce diversity, workplace inclusion, and community understanding. EDI also told attendees that each ERG would be responsible for establishing its own mission, goals, and annual activities, which must align with DOT’s strategic goals.</p> <p>Since the launch, EDI has established eight ERGs.</p> <p>This quarter ERGs participated in a series of virtual meetings with the Commissioner and other Senior leaders from the Executive team, to discuss a wide variety of issues affecting employees including, but not limited to, equity, Black Lives Matter and racial injustice, promotional opportunities, increased training, systemic oppression, hiring and onboarding, structured hiring, and more.</p>				
<p>Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.</p>	<p>Special Events for Cultural and Heritage Recognition: Throughout the calendar year, the EDI Office has scheduled different cultural and heritage events, including programming for Black History Month, Women’s History Month, Asian American and Pacific Islander Heritage Month, LBGTQ+ Pride Month, Disability Pride and Disability Employment Awareness Month,</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

and Hispanic Heritage Month. Some examples of events include book club, view and discussion of TED talks, museum trips, and panel discussions.

This quarter ERGs partnered with EDI in celebrating the following:

Celebrate the 75th National Disability Employment Awareness Month Celebration!

October 28th 12pm –1:30pm

Join DiverseAbilities Employee Resource Group (ERG) & the Office of EEO, Diversity & Inclusion (EDI) as we celebrate Employees with Disabilities and this year’s theme of "Increasing Access and Opportunity". Keynote Speaker: Rachel Arfa, Commissioner of Chicago Mayor’s Office for People with Disabilities.

Announcement of new ERG:

The Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) is pleased to announce the establishment of a new Employee Resource Group (ERG): The Indigenous Peoples’ Collective (IPC). IPC’s mission is to improve the visibility of Indigenous employees and foster awareness of Indigenous cultures,

traditions and values. This will be accomplished through collaboration with appropriate DOT offices to promote hiring, retention, and career advancement opportunities for Indigenous talent through education, training, and networking. A collective of Indigenous employees and allies, this employee resource group shall serve as a support system to elevate Indigenous voices and create opportunities for Indigenous employees to impact their own agency and other Indigenous communities in NYC.

IPC’s first official meeting was held November 12th from 12:00-1:00pm at via Zoom.

Veterans Day Celebration:
 In honor of Veterans Day (November 11) and Military Family Month (November), the Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) took a moment to acknowledge all of DOT’s past and current service members and military families. We also took the opportunity to remind all DOT employees that uniformed service is a **protected class** in NYC, meaning that discrimination (in terms of housing, public accommodation, and employment) is prohibited.

We also invited employees to attend

	<p>DCAS’s Office of Citywide Recruitment Veterans in City Government CityTalk Panel with current City employees who are veterans. The event will include a discussion about panelists’ professional journeys and their careers within City government. Attendees will learn about careers in City government and how veterans are an important part of the City workforce.</p> <p>NYC DOT Celebrates Native American Heritage Month Indigenous Language Survival Webinar</p> <p>Tuesday, November 17th, 2020, 1:00 PM to 2:15 PM DOT’s Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) and the Indigenous Peoples’ Collective ERG invite you to join us for an engaging webinar on November 17, 2020, in honor of Native American Heritage Month.</p> <p>Panelists:</p> <ul style="list-style-type: none"> • Noel Altaha, Chief Executive Officer of the <i>Apache Language Project</i> • Daniel Kaufman, Founding Co-Director of the <i>Endangered Language Alliance</i> • Alex Jimerson, Apprentice at the <i>Seneca Language Immersion Program</i> • Irwin Sanchez, Founder of <i>Rescatando Al Idioma Nahuatl</i> (Rescuing the Nahuatl 				
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	<p>Language) Moderated by: • Jean James-Young, Customer Service Manager for the Ferry Division</p> <p>NYC DOT Celebrates Native American Heritage Month</p> <p>Visibility of Native Americans Roundtable Tuesday, November 24th, 2020</p> <p>DOT’s Office of Equal Employment Opportunity, Diversity & Inclusion (EDI) and the Indigenous Peoples’ Collective ERG invite you to join us for an engaging roundtable on November 24, 2020, in honor of Native American Heritage Month.</p> <p><u>Guests:</u> Sutton King, Naeqtaw-Pianakiw, Menominee and Oneida, is the Executive Director for the Urban Indigenous Collective. Jarrad Packard, Yankton Sioux/Oglala Lakota, is the Director of Strategic Partnerships for the Urban Indigenous Collective.</p> <p><u>Moderated by:</u> Jean James-Young, Customer Service Manager for the Ferry Division</p>				
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<p>Workplace: overall objective is to cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and empowers all contributors. Building inclusiveness ensures that all employees feel included, connected, and engaged.</p>	<p>DOT Future Leaders: As mentioned above, in 2017 DOT launched the DOT Future Leaders Fellowship Program which is a competitive program designed to foster the next generation of leaders at DOT. This year-long fellowship provides 30 early to mid-career professionals from across every part of the agency the opportunity to develop networking, communication, and presentation skills and connect their work to the big picture. Deputy Chief of Administration Lauren Antonelli organizes and leads events for the Future Leaders including guest speakers, panel discussions, interactive workshops, tours, and social events. Through conversations and interviews with your peers, Future Leaders will exchange ideas and experiences and ask questions to learn more about the inner workings of DOT. The program includes up to a month long rotation in another agency division and culminates with group presentations to pitch an idea to senior staff. The Future Leaders program complements the variety of professional development opportunities that DOT already offers. Diversity is one of the factors considered in the selection of candidates.</p> <p>This quarter the Future Leaders had a ZOOM check-in and discussed the future of the program.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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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.

DOT Leadership Academy:

In 2018, based on the feedback received from our town halls, DOT created the Leadership Academy, a program for seasoned employees looking to take stock of where they are and come away with some concrete plans and strategies for moving their career forward. Through self-assessment tools, skill building workshops, and panel discussions, participants will have the opportunity to meet members of the senior team and focus on how to best reach their career goals. The Leadership Academy is designed to complement the variety of professional development opportunities that DOT already offers. At the end of the program, participants will write a plan for taking the next steps in their career. Diversity is one of the factors considered in the selection of candidates. The first 2 years of the program included 51 participants. Due to the pandemic, this program was cancelled for calendar year 2020, but we anticipate resuming the program before the end of FY 2021.

Equity Working Group:

COVID-19's disproportionate impact on historically disenfranchised communities, as well as the recent deaths of Black men and women during confrontations with law enforcement, have re-emphasized the need for open conversations around racial disparities and equity in all aspects of our society. Racial disparities and systematic racism are unfortunately, also a part of the present experiences of many members of the public, in their interactions with other government agencies throughout our nation, and this is particularly true for people of color.

Consequently, it is pivotal that the work that we do and decisions we make as the city's Department of Transportation (DOT) focus on promoting racial and social equity. The agency has several efforts underway to advance this goal, include three staff-level working groups; the Equity in Planning Working Group, led by Denise Ramirez, Strategic Planning Unit; Equity In Enforcement working group, led by Assistant Commissioner Kim Wiley-Schwartz, Safety Education and Outreach Unit; and the Equity in Infrastructure working group, led by Luis Gonzalez, Policy Unit . Each of these groups have a focused mission to address key areas of concern where policy change is needed.

These groups provide further opportunities for staff engagement and to cohesively communicate the sum total of these efforts back to staff.

- Agency Equity Initiatives
- Equity in Planning
- Equity in Enforcement
- Equity in Infrastructure

Environmental Justice Interagency Working Group

Environmental justice (EJ) refers to the principle that all people, regardless of race or socioeconomic background, have a right to live, work, and play in communities that are safe, healthy, and free of harmful environmental conditions. In order to advance environmental justice, New York

City (City or NYC) must provide for the fair treatment and meaningful involvement of all New Yorkers in the development, implementation, and enforcement of environmental laws, regulations, policies, and activities.

Under the leadership of Mayor Bill de Blasio, the City has committed to environmental justice with nation-leading legislation to investigate historic and persistent environmental injustices and develop a plan to tackle these disparities. The legislation also aims to build equity and embed environmental justice into the fabric of the City's decision making.

The Environmental Justice program is centered on three main products, which include the delivery of an EJ study, portal, and plan. The EJ study will provide a comprehensive view of the present state of environmental justice in the City and inform the development and implementation of the remainder of the EJ program. The data and analysis from the EJ study will be used to create a public portal and mapping tool where New Yorkers can see what environmental justice looks like in their community. All of this work leads up to the creation of the City's Environmental Justice Plan, which will identify possible citywide initiatives for promoting EJ and outline a set of discrete recommendations for better imbedding equity and environmental justice into the City's decision making processes.

These products will be developed and implemented by three distinct teams, including the Mayor's Office of Climate Policy & Programs (CPP), an Interagency Working Group comprised of staff from 18 City Agencies, and the Environmental Justice Advisory Board made up of nationally recognized EJ advocates and subject matter experts. DOT is one of the 18 agencies that comprise the Interagency Working Group. Denise Ramirez, Director, Strategic Planning Unit represents DOT at the Interagency Working Group. The staff from the Strategic Planning Unit (Jackson McNeil, Hilda Cardenas) are also part of several subcommittees tasked with developing the study.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.	<p><u>Street Ambassador Program</u> In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public’s feedback and knowledge of DOT’s Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Street Ambassador Program</u> In 2015, DOT launched the Street Ambassador Program to engage New Yorkers on their own terms. The unit is comprised of 10 multi-lingual public engagement specialists who develop outreach plans and provide support for DOT projects. Street Ambassadors target high-volume community locations to expand the public’s feedback and knowledge of DOT’s Street Improvement Projects. Ambassadors go where New Yorkers go: bustling streets, schools, churches, libraries, senior centers, movie theaters, supermarkets, and shopping centers. This approach allows DOT to establish a presence that builds trust and transparency throughout the planning and implementation process.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Mobility Management Program</u> The Mobility Management Program (MMP) was established in 2012 to improve transportation access for people with disabilities, older adults, low income, and limited English proficient populations. MMP provides DOT staff with education, guidance, data, and coordinating outreach to these target populations. MMP conducted monthly outreach with organizations serving the Mobility Management target populations, including persons with disabilities (PwD), older adults, low income populations (LIP), and</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>limited English populations (LEP) groups. Through monthly meetings, presentations and tabling outreach with community organizations, MMP seeks to strengthen relationships and communication with hard-to-reach populations and increase awareness of DOT’s accessibility initiatives and programs.</p>				
<p>Community: overall objective is to facilitate outstanding culturally competent public service while strengthening collaborator and community relations through effective leadership and accountability.</p>	<p><u>Language Access</u></p> <p><u>Consolidation of Language Access and Increased Visibility for DOT</u></p> <p>CSLACU has played an important role in providing Limited English Proficient (LEP) communities with vital translations of the Covid-19 related DOT service alerts. We have created an extensive online presence with the new Covid-19 portal on the external DOT homepage. CSLACU is also assisting LEP customers in applying for the Open Restaurants permits, developing an online approach to self-certification. Due to the Covid-19 pandemic, deadlines originally issued by the Mayor’s Office of Immigrant Affairs (MOIA) were rolled back; however, CSLACU remained on track and DOT was the only Agency to introduce a new Licenses, Permits, and Registrations (LPR) Portal by the original deadline of July 1st, 2020.</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

In commemoration of Customer Service Week 2020, at the invitation of MOIA and the Mayor’s Office of Operations (MOO), CLSACU hosted a “Brown Bag” LPR demonstration on Thursday, October 8th to all City agency Language Access Coordinators. Approximately 90 attendees from various city agencies attended as we presented a PowerPoint demonstration of DOT’s roll-out of our LPR program from inception to completion. In attendance from DOT was staff from the CSLACU Language Access team, IT & Telecom, and Strategic Communications.

CSLACU continues to consolidate and streamline customer service and improve language access for all New Yorkers. CSLACU has initiated several program improvements and continues to plan for the future:

Agency Requests for Translated Content

During the Second Quarter of FY21 the number of translations and translated pages decreased slightly with 33 requests resulting in 346 pages versus First Quarter of FY21 (39 document requests for 443 pages). The FY21, Second Quarter numbers are still relatively high, in

response to demand for DOT’s Covid-19 related service updates being translated into the top ten languages.

The number of requests by language types increased to 16 languages in FY21-Q2, from 12 requested in FY21—Q2. The number was similar and the languages were all the same, minus Italian. Thirty-three (33) documents were translated into sixteen (16) languages: Arabic, Bengali, Traditional Chinese, French, Haitian Creole, Hindi, Italian, Greek, Korean, Polish, Russian, Spanish, Tibetan, Nepali, Urdu, and Yiddish.

Six (6) DOT Divisions requested translations in FY21, First Quarter: Communications & Press, Transportation Planning and Management; External Affairs, Creative Services, Queens Borough Commissioner’s Office, and IT&T.

Language Access Database (LAD) Translations

During the Second Quarter of FY21, CSLACU received 33 requests from various DOT Divisions to **translate, update, or review content**. Each Division’s document request was made for one or more translations; the 33 requests resulted in 174 document translations in

multiple languages. The total number of translated pages is 346.

- None of the 174 documents were translated by Language Access Staff.
- All of the 174 documents were sent to LanguageLine Solutions, DOT’s language service provider, for translation.

**Language Access Database (LAD)
Records of Secondary Reviews**

- CSLACU’s standard operating procedure had included conducting secondary reviews of all translations completed and reviewed by LanguageLine Translation Solutions (LLTS). The Covid-19 outbreak has created an urgency for translations of all DOT service updates and new policy initiatives, such as Open Streets, Open Restaurants, and Open Schools. Secondary reviews of the Covid-19 updates have been curtailed because of the need for swift turnaround time and cost containment. CSLACU will continue to conduct future secondary reviews of documents with fewer time constraints.
- In this quarter, CSLACU did not submit any external secondary review

requests, as many of the translations were Covid-19 related and required rapid turnaround. None (0) of the requests received for the 174 translated documents underwent external secondary linguistic review in this quarter. All of the 174 translated documents underwent secondary linguistic review conducted by multiple experts at LLTS during Q2.

Over the Phone Interpretations

In this reporting period, CSLACU managed over-the-phone interpretation services. The former vendor providing these services was replaced by Voiance and procedures previously providing data on which Divisions/Units used the service were not in place during all of Q2. During Q2, the number of calls on behalf of customers with Limited English Proficiency **increased to 241 and 2,128 minutes**, from Q1's of 30 calls and 422 minutes. These calls accessed: Traffic Operations, Bureau of Permits, HIQA CBU, Bridges, and Sustainability. Languages which show no designated units represent calls made using our new telephonic interpretation vendor who had not yet created codes to differentiate the units. Thirteen (13) languages were accessed for a total duration of **2,128**

minutes. In Q2, the number of languages used increased to 13 from 8 languages in Q1.

American Sign Language

Language Access processed ten (10) ASL interpretation requests and 5 CART requests on behalf of the Franchises/Concessions & Consents Unit and Executive Division utilizing web conferencing technology. The ten requests for interpretation resulted in a total of ten (10) interpretation events taking place online. The five CART interpretation requests resulted in a total of five (5) CART events taking place online.

Interpretation for LEP Customers

CSLACU received interpretation requests for DOT outreach events from the following DOT Divisions/Units: Traffic Planning & Management, Manhattan Borough Commissioner’s Office, Queens Borough Commissioner’s Office, and DOT’s OLA ERG. In this reporting period there were eighteen (18) requests for in-person interpretation, due to a modified reintroduction of DOT’s Street Ambassador program during the COVID-19 pandemic. COVID-19 has impacted foot traffic and vehicular traffic to commercial business districts and DOT will resume increased numbers of surveys

and studies to improve traffic, once COVID-19 is no longer a factor.

II. DOT Literature Distribution

DOT’s literature requests originating from NYC311 are monitored by 311 Dynamics. In response to COVID-19, DOT changed the procedure for mailing both its literature requests and voter registration (VR). Pre-COVID-19, voter registration numbers were identical to literature request numbers. CSLACU has instituted a new procedure to guarantee an increase in distribution of VR materials now that literature requests are being fulfilled by emailing PDF documents to the customer, rather than hard copies, and VR packets are unavailable to mail. Starting in Q1 of FY21, PDFs of voter registration hyperlinks were emailed to customers, one VR form per CSLACU correspondence request is sent in the same packet. The new voter registration system has increased VR registration significantly, as seen in the chart below. DOT has not received requests for VR in languages other than English, although there is a DOT system in place to accommodate LEP customer requests. The numbers below are aggregated for all literature requests.

III. Diversity Desktop Publishing/Digital Graphics

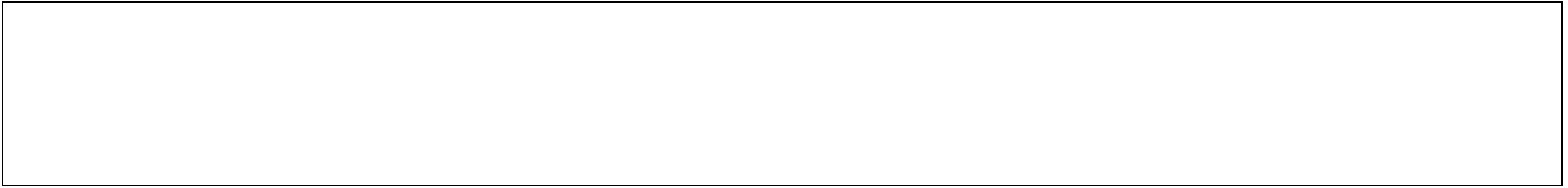
CSLACU diversity desktop publishing and digital graphic initiatives increase DOT’s employee awareness of the need for inclusivity of the diverse populations DOT serves and the availability of Language Access services for document translation, telephonic, virtual, and in-person, multilingual, ASL and CART interpretation. DOT’s internal **SharePoint** showcases **LAD**, the Language Access Data portal to translation and interpretation services. Telephonic interpretation is available by directly contacting LanguageAccess@dot.nyc.gov.

Graphic visibility for these translation and interpretation services are also displayed on DOT’s external landing page, addressing the LEP customers’ requirements for vital access to **DOT’s Covid-19 service updates, Mayoral initiatives, and LPRs**. Increased visibility of DOT’s programming affords the LEP customer equal participation by providing multilingual translation and interpretation, and ASL interpretation. During FY21-Q2, CSLACU’s IT Team has introduced:

Publications/Digital

- Public Service Center

	<p>Flyers/Lamination: Licenses, Permits, and Registrations (LPR) Quick Reference with Language Bank Volunteer (LBV) Contact List and Language Access (LA) Contact List</p> <ul style="list-style-type: none"> • Manual: LPR Manual: revisions (in progress) • Report: Designed EO (Elected Officials) Annual Report 2019: Print and digital formats for online access <p><u>Digital Images</u></p> <ul style="list-style-type: none"> • CSLACU SharePoint site: Designed icons (tiles) for digital implementation. Quantity: 20 <p><u>Customer Service Week with the Participation of MOIA and MOO</u></p> <ul style="list-style-type: none"> • DOT SharePoint homepage: Designed 5 icons (tiles) “Famous People Customer Service Quotes” <p>Certificates: “Certificate of Appreciation”- 45 certificates created for agency-wide distribution</p>				
<p>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 briefly the activities, including the dates when the activities occurred.</p>					



V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 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
Development of a Structured Interviewing Guide	<p>EDI office, together with Human Resources and the Executive team, developed a comprehensive guide for Hiring Managers, and Personnel Coordinators to follow when seeking to fill a position. The guide includes</p> <ul style="list-style-type: none"> oThe Basics of Structured Interviewing oPre-Interview Hiring Requirements oThe Structured Interview oPost-Interview Hiring Requirements oUnconscious Bias oGoverning EEO Laws <p>This quarter HR advised divisions personnel coordinators to begin entering interview information in NYCAPs, as required by all city agencies. This enables HR and EDI to evaluate the interview</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>process.</p> <p>Oversight at resume selection stage:</p> <ul style="list-style-type: none"> • Review by HR and EDI of resumes selected • HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines. • EDI will approve interview questions. Will perform advisory role and will conduct post-audit review. <p>Oversight at Interviews and Candidate Selection</p> <ul style="list-style-type: none"> • Review by HR and EDI after first (and subsequent) round interviews • HR will hold hiring process if upon review rating sheets from each round of interviews are not satisfactory and if applicants advancing are not otherwise qualified for the position sought. • EDI will perform advisory role and 				
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	<p>will conduct post-audit review.</p> <ul style="list-style-type: none"> • Review by HR and EDI for final selection • HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines. • EDI will perform advisory role and will conduct post-audit review. 				
<p>Implementation of DOT’s Recruitment Plan</p>	<p>HR will, on a monthly basis, continue to distribute to relevant organizations DCAS issued Notices of Examinations for underutilized titles of interest. For these titles, HR will continue to post external job vacancy notices on multiple recruitment websites which target underrepresented populations and will maintain and update a roster of recruitment sources. DOT will also continue to participate in job fairs which also target these populations and when pictures are used in recruitment advertisements, diversity will be displayed. All advertisements will include a statement that the City of New York and DOT are equal employment employers and will include the Mayor’s Office for People with Disabilities (which has access to DOT vacancies) as an important recruitment source for people with disabilities.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>Implementation of DOT's Recruitment Plan</p>	<p>In some titles where there is underutilization, we have reached out to non-traditional sources for applicants, including the following sources:</p> <ul style="list-style-type: none"> • Advancing Women In Transportation • Society of Women Engineers • LatPro-Latin Professionals • CUNY Schools • National Society of Black Engineers • Society of Hispanic Professional Engineers • Nontraditional Employment for Women (NEW) <p>In order to expand our diverse recruitment sources, all Agency job openings have been posted to the following websites:</p> <ul style="list-style-type: none"> • AfricanAmericanHires.com • AllHispanicJobs.com • AllLGBTJobs.com • AsianHires.com • DisabilityJobs.net • DiversityJobs.com • LatinoJobs.org • VeteranJobs.net • WeHireWomen.com 	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2021 Q2:
[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Public Service Fellows	4	Asian = 1, Unknown = 2, White =1	M _1__ F _3__ N-B ___ O ___ U ___
2. College Aides	75	Asian = 28, Black = 12, Hispanic = 16 White = 19	M _45__ F _30__ N-B ___ O ___ U ___
3.			

Additional Comments:

In FY 2020, the agency hired 3 Urban Fellows and an additional 5 NYC Public Service Fellows. Due to budget restrictions, DOT hasn't hired Fellows from either program during FY 2021. DOT will participate in the next cohort of both programs, if we receive Budget approval.

In FY 2021, DOT will recruit both College Aides and Summer Interns from local and regional schools and via posting on the City's website. In addition to participating in career fairs, DOT will also hold agency-specific info sessions at CUNY schools in order to attract a diverse intern candidate pool. Provided we receive Budget approval, the agency will hire College Aides and Summer Interns during the last two quarters of FY 2021.

In FY 2020, the agency participated in the DYCD (Department of Youth and Community Development) Ladders for Leaders Program, the Intern & Earn Program, and the Transportation Career Mentoring Program. In the first quarter of FY 2021, DOT was able to host Transportation Mentoring interns, and we will continue to participate in available DYCD internship programs during the remainder of FY 2021.

In FY 2021, if the agency's budget allows, DOT will also participate in the CUNY Service Corps Program, which focuses on undergraduate students from diverse academic, socioeconomic, and racial/ethnic backgrounds, while providing training and support services.

C. 55-A PROGRAM

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

Currently, there are 22 [number] 55-a participants.

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

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.
During the 2nd Quarter 0 participants left the program due to [state reasons] _____.

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
2. Ensured that all competitive job postings included the 55-a language.
3. Notified participants about promotional exams for which they qualify.

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, 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; Notification of promotion/transfer opportunities	DOT posts information on the agency’s intranet site regarding job openings, civil service exams, DCAS resources, agency training and professional development, and online learning and training. HR emails all employees updates to this site, including all new job postings. Agency Personnel Coordinators ensure that employees without email receive the same information. The Career Counselor and the Training & Development Office continue to advise employees regarding promotional opportunities and career development, both through individual meetings and by conducting group info sessions.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/> <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	While it is a best practice for all interviews to be conducted by a diverse panel of at least three people, with respect to interview panels of titles where underutilization exist, panels must be comprised of at least two people and must, except in very unusual circumstances, be diverse (that is, the panel must be	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>comprised of at least one male and female, and must be comprised of individuals of different ethnicities).</p> <p>For higher-level discretionary positions, DOT also established a Promotion Review Committee (PRC) that is made up of the Executive Deputy Commissioner, the Chief Operations Officer (COO), the COO’s Chief of Staff, the Commissioner’s Chief of Staff, the Deputy Commissioner for Human Resources and Facilities Management, and the Assistant Commissioner for Equal Employment, Diversity and Inclusion. The PRC meets monthly to review all promotions for positions earning salaries of \$100,000 or more, considers and evaluates whether the promotions conform with agency policies and goals for a diverse and inclusive workforce, confirms that the promotions are equitable among staff with comparable job titles and functions across divisions, and certifies that the cost of the promotions are covered within the agency’s budget.</p>				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>To fill positions through civil service lists, DOT’s goal is to increase the number of employees taking civil service exams, and will advertise such opportunities by emailing all employees the DCAS Monthly Exam Schedule every month. Agency Personnel Coordinators distribute exam notices to all staff within their division and encourage qualifying employees to file for promotional exams. Information regarding exams is also posted on DOT kiosks, bulletin boards, and intranet. The Agency</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>continues to increase participation in hiring pools, as well as pickup-and-transfer opportunities with other agencies. An HR representative participates in every civil service list call interview.</p>				
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>Divisions are encouraged to submit proposed interview questions to EDI and HR for review before interviews. EDI representatives also participate in interviews as observers on occasion.</p> <p>There is also EDI oversight at resume selection stage:</p> <ul style="list-style-type: none"> • Review by HR and EDI of resumes selected • HR will hold hiring process if upon review there are candidates who are not qualified but are selected for interviews or if diverse and qualified candidates are not selected for an interview but based on a review of their resume they are determined to be otherwise qualified for the position sought. Will also confirm interview panels are compliant with the Structured Hiring Guidelines. • EDI will approve interview questions. Will perform advisory role and will conduct post-audit review. <p>There is EDI oversight on Interviews and Candidate Selection as well:</p> <ul style="list-style-type: none"> • Review by HR and EDI after first (and subsequent) round interviews • HR will hold hiring process if upon 	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>review rating sheets from each round of interviews are not satisfactory and if applicants advancing are not otherwise qualified for the position sought.</p> <ul style="list-style-type: none"> • EDI will perform advisory role and will conduct post-audit review. • Review by HR and EDI for final selection • HR will hold hiring process if rating sheets are not satisfactory and if final selection process did not follow Structured Hiring Guidelines. • EDI will perform advisory role and will conduct post-audit review. 				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>There were no layoffs or terminations due to fiscal/operational reasons during the 2nd quarter of FY 2021.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Other:</p>		<p><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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

During this Quarter the Agency activities included:	# of Vacancies	# <u>29</u>	# <u>80</u>	# _____	# _____
	# of New Hires	# <u>2</u>	# _____	# _____	# _____
	# of New Promotions	# <u>4</u>	# <u>10</u>	# _____	# _____
			# <u>3</u>		

VII. TRAINING

Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

VIII. 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>

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

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

Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

C. 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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

D. LOCAL LAW 101: CLIMATE SURVEY

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

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

n/a

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period:

Corrective Action #1: Issue a conclusive report within 90 days of the date the complaint was filed. Commence and investigation immediately if allegations raised sufficiently warrant an investigation.

Corrective Action #3: Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

Corrective Action #4: Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

APPENDIX: DOT EEO PERSONNEL DETAILS

EEO PERSONNEL FOR __2__ QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title		Edmund Asiedu, Policy Analyst for Accessibility	Denise Ramirez, Interim ADA Coordinator
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date: 11/22/2020	Start Date or Termination Date: 11/21/2020
NOTE: Please attach CV/Resume of new staff to this report			
For New EEO Professionals:			
Name & Title	Edmund Asiedu, Policy Analyst for Accessibility		
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: ADA Coordinator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Completed Trainings:			
EEO Awareness	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2021 *

<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>
<u>Diversity & Inclusion Officer</u>	James L. Hallman	Executive Agency Counsel	100	jhallman@dot.nyc.gov	(212) 839-6603
<u>EEO Officer/Director</u>	James L. Hallman	Executive Agency Counsel	100	jhallman@dot.nyc.gov	(212) 839-6603
Deputy EEO Officer	Benjamin Graham	Deputy EEO Officer	100	bgraham1@dot.nyc.gov	(212) 839-6605
ADA Coordinator	Edmund Asiedu	Strategic Initiative Specialist		easiedu@dot.nyc.gov	(212) 839-7235
Disability Rights Coordinator	James L. Hallman	Executive Agency Counsel	100	jhallman@dot.nyc.gov	(212) 839-6603
Disability Services Facilitator	James L. Hallman	Executive Agency Counsel	100	jhallman@dot.nyc.gov	(212) 839-6603
55-a Coordinator	Lianne Palacios	Administrative Staff Analyst	15	lpalacios@dot.nyc.gov	(212) 839-9516
Career Counselor	Peter Scavetta	Administrative Staff Analyst	25	pscavetta@dot.nyc.gov	(212) 839-9452
EEO Counselor	n/a				
EEO Investigator	Andrew Sonpon	Agency Attorney 3	100	asonpon@dot.nyc.gov	
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Vincent DiGennaro	Community Coordinator	100	vdigennaro@dot.nyc.gov	(212)839 4151
Other (describe)					

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* Please note changes (new personnel filling the 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 you may indicate it on the chart.