

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input checked="" type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022	
Prepared by: Belinda French Diversity & EEO Officer bfrench@dcas.nyc.gov 212-386-0297			
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>February 25, 2022</u>			
<u>FOR DCAS USE ONLY:</u>		<u>Date Received:</u>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

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 2022 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 Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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 2022 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 (Distribution planned for Q3)

☐ 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:

Hispanic Heritage Month Events

- **October 5, 2021** – DCAS welcomed Dr. Carlos Vargas-Ramos, Director for Public Policy, External and Media Relations and Development at the Center for Puerto Rican studies, to talk about the Census and Redistricting in Latin communities.
- **October 8, 2021** – DCAS welcomed Dariany Santana, and L.A.-based Cuban-American restaurateur, actor and on-air personality, to host a virtual cooking class for our employees. The menu – shrimp and vegan empanadas.

WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 2,233 Q2 (12/31/2021): 2,143 Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

2. 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

(Updating self-ID information is a mandatory field in NYCAPS/ESS when we hire employees and it is also the initial default message when employees log into ESS.)

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):

Q1 Review Date: 12/6/21 Q2 Review Date: 1/27/22 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☐ Human Resources

☒ Human Resources

☐ Human Resources

☐ Human Resources

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ Other _____

☐ Other _____

☐ Other _____

☐ Other _____

☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

III. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - 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 2022 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
Through its Race Equity Initiative (REI), DCAS created an equity dashboard that contains indicators for diversity, equity, and inclusion such as employee demographics by race, gender, age, and job group, representation in leadership, underutilization, training completion rates, and number of EEO complaints, among other categories. On a quarterly basis, equity dashboards will be shared with leadership and meetings will be scheduled to discuss the content. Agency leadership will be asked to create goals for addressing underutilization and/or underrepresentation in the job groups where they have the opportunity to do so – either through discretionary hiring/diverse recruitment strategies or career development/advancement of existing employees.	Due to the EEO Office's involvement in processing a large volume of reasonable accommodation requests related to the return to office and vaccination requirements, the equity dashboard discussions with agency leadership have been postponed until Q3 (March 2022).	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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.

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, we will alert HR and the hiring manager of the title and ask that the job be promoted in diverse recruitment resources. Since last quarter, our underutilized job groups remain the same. Below are the current job groups where underutilization still exists:

Underutilization of Women and Minorities in DCAS Workforce

JobGroup	Female	Black	Hispanic	Asian
CRAFT	-26	-59		
LABORERS	-4			
OPERATORS	-4			
PARA PROFESSIONAL OCCUPATIONS	-17			
SCIENCE PROFESSIONALS	-15			
TECHNICIANS		-4		
TRANSPORTATION	-3			
Grand Total	-69	-63	0	0

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 2022 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. <ul style="list-style-type: none">• Include steps that were taken or considered to create inclusive work environment which 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
The “EEO In Your Borough” program was launched in 2019 to provide field staff an overview of their rights and responsibilities under the EEO Policy, their right to request reasonable accommodations, if needed; the importance of reporting EEO-related matters and seeking assistance, and that the EEO Policy protects them from retaliation and harassment. Although originally slated to be an annual engagement, the program was suspended in FY21 due to the pandemic. It is our goal in FY22 to relaunch and enhance the program by holding our “meet and greet” sessions virtually and in-person, as well as ensure that our field supervisors are equipped with information and resources to effectively carry out their responsibilities within the City’s EEO Policy.	Due to the EEO Office’s involvement in processing a large volume of reasonable accommodation requests related to the return to office and vaccination requirements, the EEO In Your Borough program has been postponed until Q4 (April 2022).	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>In order to expand our outreach and create sustainability for the REI program, the “REI Champions” program will be open to all DCAS employees that have an interest and personal commitment to achieving an equitable work environment. As an REI Champion, an employee will receive "train-the-trainer" courses in unconscious bias, structured interviewing, and bystander intervention and will assist in the facilitation of these courses along with the REI taskforce, HR and EEO. REI Champions will also have quarterly roundtable discussions with the REI taskforce on topics from our learning series and have a chance to contribute to the programming of REI events for DCAS employees.</p>	<p>Due to the EEO Office’s involvement in processing a large volume of reasonable accommodation requests related to the return to office and vaccination requirements, the REI Champions program has been postponed until the Q3 (February – March, 2022)</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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>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 briefly the activities, including the dates when the activities occurred.</p>					
<ul style="list-style-type: none"> Facilitated monthly EEO Counselors meetings September 10, 2021 – Facilitated EEO training for Urban Fellows Program October 12, 2021 – Attended DCAS’ HR-Business Partner meeting to facilitate a discussion with the agency’s HR Business Partners about the reasonable accommodation process October 13, 2021 – Attended Access-VR’s NDEAM Celebration October 20, 2021 & November 29, 2021 – Participated in DCAS’s supervisor training, which is a joint presentation on policies related to EEO, Labor, Discipline and Employee Relations October 22, 2021 – Attended DCAS’ Senior Management Forum: Managing with an EEO and D&I Lens (Presented by OCEI) December 8, 2021 – Attended OCEI’s Best Practices Meeting December 13, 2021 – Attended DCAS’ Senior Management Forum: Managing Workplace Change Successfully 					

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 2022 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 variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
To provide services in an inclusive and equitable manner, the agency will utilize the functions of its Office of Citywide Recruitment (OCR) to conduct outreach and promote civil service jobs to diverse communities across the City; ensure that people with disabilities have an equal opportunity to enjoy all of the agency's programs, services, and activities; and engage in the procurement from and promotion of minority and women-owned business for City government contracting and sub-contracting opportunities.		<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"/>
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.					

DCAS Inside Citywide Podcast: Episode 6: Exploring NYC's Urban Fellows Program - (November 2021)

The Urban Fellows program is a highly-selective, nine-month fellowship program where fellows from across the country explore current urban issues impacting public policy. Fellows work in mayoral offices and New York City government agencies and participate in seminars and volunteer service opportunities. This episode, our guests discuss the program, its impact, and how to get involved.

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

DCAS Race Equity Initiative (REI) Learning Series - a monthly learning series that contains literature on how to address racial bias, equity, and related issues in personal and professional settings.

REI “Back To Equity” Learning Series – November 4, November 30, December 16, 2021 - This three-part series was designed to foster citywide dialogue regarding equity in the workplace. Back to Equity served as a safe space to share information, concretely define terms, and explore workplace scenarios. The DCAS REI Taskforce hosted this event in partnership with the Mayor’s Office of Appointments’s LEADNYC initiative.

- **November 4, 2021** – *“Creating the Connection: Diversity, Equity, Inclusion, and EEO”* featured Chief Citywide Equity and Inclusion Officer Silvia Montalban. This event focused on the differences between the terms and their connections within the workplace.
- **November 30, 2021** – *“Navigating the Workplace From an Equity Perspective (Part One)”* consisted of a panel discussion featuring DCAS’s Human Capital leadership team; a team whose work is grounded in fairness and equity. Human Capital shared their personal and professional stories involving race, equity, bias, privilege, code-switching, and more, and will discuss how they navigate these personal and professional realities to fulfill their core mission.
- **December 16, 2021** – *“Navigating the Workplace From an Equity Perspective (Part Two)”* continued the conversation with DCAS’s Human Capital Executive team around equity in the workplace. Topics ranged from awareness of workplace inequities to actionable steps to remove barriers and promote equity.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 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
<p>In FY22, DCAS staff will continue to participate in OCR's "Citytalk" panel discussions and recruitment volunteer program which allows DCAS staff to represent the agency at career fairs and other recruitment related events that cater to diverse populations such as youth, people with disabilities, veterans, and other ethnic demographics. We will also continue to share open opportunities in OCR's monthly newsletter that is sent to career services professionals at community-based organizations and educational institutions, as well as to diverse job seekers.</p>	<p>DCAS actively places available, discretionary positions in OCR's newsletter to conduct outreach to diverse communities across the City. Postings for Q2 included the following positions:</p> <ul style="list-style-type: none"> • College Aide • Graduate Intern • Quality Assurance Specialist • Community Coordinator • Tests and Measurements Specialist 	<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>Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.</p>					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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	25	(1) Black; (6) Hispanic; (8) Asian/Pacific Islander; (1) Native American; (6) White; (3) Two or more Races	M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	12	(2) Black; (1) Hispanic; (1) Asian/Pacific Islander; (1) Native American; (5) White; (2) Unknown	M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

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 (9/30/2021): ____8____ Q2 (12/31/2021): ____8____ Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

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 [state reasons] _resignation_____.

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. Served as an information resource for the agency on the 55-a program application process.
3. Ensured that the 55-a program is included in the agency's recruitment strategies by including DCAS's job opportunities in diversity career fairs and the NYC ATWORK program.

4. Maintained an updated record of the agency's 55-a Program participants.

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 2022 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.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	DCAS Employee Relations unit also sends agency-wide notices for internal vacancies.
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	DCAS has a Structured Interviewing guide for hiring managers to use in the creation of job descriptions and interview questions; review and selection of applicants for interview; and how to conduct interviews and complete candidate evaluations sheets. This guide is posted on our DCAS Connect site or can be obtained from the HR or EEO Office upon request.
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO and HR offices play an active role in the review of interview questions prior to interviews being conducted and keeps track of interview panels. The EEO Office also periodically reviews the demographics of applicant pools and selected candidates; and advises hiring managers to use diverse recruitment methods.

Analyzing the impact of layoffs or terminations on racial, gender and age groups	N/A for this quarter				
Other:					
During this Quarter the Agency activities included: <i>This information was obtained from CEEDS data, report 343.</i>		Q1	Q2	Q3	Q4
# of Vacancies	# _Unknown_	# _Unknown_	# _____	# _____	# _____
# of New Hires	# __81__	# __45__	# _____	# _____	# _____
#of New Promotions	# _18__	# _53__	# _____	# _____	# _____

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. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

☐ The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. 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).

D. 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>

E. 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 2018 Climate Survey:

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

The 2020 Workplace Climate Survey was distributed to DCAS employees from November 5, 2020 until January 15, 2021. A description of our efforts to analyze the results will be shared upon receipt of the survey responses.

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 EEPD 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 NYC EEPD 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 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.

APPENDIX: [DCAS] EEO PERSONNEL DETAILS
EEO PERSONNEL FOR __2__ QUARTER, FISCAL YEAR 2022

A. 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 %):	

EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):

Name & EEO Role	1. Belinda French	2. Milangelly Lopez	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. 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
6. 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
7. Disability 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
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<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
B. 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
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

B. CONTACT INFORMATION (Please list ALL current EEO professionals)**DIVERSITY AND EEO STAFFING IN [DCAS] AS OF 2 QUARTER FY 2022 ***

<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 & EEO Officer / Disability Rights Coordinator/Disability Services Facilitator/ADA Coordinator</u>	Belinda French	Deputy Assistant Commissioner	100%	bfrench@dcas.nyc.gov	212-386-0297
HR Director / Career Counselor / 55-a Coordinator	Monique Knoll	Administrative Community Relations Specialist	100%	mknoll@dcas.nyc.gov	212-386-0388
EEO Investigator	Milangely Lopez	Staff Analyst	100%	millopez@dcas.nyc.gov	212-386-0261
EEO Administrative Assistant / Training Liaison	Ashley Miller	Community Associate	100%	axmiller@dcas.nyc.gov	212-386-6399
EEO Counselor	Althea Edwards	Administrative Investigator	5%	aedwards@dcas.nyc.gov	212-386-0563
EEO Counselor	Raymond Vinueza	Principal Administrative Associate	5%	rvinueza@dcas.nyc.gov	212-386-6287
EEO Counselor	Carmen Bello	Secretary to the Deputy Commissioner	5%	cbello@dcas.nyc.gov	212-386-0364
EEO Counselor	Latesha Parks	Administrative Staff Analyst	5%	lparks@dcas.nyc.gov	212-386-6313
EEO Counselor	Tanya Hall	Administrative Community Relations Specialist	5%	thall@dcas.nyc.gov	212-386-1702
EEO Counselor	Phillip Boyce	Principal Administrative Associate	5%	pboyce@dcas.nyc.gov	212-386-0329



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

AGENCY NAME: Department of Citywide Administrative Services 2nd Quarter FY 2022

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: 2/25/2022 E-MAIL: bfrench@dcas.nyc.gov TEL #: 212-386-0297

1st Quarter (July-September) DUE October 29, 2021; 2nd Quarter DUE January 31, 2022;
3rd Quarter (January-March) DUE April 29, 2022; 4th Quarter (April-June) DUE July 29, 2022.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	481	216	0	0	697

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	375	54	0	0	429
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * * Offered beginning in Q2	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0
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				0
2. EEO Awareness ** ** Offered only in Q1 and Q2	35	12	0	0	47
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	35	12	0	0	47
Administered by Agency [Enter data from internal training in this row]			0	0	0
3. D&I "Everybody Matters" ** ** Offered only in Q1 and Q2	34	11	0	0	45
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	34	11	0	0	45
Administered by Agency [Enter data from internal training in this row]			0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
4. Sexual Harassment Prevention	274	18	0	0	292
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	274	18			292
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
5. IgbTq: The Power of Inclusion	32	13	0	0	45
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	32	13			45
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
6. Disability Awareness & Etiquette	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0			0
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	106	162	0	0	268
7. New Employee Orientation (Only if includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	80	76			156
8. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training				
TOTAL PARTICIPANTS TRAINED					0
9. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Other Diversity/EEO Related	Specify topic >	Supervisor Training (EEO/Labor/Discipline/Performance Evaluations)			
TOTAL PARTICIPANTS TRAINED	26	86			112
11. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
12. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
13. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 84-86 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: 10/01/2021 - 12/31/2021
Number, basis and type of resolution

																									Failure to Reasonably Accommodate				
		TOTAL*	Age	Alienage/ Citizenship	Prior Record Arrest or Conviction	Caregiver	Consumer Credit History	Color	Creed/ Religion	Disability	Predisposing Genetic Characteristic	Gender/Sex	Military Status	Marital Status	National Origin	Pay History	Partnership Status	Race	Retaliation	Sexual Harassment	Sexual Orientation	Sexual and Reproductive Health Decisions	Unemployment Status	Status As Victim of Domestic Violence, Sex Offense or Stalking					
																									Religion	Disability	Pregnancy	As Victim of Domestic Violence, Sex Offense or Stalking	
INTERNAL	Complaints open at close of the period	11	2	-	-	-	-	1	-	2	1	2	-	-	2	1	-	4	3	5	-	-	-	-	-	-	-	-	-
	Complaints outstanding at close of the period	8	1	-	-	-	-	1	-	1	1	2	-	-	1	1	-	2	2	4	-	-	-	-	-	-	-	-	
	Complaints filed during the period	3	1	-	-	-	-	-	-	1	-	-	-	-	1	-	-	2	1	1	-	-	-	-	-	-	-	-	
	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	-	-	-	-	-	2	2	2	-	2	-	-	1	-	-	5	4	2	-	-	-	-	-	-	-	-	
	Complaints outstanding at close of the period	8	-	-	-	-	-	2	2	2	-	2	-	-	1	-	-	5	4	2	-	-	-	-	-	-	-		
	Complaints filed during the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	4	2	-	-	-	-	-	-	-		
	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

Agency: 868		DCAS			
Summary Period of EEO Reasonable Accommodation:		10/01/2021 - 12/31/2021			
Number, basis and type of resolution					
	Total	Disability	Pregnancy	Religion	As Victim of Domestic Violence, Sex Offence or Stalking
Reasonable Accommodations open at close of the period	22	20	1	1	-
Reasonable Accommodations filed during the period	123	56	5	62	-
Reasonable Accommodations resolved during the period	141	75	4	61	1
Granted as Requested	57	43	4	9	1
Modified Accommodation Granted	1	-	-	1	-
Denied	65	17	-	48	-
Withdrawn	3	3	-	-	-
Administratively Closed	15	12	-	3	-
Reasonable Accommodations appealed during the period	43	8	-	35	-

Summary Period of EEO Inquiry: 10/01/2021 - 12/31/2021											
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	43	1	2	10	17	-	-	5	7	1	-
Inquiries filed during the period	258	-	8	12	218	-	-	13	7	-	-
Inquiries resolved during the period	250	-	6	7	218	-	-	13	6	-	-