

DSS-HRA-DHS FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Agency Name: <u>DSS-HRA-DHS</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 4, 2022	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2023		
<input type="checkbox"/> 3 rd Quarter (January -March), due May 1, 2023	<input type="checkbox"/> 4 th Quarter (April -June), due July 31, 2023		
Prepared by: Athina McBean Deputy Commissioner of Equal Employment Opportunity and Equity & Inclusion mcbeana@dss.nyc.gov 212-607-6091 <small>Click or tap here to enter text.</small>			
Name	Title	E-mail Address	Telephone No.
Date Submitted: _____			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

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Instructions for Filling out Quarterly Reports FY 2023

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

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

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

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

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

- ❖ 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.]
- ❖ Please save the Excel file as "**XXXX Quarter X FY 2023 DEI-EEO Training Summary**", where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): April 22,2022 No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Employee Excellence Programming

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

III. Workforce Review and Analysis

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

Q1 (9/30/2022): 12,386 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): October 28th Yes again on (Date): _____ No

- NYCAPS Employee Self Service (by email; strongly recommended every year) Agency's intranet site
 Newsletters and internal Agency Publications On-boarding of new employees

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

Yes On (Dates):

Q1 Review Date: October 24th, 2022 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |

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Other _____
 Not conducted

Other _____
 Not conducted

Other _____
 Not conducted

Other _____
 Not conducted

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

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

A. Workforce:

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

1. To increase participation and employment of individuals with disabilities in the workforce, DSS will leverage year 4 of the grant-funded Partnership for Inclusive Internships (PII) to create 30 more internship opportunities in FY 23 for people with disabilities while expanding the PII Program to other City Agencies. DSS will also seek to ensure that the PII Program continues beyond 1/1/2023 through other funding sources.

- ❖ The PII Program is in its 3rd year and has provided over 90 internship opportunities to people with disabilities. DSS is in the process of negotiating a Bridge Year 4. In Q 1, 5 interns were hired as temporary employees and one PII intern that had been hired as a temporary employee was hired as a full-time employee.

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

2. Continue to work on the blind recruitment process with HRS

- ❖ Blind recruitment is the process of removing all identifying details from candidates' resumes and applications. This helps hiring teams evaluate people on their skills and experience instead of factors that can lead to biased decisions. This pilot will allow hiring managers to select the right candidates without imposing any type of preconceived ideas about a candidate based on their name, age, the school they attended, etc. This will help create more diverse program units and may help

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address underutilization. The blink recruitment process would help with the following:

- The use of blind resume selections and other resources to increase the selection of diverse candidates.
- Increasing the pool of qualified hiring managers by encouraging more managers to take Structured Interview Training for Hiring Managers.
- Reviewing and updating recruitment resources on bi-annual basis to ensure that the sources are yielding the desired results

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q2 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q3 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q4 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

3. The EEO Office will host bi-annual 55-A information sessions for employees

- The first session will be held in October 2022
- We are conducting this information session because during a training employee expressed an interest in wanting to know more about the 55-a program. The targeted audience are all employees that are interested in learning more about 55-a. We would like all employees to attend, whether they are permanent civil service or not, so that they can help us spread the word about the 55-a program.

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q2 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q3 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q4 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

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B. Workplace:

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

1. The DSS Office of Disability Affairs will continue to curate presentation(s) for staff in honor of the Americans with Disabilities Act.

❖ In Q1, the Office of Disability Affairs hosted a virtual presentation featuring the video *Signing Black in America*, in honor of the ADA. Approximately 140 DSS employees attended.

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

2. The DSS Office of Disability Affairs will collaborate with other DSS Departments to establish a Lunch & Learn program regarding disability issues.

❖ Plans for this series have begun in Q1. We are hoping to launch in Q2.

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

3. [Gender Equity] Gender Pronoun Training: Our agency has many staff and community members who are transgender, gender

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non-conforming, non-binary and intersex. One of the areas where all of us can use continued practice and improvement is with gender pronouns. We will be offering staff a mini-course on pronoun use, with the aim to reach approximately 250 unique people by the end of the second quarter of FY23, and will continue to offer this curriculum, including a refresher.

- ❖ Conducted six sessions of the Gender Pronoun Training for HASA staff. Met initial goal, but more sessions will be offered.

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

- The DSS Office of Disability Affairs, along with OPPT, will continue to provide 4-8 hour trainings (Part 1, Part 2 and Full-Day Introduction to Disabilities) on working with people with disabilities to DHS and Provider Agency staff.

- ❖ The DSS Office of Disability Affairs, in collaboration with HRS and EEO will provide trainings for Supervisors entitled Creating a Mentally Healthy and Disability- Friendly Workplace.

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

C. Community:

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

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1. The DSS Office of Disability Affairs will continue to collaborate with the Mayor’s Office for People with Disabilities on outreach related to ASL Direct and services for people who are deaf and hard-of-hearing.

❖ The DSS Office of Disability Affairs continues to meet every 6-8 weeks with MOPD regarding outreach for ASL Direct. During Q1, ODA mailed ASL Direct Palm cards to clients who are coded as using ASL as their primary language.

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

2. DSS is increasing access for people who are low vision by developing outreach materials in Large Print.

❖ In Q1, an updated version of the DHS client reasonable accommodation request and HIPAA form was submitted for LP conversion. In addition, meetings were held to create a prioritized list of outreach materials for LP conversion.

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

3. DSS Office of Disability Affairs hosts a quarterly Disability Advisory Panel, engaging advocates and people with disabilities from across the spectrum.

❖ In Q1, the Disability Advisory Panel was held in September.

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**
Q2 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**
Q3 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

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Q4 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

4. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development, and delivery.

- ❖ The Office of Citywide Health Insurance Access (OCHIA) will expound on its commitment to increasing New York City residents’ knowledge of and access to health insurance options for individuals, families, business owners, and those they employ. Through the establishment of new partnerships and the expansion of existing ones, OCHIA will continue to serve the City’s uninsured residents.

In the first quarter of fiscal year 2023, OCHIA, IDNYC, SNAP, Fair Fares participated in MetroPlus’ resource fairs serving immigrants, asylees and asylum seekers. The events occurred in August and September. OCHIA also conducted virtual health insurance workshops for partnered agencies, hospitals, and senior serving organizations, serving immigrant communities including a presentation in contribution to Queens Public Library’s (QPL) “Wellness Wednesdays” health series.

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

5. Identify best practices for establishing a brand of inclusive customer service.

- ❖ **The DSS Office of Constituent Services (OCS)** is planning to launch the One Number initiative during FY’23. This initiative will modernize the agency’s call center to provide clients with the ability to manage their benefits remotely. The DSS One Number is a new Interactive Voice Response (IVR) system that will consolidate most of the agency’s separate IVR (40) systems into one public-facing customer service number. The DSS One Number will provide clients with self-service and agent-assisted supports for some of the agency’s largest benefit programs including SNAP, Cash Assistance, Medicaid, HASA, and HEAP.

OCS is also increasing access by expanding its call center, Infoline, hours in order to serve a wider range of clients.

During Fy’23 Q1 Infoline call center has expanded its hours of operation on Wednesdays to provide better client access and

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improve customer service. This is a pilot program that started in June and will continue through 2023.

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

6. **The DSS Office of Communication and Marketing (OCM)** continues to ensure that the agency’s public message is expanded to a broader and more diverse group of potential clients. For FY’23 OCM launches several multilingual public information campaigns to educate our clients about benefits that are available to them. These campaigns include ads in public transportation, social media, radio, local neighborhood businesses and community and ethnic media.

On Q1 of FY23 we launched the Phase II of the Fair Fares campaign focusing on multilingual advertisement in ethnic media, radio, and transit ads.

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

7. Identify best practices for establishing a brand of inclusive customer service.

❖ IDNYC Municipal ID Card Program during FY’23 continues to offer its services in the Local Law 30 languages, at all public-facing enrollment sites, to appeal to a diverse array of New Yorkers throughout the five boroughs. Applications, brochures, marketing material (incl ethnic media), email/text renewal reminders, and website content are among the many ways in which our multilingual communications are shared with the public at large. Also, staff are instructed on how to utilize Language Line translation service to support applicants with limited English proficiency. Lastly, our hiring process also considers bilingual proficiency to further buttress our brand of inclusive customer service efforts. During Q1 IDNYC enrolled 39,388 plus September new applicants.

8. Undertake initiatives to improve community relations, community awareness, and to engage communities being served in

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recruitment efforts, service development, and delivery.

- ❖ IDNYC works with several partners, including but not limited to, the DSS/HRA Office of Intergovernmental and Legislative Affairs, the Mayor’s Office of Immigrant Affairs, and City Hall, to host temporary enrollment sites and the deployment of the IDNYC On-the-Go/Mobile Command Center to hard-to-reach neighborhoods in NYC. Our presence in these communities that rely on a government-issued photo ID card, along with the card’s many benefits and services is necessary to improve the quality of lives for all New Yorkers, including newly arriving asylum seekers, as they navigate sudden arrival to this City.
- ❖ During Q1 of FY’23- IDNYC develop new systems and installed pop up sites to serve the influx of asylum seeker arriving in New York City.

9. DSS/DHS/HRA will meet regularly with LGBTQI community members and advocates, holding at least two (2) advisory group meetings in FY22. These groups are a chance to increase communication and transparency about community needs, share back initiatives from within the agency, and ensure that agency services are informed by what is going on with the community.

- ❖ Q1: We are scheduled to hold an LGBTQI Workgroup meeting on November 1, 2022.

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

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D. Equity, Inclusion and Race Relations Initiatives:

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

1. Racial Equity tool kit

- ❖ The toolkit was created to increase shared understanding of racial equity and inclusion. It is important to clearly define the terms we use in conversations. It is also important to be aware of how and why dimensions become racist and ways we can create change.

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

2. The Office of Equity & Inclusion has been working continuously on trainings and workshops.

- ❖ **Implicit Bias UNDERSTANDING AND MINIMIZING IMPLICIT BIAS Workshop**
What is bias? How does it impact our ability to work together and create inclusive workspaces? This session will introduce foundational concepts of implicit bias, where they come from, and how they impact us.
LEARNING OBJECTIVES:
 - Develop a foundational understanding of implicit biases.
 - Understand how implicit biases impact our lives and behavior.
 - Discuss strategies for minimizing biases in our work and personal lives.

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❖ Responding to Racism

This session introduced foundational concepts of implicit bias, where they come from, and how they impact us.

Learning Objectives:

- Explore the types of racism and ways to mitigate them.
- Build an understanding of workplace practices that can facilitate or hinder antiracism.
- Discuss ways to educate and protect oneself as part of antiracist practice.

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q2 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q3 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

Q4 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

❖ The Office of Equity & Inclusion worked with Work Well NYC to conduct these workshops. The office will continue to plan and collaborate with organizations/agencies on trainings. We are currently working on conducting the following workshops:

- Responding to Racism
- Religious Microaggressions
- Ageism in the workplace
- Follow-up to the racial equity toolkit.
- Understanding and addressing privilege

3. In August 2022 OEI created a 3-day Equity & Inclusion challenge and selfcare workshop for women in the workplace honor of Women’s Equality Day

❖ OEI worked with the agency’s work well coordinator to plan a selfcare workshop for women in the workplace. The workshop discussed ways that women can do selfcare at home and at work. The event was closed out with a meditation.

- ❖ The 3-day women’s Equity & Inclusion challenge was used to create awareness in the workplace around women and inclusion. The themes for the challenge were the following:
 - Equal Pay and its Challenges
 - Gender Bias

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- Intersectional Feminism

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

4. OEI onboarded a Director of Gender Equity initiatives to oversee the management of and provide leadership and vision for the overall development the agency’s gender equity initiatives.

- ❖ The Director of Gender Equity initiatives is developing a gender equity toolkit along with a workshop to create awareness of gender equity in the workplace.

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

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5. OEI hosted a Hispanic heritage month panel event in September.

❖ The Hispanic Heritage event was a discussion with senior leadership on their journey into leadership.

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

A. Recruitment Efforts

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

1. Ensure that all HRA and DHS positions are posted and visible in Employee Self Service (ESS) for all City employees.

- ❖ The agency utilizes ESS as a recruitment tool to identify qualified candidates from a diverse population within our agency and other agencies.

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

2. Post HRA and DHS positions that are eligible for external applicants on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside of the Agency. To enhance diversity recruitment, we post externally on ethnic and professional websites, colleges, APA's and organizations such as HBCU's, LinkedIn, etc.

- ❖ HRS continues to post HRA and DHS positions on www.nyc.gov/careers so that external candidates can seek out job opportunities. This allows us the ability to recruit from a diverse population outside of the Agency. We continue to increase our outreach to develop a solid list of diversified recruitment sources to increase the agency diverse and inclusive footprint.
- ❖ In Q1 the agency posted 450+ positions on LinkedIn to reach a more diverse applicant pool.

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- 3. DSS’s Office of Human Capital Management (HCM), the Office of Disabilities Affairs (ODA) and HRA’s We CARE program collaborate with the PII program on encouraging employment of people with disabilities within our system.
- ❖ They communicate regularly with Maureen Anderson’s team at Acces-VR. The PII team meets with Acces-VR counselors in each borough. The PII Program hosts a virtual speaker series for interns with disabilities and partner agencies entitled *Conversations with City Agencies*, promoting strategies for employment within NYC government for this population.

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

B. Internships/Fellowships

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

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

1. Urban Fellows Total: 0

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

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

2. Public Service Corps Total: 10

Race/Ethnicity* [#s]: Black_2_ Hispanic_3_ Asian/Pacific Islander_2_ Native American___ White_2_ Two or more Races_1_

Gender* [#s]: M_4_ F_6_ N-B ___ O ___ U ___

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3. Summer College Interns Total: 124

Race/Ethnicity* [#s]: Black_40__ Hispanic___ Asian/Pacific Islander_49__ Native American__21_ White_7__ Two or more Races__7_

Gender* [#s]: M_56__ F_64__ N-B_3__ O___ U_1__

4. Summer Graduate Interns Total: 0

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

Gender* [#s]: M___ F___ N-B___ O___ U___

5. Other (specify) Total: 17

a. The Partnership for Inclusive Internships (for people with Disabilities) Total: 4

Race/Ethnicity* [#s]: Black 1 Hispanic___ Asian/Pacific Islander 1 Native American___ White 2 Two or more Races___

Gender* [#s]: M 4 F___ N-B___ O___ U___

b. AmeriCorps VISTA Total: 4

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander Native American___ White 4Two or more Races___

Gender* [#s]: M___ F_3__ N-B_1__ O___ U___

c. College Credit/Fellowship Total: 6

Race/Ethnicity* [#s]: Black ___ Hispanic_1__ Asian/Pacific Islander ___ Native American___ White 5 Two or more Races___

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Gender* [#s]: M _1_ F _4_ N-B _1_ O ___ U ___

d. Research Foundation CUNY Total: 3

Race/Ethnicity* [#s]: Black _1_ Hispanic ___ Asian/Pacific Islander _2_ Native American ___ White Two or more Races ___

Gender* [#s]: M _2_ F _1_ N-B ___ O ___ U ___

Additional comments: Total Interns FY 2023 Q1: 151

C. 55-A Program

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

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

Q1 (9/30/2022): _45___ Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of ___1___ [number] new applications for the program were received.
During the 1st Quarter _4___ participants left the program due to resignation.

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

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- 1. Disseminated 55-a information –
by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
Other: _____

- 2. _____
- 3. _____

V. Selection (Hiring and Promotion)

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

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

- 1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 - ❖ Upon request, staff can schedule an individual appointment with a career developer to review/revise resumes and cover letters, as well as participate in mock interviews. The Office of Workforce Development also collaborates with the various heritage committees and program managers, upon request, to offer career development workshops.
- 2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

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- ❖ The agency ensures that panel interviews are conducted by an EEO or HR representative for all promotional opportunities for M1 and above positions.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
- ❖ EEO representatives assist with panel interviews for all promotional opportunities for M1 and above positions.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
- ❖ The agency will use the DCAS Layoff Procedure as guidance should there be any layoffs, terminations, and/or demotions due to legitimate business/operational reasons in FY 2022.

During this Quarter the Agency activities included: # of Vacancies		# of New Hires	# of New Promotions
Q1	# 2,649	# 251	# 322
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VI. Training

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

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VII. Reasonable Accommodation

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

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

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

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

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

D. Local Law 101: Climate Survey

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

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

1. **Increase employees’ familiarity with the EEO Policy.**
 - **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?** The citywide EEO Policy is posted on the intranet page, the EEO Office will also provide trainings to employees on the complaint and investigation process.
2. **Improve the EEO Office’s visibility to the workforce.**
 - **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?** In April 2022, an agency wide e-mail was issued providing employees with the names and contact information of the EEO office staff. The EEO contact information is also available on the agency’s intranet site
3. **Improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

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- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?** The DCAS Complaint procedure is posted on the intranet page, and it is distributed to employees during new employee orientation.

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

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?** The EEO Office will continue to encourage staff to enroll in the trainings conducted by DCAS that increase employees understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

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

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?** The EEO Office will be providing EEO training for supervisors and managers designed to improve their knowledge of the EEO complaint process and the measures that an employee may take to report violations of the EEO policy.

- 6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?** The EEO Office will be providing EEO training for supervisors and managers designed to improve their knowledge of the EEO complaint process and improve their knowledge of whom and where to direct employees

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who may want to discuss possible violations of the EEO policy

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: EEPC (We have not received the audit findings from the EEPC).

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

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Appendix A: EEO Personnel Details

EEO Personnel for First Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter: <input 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)

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	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<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.	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and 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. 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
3. 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
4. Disability Awareness & 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
5. 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
6. Microaggressions	<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. 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
8. 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
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports			

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, <u>and all new EEO Professionals</u>):								
Name & EEO Role								
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<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. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

Diversity and EEO Staffing as of ___Quarter FY 2023*

<u>EEO Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Athina McBean	Director of EEO M3	100%	mcbeana@dss.nyc.gov	929.221.7254 212.607.6091
Deputy EEO Officer OR Co-EEO Officer	Monique Quinones-Jackson	Admin Staff Analyst	100%	quinonesmo@dss.nyc.gov	212.361.8385
Chief Diversity & Inclusion Officer	Karen St. Hilaire	Assistant Commissioner	100%	St.Hilairek@dss.nyc.gov	929.221.5277
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Raymond Medina-Deputy Diversity Officer/MWBE	Assistant Commissioner	100%	medinaray@dss.nyc.gov	929-221-5290
ADA Coordinator	Rae Davis Rajun Jordan	PAA III	100% 100%	davisr@dss.nyc.gov jordanr@hra.nyc.gov	212.361.7493 929-221- 5141
Disability Rights Coordinator					

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Disability Services Facilitator	Jennifer Shaoul, DSS & HRA Siu Cheng, DHS	Admin Staff Analyst Admin Staff Analyst	<u>25%</u> <u>10%</u>	shaouli@dss.nyc.gov siuc@dss.nyc.gov	<u>929.221.7281</u> <u>929.221.6740</u>
55-a Coordinator	Mercedes Jaramillo	Strategic Initiative Specialist	5%	jaramillom@dss.nyc.gov	929.221.5460
Career Counselor	Terrance Stroud		<u>10%</u>	WorkforceTrainingOperations@dss.nyc.gov	9292216808
EEO Counselor					
EEO Investigator	Patty Baez	Investigator (DISCP) III	100%	baezp@dss.nyc.gov	929.221.5143
EEO Counselor\ Investigator					
Investigator/Trainee					
EEO Training Liaison					
Other (specify)					
Other (specify)					

* 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. You may provide full contact information once if several roles are performed by the same person.