

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FISA-OPA FY 2024 Quarterly Diversity, Equity, Inclusion and EEO Report

### Part I: Narrative Summary

Agency Name: FISA-OPA

☒ 1<sup>st</sup> Quarter (July -September), due November 17, 2023

☒ 2<sup>nd</sup> Quarter (October – December), due January 30, 2024

☒ 3<sup>rd</sup> Quarter (January -March), due April 30, 2024

☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2024

Prepared by:

Lois Valero

EEO Officer

LValero@fisa-opa.nyc.gov

212-857-7248

Name

Title

E-mail Address

Telephone No.

Date Submitted: \_04/29/2024\_

**FOR DCAS USE ONLY:**

***Date Received:***

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II 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.**

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): \_\_\_\_\_12/26/2023\_\_\_\_\_ ☐ No  
☒ By e-mail  
☒ Posted on agency intranet and/or website  
☐ 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): \_\_\_\_\_See below.\_\_\_\_\_

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

- On 01/11/2024, FISA-OPA hosted its annual Employee Recognition Ceremony, where the Agency honored 85 award recipients, and celebrated their combined total of 1260 years of City service.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- During Q3 FY 2024, FISA-OPA recognized Black History Month, Dominican Heritage Month, Women's History Month, International Women's Day, and Irish-American Heritage Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage and/or diversity awareness months.

### III. Workforce Review and Analysis

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

Q1 (9/30/2023): 554 Q2 (12/31/2023): 552 Q3 (3/31/2024): 545 Q4 (6/30/2024 ): \_\_\_\_\_

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

☒ Yes On (Date): By default, when employees log into ESS, they are first presented with a reminder to update this information before proceeding to the ESS home page. ☐ Yes again on (Date): \_\_\_\_\_ ☐ No

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

☒ Agency's intranet site

☒ On-boarding of new employees

☒ Newsletters and internal Agency Publications

#### III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 11/6/23 Q2 Review Date: 2/15/24 Q3 Review date: 4/29/24 Q4 Review date: \_\_\_\_\_

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The review was conducted with:

☒ Agency Head  
☒ Human Resources  
☒ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ Human Resources  
☒ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ Human Resources  
☒ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Agency Head  
☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

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 2024.

### A. Workforce:

Due to the City's recovery efforts from the COVID-19 pandemic, citywide budget restraints, headcount reduction, additional budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, the lack of a citywide telework policy and other yet to be determined policy updates that may impact the Agency's operations, FISA-OPA may be unable to fulfill some aspects of this initiative.

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 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

#### 1. Goal: Awareness & Education - Diversity and EEO Policies, Resources and Practice

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

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FISA-OPA will continue to execute DCAS-issued assessment analyses, climate survey(s) and where required, other relevant data collection/analysis/reporting which will focus on identifying and eliminating possible risks and/or conditions specific to the “Stop Sexual Harassment in New York City Act” and local laws 93, 95, 96 and 101, as well as the Pay Equity and the Recruitment & Retention directives per local laws 27 and 28.

The following training sessions have been targeted for deployment and/or already completed in FY 2024:

- Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (all staff members); completed in Q3, FY 2024
- Sexual Harassment Prevention Training (all staff members); deployed on 04/01/2024.
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors); completed in Q2, FY 2024.
- Fire Safety Training (all staff members); completed in Q2, FY 2024.
- Progressive Discipline (Managers and Supervisors); TBD
- ePerformance-NYCAPS; training completed for supervisory staff in Q1, FY 2024
- IgbTq: The Power of Inclusion Training (all staff members); TBD
- From Microaggressions to Microaffirmations (all staff members); TBD
- Introduction to END DV/GBV;EO85 (all staff members); TBD

## Workforce Goal #1 Updates:

|            |   |                                      |   |                                  |                                   |                                    |
|------------|---|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input checked="" 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. Goal: Diversify our workforce demographic

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

FISA-OPA, will continue working to find good sources of candidates from under-represented groups for certain job categories. This is an ongoing effort to add and change additional sources of candidates from those under-represented groups. FISA-OPA will continue to work on efforts to adjust its applicant sources to find the most effective sources in FY 2024.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

On 01/04/2024, 02/08/2024, 03/6/2024 and 03/19/2024, FISA's Administration Unit distributed Notices of Open and Upcoming Civil Service Examinations to all staff members. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

### Workforce Goal #2 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Succession Planning

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

FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees' skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. For instance, in FY 2023, FISA-OPA management recognized the leadership talents of four (4) female staff members, one of whom is Black and the other, Hispanic. Through the City's established interview and hiring process, each of the female staff members were appointed to managerial positions, either through promotion within the same Division, or appointment to oversee another a Work Unit within FISA-OPA. During the upcoming fiscal year, FISA-OPA will continue to engage managers on creating Succession Plans for highly talented agency employees.

During FY 2024, FISA-OPA management will continue to:

- ✓ Identify those with the potential to assume greater responsibility in the organization.
- ✓ Provide critical development experiences to those that can move into key roles.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ✓ Engage the leadership in supporting the development of high-potential leaders.

Target Work Units for FY 2024 succession planning efforts include the Agency's Technology Operations Division, Risk Management Division and the Payroll Banking and Accounting Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

### Workforce Goal #3 Updates:

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

#### 4. **Mentoring and leadership opportunities**

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

FISA-OPA sees intrinsic value in promoting an equitable and inclusive work environment that encourages employee participation, project collaboration and the exchange of ideas. In FY 2023, such mentorship activities were conducted within the Agency's Call Center Work Unit, the HR/Payroll Help Desk Work Unit, and the Technical Operations-Technical Services Work Unit. Their respective collaborations are ongoing into FY 2024. FISA-OPA will make efforts to continue to pair together experienced division managers with non-managerial employees. All employees will be informed of possible mentoring initiatives. Upon review by unit and/or project managers, selected employees may be appointed to team lead and/or supervisory positions with accessible mentorship support from Work Unit Managers and Directors to advise these employees on key decision-making activities.

For FY 2024, EEO will collaborate with HR to identify potential employees and/or other work units that could benefit from mentoring and leadership opportunities.

### Workforce Goal #4 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|



## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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. Efforts to reduce Workforce underutilization:

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports.**

**Please list Job Groups where underutilization exists in the current quarter.**

FISA-OPA values the importance of a diverse workforce. Our Agency Head and EEO officer review CEEDS data and workforce reports on a quarterly basis before submitting the Agency's quarterly EEO report. For the 3rd quarter of FY 2024, FISA-OPA posted discretionary positions to recruitment sources and our Agency will diligently continue to address any underutilization of job groups identified. The Q3 FY 2024 CEEDS reports indicated that FISA needs to address the underutilization of Females, Blacks and Hispanics in the Managers group, and Females in both the Science Professionals and Paraprofessionals group. The Q3 FY 2024 CEEDS reports for OPA showed no significant underutilization across all job groups.

During these collaborative sessions, FISA-OPA's Diversity Workforce Dashboard Report is compared to the 'NYCAPS e-Hire Interview Log Report' as well as the 'EBPPP961 CEEDS Workforce Report. The HR and EEO Offices also consult with Agency Executive Management to discuss and address other factors that may present challenges to resolving underutilization of women and minorities, and/or impacting Selection (Hiring and/or Promotion), such as the City's recovery efforts from the COVID-19 pandemic, high attrition, citywide budget restraints, headcount reductions, numerous budget PEGS, the OMB hiring freeze, the City's Civil Service rules and regulations, lack of competitive salaries in comparison to the private sector, the absence of a citywide telework policy, the need for rare technical skillsets and other upcoming policy updates that may impact the Agency's operations.

For any job posting that is found to be part of an underutilized Job Group, HR and EEO will determine if that selected applicant/candidate helps to mitigate under-representation of women and minorities. Where further action is needed, HR and EEO may discuss other viable options, such as post job vacancies to additional job recruitment sources that focus on women and minorities, and/or attend additional diversity-focused job fairs. An assessment of the interview pool for each Job Group will also be conducted to determine the types of candidates being contacted for interviews.

On 01/04/2024, 02/08/2024, 03/6/2024 and 03/19/2024, FISA's Administration Unit distributed Notices of Open and Upcoming Civil Service Examinations to all staff members. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

## B. Workplace:

**Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

### 1. **Goal: Training and Professional Development**

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

FISA-OPA will continue working to improve training opportunities and access to training resources beyond the City's EEO Training Requirements (examples of other City required training are COIB and DOI awareness training). FISA-OPA will train all new staff in VDT/Right to Know, Security Awareness, and Workplace Violence Prevention. FISA-OPA also plans to schedule the following training sessions in FY 2024 that support the City's DEI initiatives and improve supervisory skills for managing a diverse workforce:

- From Microaggressions to Microaffirmations (all staff members)' TBD
- Introduction to END DV/GBV; EO85 (all staff members); TBD
- ePerformance-NYCAPS; training completed for supervisory staff in Q1, FY 2024
- Progressive Discipline (Managers and Supervisors); TBD
- DCAS CTC, C1044: Fundamentals of Supervision (Managers and Supervisors); completed in Q2, FY 2024

On 11/02/2023, FISA's Administration Unit announced the availability of LinkedIn Learning, which provides online and on-demand access to various courses for one's professional development. FISA-OPA's professional development online subscription to LinkedIn.com Learning will continue to offer our staff a more diverse career platform to enhance both their knowledge and practical skills, including some topics related to diversity and inclusion, leadership, effective listening, mentoring, and other related competencies. The Agency will continue to encourage staff to learn new skills that enhances their existing skills, with the expectation that the staff will be motivated and prepared to take on new responsibilities and roles which will strengthen the organization.

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Workplace Goal #1 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Goal: Maintain an Open-door Policy to all employees

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

Our managers, Career Counselors, and the EEO Office will continue to have an open-door policy. Staff can use any of these avenues to get advice or to raise any issues: walk-in, phone, email, or meeting.

In Q4, FY 2024, FISA-OPA may also consider scheduling an “EEO Awareness Day” that could provide key historical milestones, interesting agency-specific demographics and resources about EEO, Diversity, Equity and Inclusion.

## Workplace Goal #2 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Goal: Deliver EEO, Diversity and Inclusion Training on a consistent basis

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

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FISA-OPA will continue to stay current with EEO and Diversity training requirements provided by DCAS's Office of Citywide Equity and Inclusion. Over the past few years FISA-OPA has trained its staff on the Diversity and Inclusion CBT, the Basic EEO CBT, Structured Interviewing and Unconscious Bias, Transgender Inclusion, and how to do effective performance evaluations. The Agency is awaiting the Citywide announcement regarding Cycle 5 for "IgbTq: The Power of Inclusion Training." For Q1 FY 2025, all supervisory and managerial staff will be tentatively scheduled to attend "Structured Interviewing and Unconscious Bias" training.

On 04/01/2024, FISA-OPA deployed the following mandatory EEO eLearning course to all staff members, with instructions to complete all modules by 05/03/2024:

✓ Sexual Harassment Prevention training

### Workplace Goal #3 Updates:

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

#### 4. Other Workplace Activities:

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

During Q3 FY 2024, FISA-OPA recognized Black History Month, Dominican Heritage Month, Women's History Month, International Women's Day, and Irish-American Heritage Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage and/or diversity awareness months.

On 03/06/2024, FISA-OPA staff members were invited to register and participate in the 2024 J.P. Morgan Run/Walk Corporate Challenge, which is scheduled to take place in New York City on 05/29/2024.

On 03/15/2024, FISA-OPA staff members were invited to register and participate in the 2024 Take Our Daughters and Sons to Work Day, which is scheduled to take place at FISA-OPA on 04/25/2024.

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

### 1. Goal: Promote participation with minority and women owned business enterprises (MWBEs)

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

FISA-OPA does not directly provide services to the citizens of New York City. However, FISA-OPA will continue to purchase goods/services from MWBE (Minority and Women owned Business Enterprises) vendors.

For FY 2024, the agency has combined target goal for both FISA and OPA to increase the percentage of contracts awarded to M/WBEs by 5%.

- In Q3 FY 2024, 27.27% of FISA's contracts were awarded to M/WBE vendors. The value of these contracts was 6.01% of FISA's procurement spend. FISA's M/WBE \$ as a percentage of total City M/WBE spend in Q3 FY 2024 was 0.13% which represents a total of 9 out of 33 contracts awarded to M/WBEs.
- In Q3 FY 2024, 50% of OPA's contracts were awarded to M/WBE vendors. The value of these contracts was 0.05% of OPA's procurement spend. OPA's M/WBE \$ as a percentage of total City M/WBE spend in Q2 FY 2024 was 0.001%, which represents a total of 2 out of 4 contracts awarded to M/WBEs.

In order to learn of other ways FISA-OPA can increase its percentage of awarded contracts to M/WBEs, the Agency's EEO Office will also seek to attend M/WBE events offered by the NYC Department of Small Business Services (SBS) and the New York City Economic Development Corporation (EDC). The EEO Office has also signed up for email notifications and newsletter distributions from SBS and EDC.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### Community Goal #1 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Other Community programs and activities:

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

Not Applicable.

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

### 1. Goal: Obtain Agency Head authorization to send periodic messages that support Equity, Diversity and Inclusion principles.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

FISA-OPA's EEO Office with the Agency Head's authorization will continue to send periodic messages that support Equity, Diversity and Inclusion principles. Throughout FY 2024, FISA-OPA will continue to consistently distribute EEO-related information such as the City's EEO Policy, including the Agency Head's EEO Policy Commitment Statement, the City's Anti-Discrimination Protection Policy and all EEO-related information and resources.

- In early Q2 FY 2024, OPA's EEO Office distributed the Agency Head's memo to directors, managers and supervisors, instructing them to conduct the bi-annual Mandatory EEO Policy Review Meetings with Staff. Final confirmation of all required meetings were submitted to the EEO Office on 11/21/2023.
- In late Q2 FY 2024, the Agency Head's memo regarding FISA-OPA's commitment to the City's EEO Policy, the relevant EEO-DEI documents and resources, as well as the memo called Retaliation Concerning EEO, was distributed to all staff members, and was also posted on the Agency's intranet, SharePoint.

#### Equity, Inclusion and Race Relations Initiative #1 Updates:

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

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

## 2. Goal: Participate in the City's DEI, HR-EEO and Gender Equity Interagency Partnerships and Initiatives

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

FISA-OPA has EEO representation at the meetings and/or events related to this initiative. In Q3 FY 2024, FISA-OPA's EEO Office received invitations to and/or attended the following DEI, HR-EEO and Gender Equity sessions:

- On 02/14/2024, DCAS-CEI conducted the EEO Best Practices Meeting. Presentations, materials and resources from each meeting were also provided to invitees via email.
- On 02/15/2024, the NYC Commission on Gender Equity conducted its Interagency Partnership meeting, where overviews of the Seramount and Catalyst organizations and their resources were presented. The new GEIP website was also introduced to the attendees.
- On 02/26/2024, DCAS's Office of Citywide Equity & Inclusion facilitated a panel discussion webinar called "Black History Month CityTalk: African Americans in the Arts." During this discussion, NYC employees shared how 'their passion for the arts influenced their careers.'
- On 03/01/2024, DCAS's Office of Citywide Equity & Inclusion facilitated an interactive Zoom workshop called "Preventing Hate and Bias in the Workplace." The webinar was presented by Ms. Maha Elgenaidi and Ms. Karen Stiller, both from the Islamic Network Group (ING).
- On 03/07/2024, the the NYC Commission on Gender Equity distributed an invitation to the Equal Pay Day Rally, which was held on 03/12/2024 at the Steps of City Hall.
- On 03/08/2024, the NYC Commission on Gender Equity conducted an International Women's Day webinar in conjunction with contracted partner, Seramount. The webinar presented featured stories that showed the efforts of individuals and companies that are working to support women and girls at their organizations and/or communities.
- On 03/08/2024, OATH conducted its quarterly ADRC meeting via Zoom. The agenda focused on the Principles of Inclusive Language, understanding inclusive language across different identities and working with others to adopt inclusive language together.



## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- On 03/29/2024, DCAS's Office of Citywide Equity & Inclusion facilitated a panel discussion webinar called "Women's History Month CityTalk: Women in Diversity, Equity and Inclusion." This discussion presented women leaders across the City and showcased the key programs they are leading to promote diversity, equity and inclusion across various agency sectors and external communities.

FISA-OPA's EEO Office will continue to provide representation at future sessions and participate in collaborative efforts where practicable. FISA-OPA intends to use the tools and resources supplied through DCAS, the Mayor's Office, GEIP, Seramount and Catalyst, as they become available.

### **Equity, Inclusion and Race Relations Initiative #2 Updates:**

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Goal: Incorporate the Agency's Diversity and Inclusion efforts to the goals and responsibilities of managers and supervisors**

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

- In early Q2 FY 2024, FISA-OPA's EEO Office announced to all staff members via email, that all levels of FISA-OPA leadership, managers and supervisors will conduct mandatory EEO Policy Review meetings with their respective staff members. The EEO Office used [www.surveymonkey.com](http://www.surveymonkey.com) to capture confirmation that these meetings with staff members occurred.
- In late Q2 FY 2024, the Agency Head's memo regarding FISA-OPA's commitment to the City's EEO Policy, the relevant EEO-DEI documents and resources, as well as the memo called Retaliation Concerning EEO, was distributed to all staff members, and was also posted on the Agency's intranet, SharePoint.

The EEO Office's contact information is always provided as part of every email correspondence.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### Equity, Inclusion and Race Relations Initiative #3 Updates:

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

#### 4. Goal: Encourage and support new and existing Employee Resource Groups (ERGs).

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

- During Q3 FY 2024, FISA-OPA recognized Black History Month, Dominican Heritage Month, Women's History Month, International Women's Day, and Irish-American Heritage Month. FISA-OPA continues to honor the recognized heritage months (either through legislation adopted by the United States Congress or through Presidential Proclamation) by asking employees to contribute resource links, such as links to events and articles, for any of the recognized heritage and/or diversity awareness months.
- On 03/06/2024, FISA-OPA staff members were invited to register and participate in the 2024 J.P. Morgan Run/Walk Corporate Challenge, which is scheduled to take place in New York City on 05/29/2024.
- On 03/15/2024, FISA-OPA staff members were invited to register and participate in the 2024 Take Our Daughters and Sons to Work Day, which is scheduled to take place at FISA-OPA on 04/25/2024.

### Equity, Inclusion and Race Relations Initiative #4 Updates:

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

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 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).

Due to recent headcount reductions and hiring freeze, both FISA and OPA do not have a surplus of vacant positions that would warrant the attendance at recruiting events. In the past, FISA-OPA did participate in recruiting events in various locations around the City. Should the need arise, FISA-OPA would certainly begin attending the DCAS Hiring Halls and other recruiting events, as necessary.

#### 1. Goal: Review policies, procedures, and practices related to targeted outreach and recruitment

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

During FY 2024, both the HR Office and the EEO Office at FISA-OPA will continue to engage strategies to expand the Agency's recruitment efforts. Currently, FISA-OPA's Director of Human Resources, Ms. Kristel Simmonds-Cobb, serves as the Career Counselor. Along with Senior Director of Human Resources & Training Ms. Diana Bicchetti and members of the HR Team, they have deployed measures to better promote awareness of career growth opportunities within the Agency. FISA-OPA's Human Resources Office makes every effort to ensure that hiring processes are consistent with the City's recruitment policies, procedures and practices.

- On 01/04/2024, 02/08/2024, 03/6/2024 and 03/19/2024, FISA's Administration Unit distributed Notices of Open and Upcoming Civil Service Examinations to all staff members. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

FISA-OPA remains committed to making efforts to attend more job fairs, based on when the Agency has approved job vacancies and job postings available.

#### Recruitment Initiatives/Strategies #1 Updates:

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

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. Goal: Review underutilization in job groups to inform and improve recruitment efforts

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

EEO in collaboration with HR, continues to review the quarterly workforce composition reports, such as the CEEDS reports and the Agency's workforce diversity dashboard to identify and assess any specific job groups where underutilization may exist, and then develop a contingency plan to improve recruitment and retention activities accordingly. EEO and HR also regularly reviews the Applicant Interview Log to monitor job applicants' self-identification trends, identify the demographic population regarding hiring managers' final recommendation/candidate to hire, and determine whether the recruitment sources are proving effective in providing the Agency with a more diverse pool of potential candidates.

To address underutilization in FY 2024, FISA-OPA will continue to expand internal and external applicant pools through outreach resources geared at broader recruitment, such as working with HR to find new job boards that focus on opportunities for minorities and women. FISA-OPA will also use the DCAS Retirement Forecasting tool to assess the impact of the impending retirement of employees, then devise and implement strategies to facilitate sufficient knowledge transfer, in order to mitigate potential loss in productivity, or gap in talent.

FISA-OPA will continue to notify and encourage its employees to prepare for and take open-competitive and promotional civil service exams.

The effectiveness of the Agency's recruitment efforts that support DEI-related principles is currently being gauged by review of the NYCAPS Employee Demographics Report, the NYCAPS eHire Applicant Interview Log Report (LRS/Page Center X) and the SmartRecruiters Report from Jobs NYC. EEO will also collaborate with the Agency's HR Department to garner information about new and/or ongoing recruitment strategies. EEO is currently analyzing data and feedback from the above sources to determine if/how well this DEI initiative is working.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### Recruitment Initiatives/Strategies #2 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" 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. **Encourage succession planning to fortify the Agency's workforce, and facilitate professional career growth**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

FISA-OPA acknowledges that good succession planning can provide the possible availability of qualified staff who show potential to step into leadership roles. This also enables cross-functional knowledge transfer activities amongst the different divisions/work units helps to fortify employees' skillsets, encourages employee engagement and delivers a versatile workforce to consider, should a job vacancy arise. For instance, in FY 2023, FISA-OPA management recognized the leadership talents of four (4) female staff members, one of whom is Black and the other, Hispanic. Through the City's established interview and hiring process, each of the female staff members were appointed to managerial positions, either through promotion within the same Division, or appointment to oversee another a Work Unit within FISA-OPA.

- During FY 2024, FISA-OPA management will continue to:
  - ✓ Identify those with the potential to assume greater responsibility in the organization.
  - ✓ Provide critical development experiences to those that can move into key roles.
  - ✓ Engage the leadership in supporting the development of high-potential leaders.

Succession planning activities are already taking place in the Agency's Technology Operations Division, Risk Management Division and the Payroll Banking and Accounting Division. EEO will also partner with HR to periodically check-in with each Division to assess their progress and if needed, provide additional guidance and resources.

### Recruitment Initiatives/Strategies #3 Updates:

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

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

**4. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

- On 01/04/2024, 02/08/2024, 03/6/2024 and 03/19/2024, FISA's Administration Unit distributed Notices of Open and Upcoming Civil Service Examinations to all staff members. Additionally, employees that are eligible to take Qualified Incumbent Exams are notified individually. The email distributions also contained HR's contact information, should staff members have questions or wish to discuss their City career-related goals.

### B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

| Quarter # | Event Date | Event Name | Borough |
|-----------|------------|------------|---------|
| 1         | N/A        | N/A        | N/A     |
| 2         | N/A        | N/A        | N/A     |
| 3         | N/A        | N/A        | N/A     |
|           |            |            |         |

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

| Borough       | Approximate Dollar Amount (\$) in Q1 | Approximate Dollar Amount (\$) in Q2 | Approximate Dollar Amount (\$) in Q3 | Approximate Dollar Amount (\$) in Q4 |
|---------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Bronx         | \$0                                  | \$0                                  | \$0                                  |                                      |
| Brooklyn      | \$0                                  | \$0                                  | \$0                                  |                                      |
| Manhattan     | \$0                                  | \$0                                  | \$0                                  |                                      |
| Queens        | \$0                                  | \$0                                  | \$0                                  |                                      |
| Staten Island | \$0                                  | \$0                                  | \$0                                  |                                      |

### C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

The following recruitment sources were used in Q3 FY 2024:

1. Jobs NYC: <https://cityjobs.nyc.gov/>
2. Indeed.com
3. Monster.com
4. Dice.com
5. Glassdoor.com
6. Black Data Processing Association of New York: <https://bdpa-ny.org/>
7. Society for Women Engineers (SWE): <https://swe.org/>
8. Women in Technology International: <https://witi.com/>

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**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: 0

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

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

3. Summer College Interns Total: 2

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

Gender\* [#s]: M 2 F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

4. Summer Graduate Interns Total: 0

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

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



## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. Other (specify) 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\_\_\_

### Additional comments:

None.

### E. 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 (9/30/2023): 2 Q2 (12/31/2023): 2 Q3 (3/31/2024): 2 Q4 (6/30/2024): \_\_\_\_\_

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

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

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] N/A.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] N/A.

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] \_\_\_\_\_.

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –  
by e-mail: ☒ Yes ☐ No  
in training sessions: ☒ Yes ☐ No  
on the agency website: ☒ Yes ☐ No  
through an agency newsletter: ☐ Yes ☐ No  
Other: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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*). Please describe the steps that your agency has taken to meet these objectives.

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

In FY 2024, FISA-OPA's Career Counselor Ms. Kristel Simmonds-Cobb, will continue to share opportunities for internal transfers, promotions, professional advancement, civil service exams announcements and other resources geared towards employees' ongoing career growth. Such strategies to be employed will include:

- ✓ Reviewing policies, procedures and practices related to hiring, such as distributing job vacancy postings to all employees.
- ✓ Endorsing opportunities for promotions and internal transfers via agency-wide announcements and by coordinating transitional workforce realignment with the relevant department/division managers.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ✓ Coordinate professional development sessions and resources in collaboration with FISA-OPA's Training & Development Director.
- ✓ Encourage employees to take advantage of the Agency's Training and Professional Development resources as aids towards improving their respective skills, knowledge and job performance, thereby expanding their career opportunities.
- ✓ Deliver and explain information about the City's civil service process to all employees, and when needed, facilitate technical assistance when applying for civil service exams.
- ✓ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ✓ Assist employees with assessing and creating a strategic plan that's focused on their respective career path aspirations.
- ✓ Provide employees with access to the Agency's resources and support to help with targeted job searches, effective resume preparation and job interviewing techniques, as well as internship or fellowship exploration.

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.

In FY 2024, FISA-OPA's Career Counselor and Human Resources Office will continue to foster employee advancement and facilitate internal transfers (if qualified and selected), inform employees of opportunities for promotion, announce upcoming civil service exams and informational civil service sessions and share resources with employees that aid their career growth. Such activities will include:

Collaborating with the Agency's Training & Development Director, Ms. Glenis Patterson to leverage available online, on-demand and/or classroom training sessions to improve employees' knowledge and skillsets, which can aid with overall job performance and expand potential career avenues.

In Q2 FY 2024, FISA-OPA reminded staff members about the availability of LinkedIn Learning, to encourage enrollment towards expanding their respective knowledge base and skill sets.

During FY 2024, FISA-OPA will continue to:

- ✓ Consult with employees about their career aspirations and then guide them to formulate an action plan towards their professional growth.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ✓ Actively connect to networks of underrepresented groups as part of FISA-OPA's outreach.
- ✓ Contact the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- ✓ On a quarterly basis, review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.

In Q4, FY 2024, the EEO Office will perform a Pay Parity Analysis of additional civil services titles where underutilization based on gender and ethnicity are evident. Results/findings will then be presented to the Agency Head and Human Resources to determine strategic course of action.

### 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).

In FY 2024, the agency's EEO Officers will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

Q3 FY 2024 did not include any layoffs or terminations but this is what FISA-OPA would do, if needed:

- ✓ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- ✓ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ✓ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ✓ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

### 5. Other:

N/A.

| During this Quarter the Agency activities included: | # of Vacancies  | # of New Hires  | # of New Promotions |
|---|-----------------|-----------------|---------------------|
| Q1  | # <u>  6  </u>  | # <u>  3  </u>  | # <u>  6  </u>      |
| Q2  | # <u>  0  </u>  | # <u>  1  </u>  | # <u>  1  </u>      |
| Q3  | # <u>  0  </u>  | # <u>  2  </u>  | # <u>  4  </u>      |
| Q4  | # <u>      </u> | # <u>      </u> | # <u>      </u>     |

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## VII. Training

*Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

Per your request, FISA-OPA’s Diversity and EEO Training Summary for Q3, FY 2024 accompanies the submission of this quarterly EEO report.

## 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>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☐ Yes ☐ No

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### IX. 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 “DEI-EEO Training Summary” (in MS Excel).*

Per your request, FISA-OPA’s Sexual Harassment Prevention Training Information for Q3, FY 2024 accompanies the submission of this quarterly EEO report.

#### 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-ctwapx02.csc.nycnet/Login.aspx>**

All Reasonable Accommodation requests and their dispositions have been entered into DCAS’s Complaint/Reasonable Accommodation Tracking System.

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

***Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).***

Per your request, FISA-OPA’s Executive Order 16 Training Information for Q3, FY 2024 accompanies the submission of this quarterly EEO report.

## 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 Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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



# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For \_3rd\_ Quarter, FY 2024

#### Personnel Changes

|  |  |  |  |  |
|--|--|--|--|--|
| <b>Personnel Changes this Quarter:</b> |  | <input checked="" type="checkbox"/> No Changes | <b>Number of Additions:</b>  | <b>Number of Deletions:</b>  |
| 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:  |
| <b>For New EEO Professionals:</b>      |  |  |  |  |
| Name & Title                           | 4.   |  | 5.   | 6.   |
| EEO Function                           | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |  | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><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<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |  | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><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 %):   |

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## EEO Personnel Training Continued:

| EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals): |   |  |   |  |   |  |
|---|---|--|---|--|---|--|
| Name & EEO Role   | Sherine Wright, EEO Counselor (FISA)    |  | Hiroko Miyamoto, EEO Counselor (FISA)   |  | Ajit Abraham, EEO Counselor (FISA)      |  |
| <b>Completed EEO Trainings:</b>   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 1. Everybody Matters-EEO and D&I  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 2. Sexual Harassment Prevention   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 3. lgbTq: The Power of Inclusion  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4. Disability Awareness & Etiquette   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 5. Unconscious Bias   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 6. Microaggressions   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 7. EEO Officer Essentials:<br>Complaint/Investigative Processes   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 8. EEO Officer Essentials:<br>Reasonable Accommodation  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 9. Essential Overview Training<br>for New EEO Officers  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 10. Understanding CEEDS Reports   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
|   |   |  |   |  |   |  |

# FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

**MAILING ADDRESS:** 450 W33rd Street, 4<sup>th</sup> floor, New York, NY 10001

Diversity and EEO Staffing as of \_3rd\_ Quarter FY 2024\*

| <u>EEO\ Diversity Role</u>                             | <u>Name</u>      | <u>Civil Service Title</u>   | <u>% of Time Devoted to EEO &amp; Diversity Functions</u> | <u>Office E-mail Address</u>  | <u>Telephone #</u> |
|--|------------------|------------------------------|---|-------------------------------|--------------------|
| EEO Officer/Director                                   | Margaret Withers | Computer Systems Manager     | 90%   | MWithers@fisa-<br>opa.nyc.gov | 212-857-7169       |
| EEO Officer/Director                                   | Lois Valero      | Admin Staff Analyst          | 100%  | LValero@fisa-<br>opa.nyc.gov  | 212-857-7248       |
| Chief Diversity & Inclusion Officer                    | <u>N/A</u>       | <u>N/A</u>                   | <u>N/A</u>  | <u>N/A</u>                    | <u>N/A</u>         |
| Diversity & Inclusion Officer                          | <u>N/A</u>       | <u>N/A</u>                   | <u>N/A</u>  | <u>N/A</u>                    | <u>N/A</u>         |
| Chief Diversity Officer/Chief MWBE Officer per E.O. 59 | Rozaliya Gorelik | Administrative Staff Analyst | 5%  | RGorelik@fisa-<br>opa.nyc.gov | 212-742-5940       |
| ADA Coordinators (FISA-OPA)                            | Margaret Withers | Computer Systems Manager     | 5%  | MWithers@fisa-<br>opa.nyc.gov | 212-857-7169       |
|  | Lois Valero      | Admin Staff Analyst          | 5%  | LValero@fisa-<br>opa.nyc.gov  | 212-857-7248       |

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|  |                        |                          |     |   |              |
|--|------------------------|--------------------------|-----|---|--------------|
| <b>Disability Rights Coordinators (FISA-OPA)</b>   | Margaret Withers       | Computer Systems Manager | 5%  | MWithers@fisa-<br>opa.nyc.gov   | 212-857-7169 |
|  | Lois Valero            | Admin Staff Analyst      | 5%  | LValero@fisa-<br>opa.nyc.gov  | 212-857-7248 |
| <b>Disability Services Facilitators (FISA-OPA)</b> | Margaret Withers       | Computer Systems Manager | 5%  | MWithers@fisa-<br>opa.nyc.gov   | 212-857-7169 |
|  | Lois Valero            | Admin Staff Analyst      | 5%  | LValero@fisa-<br>opa.nyc.gov  | 212-857-7248 |
| <b>55-a Coordinators (FISA-OPA)</b>                | Margaret Withers       | Computer Systems Manager | 5%  | MWithers@fisa-<br>opa.nyc.gov   | 212-857-7169 |
|  | Lois Valero            | Admin Staff Analyst      | 5%  | LValero@fisa-<br>opa.nyc.gov  | 212-857-7248 |
| <b>Career Counselor (FISA-OPA)</b>                 | Kristel Simmonds-Cobb  | Admin Staff Analyst      | 25% | <u><a href="mailto:KSimmonds-Cobb@fisa-&lt;br/&gt;opa.nyc.gov">KSimmonds-Cobb@fisa-<br/>opa.nyc.gov</a></u> | 212-742-5931 |
| <b>EEO Counselors (FISA)</b>                       | Sherine Wright (FISA)  | Computer Systems Manager | 10% | SWright@fisa-<br>opa.nyc.gov  | 212-857-1253 |
|  | Hiroko Miyamoto (FISA) | Computer Systems Manager | 5%  | HMiyamoto@fisa-<br>opa.nyc.gov  | 212-857-1119 |
|  | Ajit Abraham (FISA)    | Computer Systems Manager | 5%  | AAbraham@fisa-<br>opa.nyc.gov   | 212-857-7234 |

## FISA-OPA Q3 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|                                   |                        |                              |            |                                 |              |
|-----------------------------------|------------------------|------------------------------|------------|---------------------------------|--------------|
| <b>EEO Counselors (OPA)</b>       | Rudolph Phillips (OPA) | Computer Systems Manager     | 5%         | RPhillips@fisa-<br>opa.nyc.gov  | 212-857-7141 |
|                                   | Angela Roberts (OPA)   | Computer Associate, Software | 5%         | ARoberts@fisa-<br>opa.nyc.gov   | 212-857-7153 |
| <b>EEO Counselor/Investigator</b> | <u>N/A</u>             | <u>N/A</u>                   | <u>N/A</u> | <u>N/A</u>                      | <u>N/A</u>   |
| <b>Investigator/Trainer</b>       | <u>N/A</u>             | <u>N/A</u>                   | <u>N/A</u> | <u>N/A</u>                      | <u>N/A</u>   |
| <b>EEO Training Liaison</b>       | Glenis Patterson       | Admin Staff Analyst          | 20%        | GPatterson@fisa-<br>opa.nyc.gov | 212-857-1614 |
| <b>Other (specify)</b>            | <u>N/A</u>             | <u>N/A</u>                   | <u>N/A</u> | <u>N/A</u>                      | <u>N/A</u>   |
| <b>Other (specify)</b>            | <u>N/A</u>             | <u>N/A</u>                   | <u>N/A</u> | <u>N/A</u>                      | <u>N/A</u>   |

\* 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.