

DORIS FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES

1st Quarter (July -September), due November 17, 2023
 2nd Quarter (October – December), due January 30, 2024
 3rd Quarter (January -March), due April 30, 2024
 4th Quarter (April -June), due July 30, 2024

Prepared by:

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Date Submitted: 8/19/2024

FOR DCAS USE ONLY: *Date Received:*

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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.**

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I. Commitment and Accountability Statement by the Agency Head

- Distributed to all agency employees? Yes, On (Date): _12/18/2023_____ 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): _____

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

June 25, 2024, DORIS held an employee appreciation ceremony based on longevity. The longevity awards celebrated 10, 5, 20, 25, 30, 35, 40, and 45 years with the agency. Six union heads attended along with the Commissioner and the entirety of the staff who could participate.

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III. Workforce Review and Analysis

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

Q1 (9/30/2023): 62 Q2 (12/31/2023): 59 Q3 (3/31/2024): 59 Q4 (6/30/2024): 63

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

Yes On (Date): 12/20/2023 Yes on (Date): 4/30/24 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: 10/6/2023 Q2 Review Date: 1/8/2024 Q3 Review date: 4/30/24 Q4 Review date: 7/29/24

The review was conducted with:

Agency Head

Human Resources

General Counsel

Other Agency Attorney

Agency Head

Human Resources

General Counsel

Other _____

Agency Head

Human Resources

General Counsel

Other _____

Agency Head

Human Resources

General Counsel

Other _____

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Not conducted

Not conducted

Not conducted

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:

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. **[Copy Workforce goal from FY 2024 DEI-EEO plan]**

Through the agency's LinkedIn site, the agency will engage potential employees and partner organizations as part of an outreach effort to expand more equitable recruitment.

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?

The agency began working to update the agency's LinkedIn platform but has encountered a problem due to recent updates to the platform's policy, which require that individuals be designated as administrators of the site and submit documentation verifying their identity. The identification submitted by the HR administrator was not initially accepted. The EEO Officer will continue to work with the HR team to gain access and other agency units to develop engaging content.

Workforce Goal #1 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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

2. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Continue to expand distribution lists for job postings in underutilized job categories, including recruiting from all the established archives and library training programs in the country.

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?

In quarter 3, the agency had 12 vacancies, five of which were in areas of under-utilization. The HR administrator distributed those positions to an expanded distribution list, which includes all library and archival programs in the United States, amongst other sources. The agency also posted all job postings on its website and on social media platforms.

In Quarter 4 we are still interviewing for the underutilizes positions and in FY 25 we would like to build more of a pipeline of students into the Library and Archival space.

Workforce Goal #2 Updates:

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

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Participate in outreach events to increase the diversity of our candidates, including attending job fairs, presenting to local Library and Information Sciences programs, etc.

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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?

In Quarter 2, the EEO Officer shared upcoming job fairs with HR and the agency head to determine whether the agency could participate.

The agency also signed up to participate in CUNY Spring Forward program, which places CUNY students who have not had the opportunity to participate in an internship before at local agencies, nonprofits, and businesses. The agency submitted several positions and had 8 roles accepted by the program. This program, amongst others, generally brings in a diverse group of interns into the agency – many of whom have gone on to be hired as staff post-graduation. In Quarter 2, all intern supervisors participated in a citywide hiring event to fill the 8 roles and successfully matched with 8 interns who will begin in March 2024.

In Quarter 4 the EEO Officer hosted a table at a well attended job fair at the main New York Public Library in Manhattan, there were job seekers from all boroughs and all walks of life. We encountered a lot of interest in what we do and encouraged applicants to follow our social media and website for upcoming positions.

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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. 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.

In Quarter 3, the agency head, Director of Administrative Operations, and EEO Officer met for the quarterly review of EEO and workforce statistics on April 30, 2023. Ongoing under-utilization in the management specialists job group was discussed, as well as the impact of two recent hires on the next quarter’s workforce statistics. The agency worked to promote the remaining job opportunities

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on the agency's website, social media, in the DCAS newsletter, and in an e-blast from the Director of Administrative Operations. In Quarter 4, we met again to discuss the disparity and to figure out how we can explore the disparity more. It again goes back to our recruitment goals of educating younger workers and those who are changing profession to be encouraged to learn about the work the agency engages in.

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. [Copy Workplace goal from FY 2024 DEI-EEO plan]

- All employees will participate in training sessions that explain how principles of inclusion can be used to review and update descriptions of archival and library materials.

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?

In Quarter 3, the agency's Diversity, Equity, and Inclusion AmeriCorps Member continued researching, assessing, and developing a sustainable Diversity Equity and Inclusion initiative that will focus on capacity building for a strategic program at DORIS. This work includes broadening access to library and archival collections, as well as educating and engaging staff in best practices for inclusive description. Once the DEI AmeriCorps Member's assessment is complete, a plan for remediation and professional development will be finalized. Currently, she held meetings with all divisions in April. She is presenting a final report in the fourth quarter.

In Quarter 4, the agency's Diversity, Equity, and Inclusion AmeriCorps Member gave us a presentation of her work thus far. It focused on broadening access, the use of translations pens for visitors, more varied social media outreach, a continued review on all language used in the work that the agency engages in. Continued reviews of outreach language as well. The Americorps member has left the agency. We are currently interviewing replacements for the position for Q1 FY25.

Workplace Goal #1 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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

2. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Each quarter, all agency staff will complete one of three 50-minute workshops offered by WorkwellNYC on the following subjects: implicit bias; ergonomics, and meditation.

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?

On November 30, 2023, the agency held its all-staff training day. The day included trainings related to the following themes: Conflict of Interest Board, Department of Investigation, cybersecurity, ergonomics, meditation, safe-lifting techniques in the workplace. In addition to trainings, presentations were provided by all division heads.

In Quarter 4, 2024, DORIS undertook a comprehensive project to develop a Five-Year Accessibility Plan in accordance with Local Law 12 of 2023 and update its existing Language Access Plan following the guidelines of Local Law 30 of 2017. The objective of both plans is to ensure inclusive services for all community members, particularly those with limited English proficiency and disabilities. After months of dedicated effort, the committee has successfully submitted the Five-Year Accessibility Plan to the Mayor's Office for People with Disabilities (MOPD) and the updated Language Access Plan to the Mayor's Office of Immigrant Affairs (MOIA). For more detailed information on these plans, please visit DORIS's website. The committee will continue to meet in the coming months to implement the various initiatives outlined in these plans.

Workplace Goal #2 Updates:

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

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3. [Copy Workplace goal from FY 2024 DEI-EEO plan]

The EEO Officer will use DORIS' historical collections to promote interest in the agency and for recruitment.

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?

The agency is finalizing materials that would be needed for outreach and community presentations about DORIS and its collections, including an agency pamphlet.

This pamphlet will be issued during FY 25.

In Quarter 4, the agency hosted or participated in the following public programs and community events to promote the collections of the Municipal Archives and Library, as well as various projects at the agency:

Workplace Goal #3 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 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
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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. 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.

May1- Jun1, 2024-The Civic Engagement Commission kicked off the voting period for the second annual participatory budget process on May 1st and asked agencies to spread awareness through a "Sunnies Take Over NYC" social campaign. Over approximately five weeks, we placed the DORIS Sunny throughout various agency locations highlighting the work of the agency in the process as well as showcasing a project they are working on or a part of their workday with the DORIS.

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April-May 17, 2024- DORIS STEP CONTEST- Employees who wanted to boost their step count and meet fellow participants, ended the challenge on a high note by joining NAMIWALKS NYC at the South Street Seaport. It included a 3K Walk along the East River Promenade heading downtown and back to the Seaport. Participants created a profile and joined the Work Well NYC Team at, "Let's Move NYC." NAMIWALKS NYC + Mental HealthStreet Fest Pie.

May 17-19, 2024, AAPI Month Events Celebrated in our Newsletter

We celebrated the Lincoln Center Presents, "The Pa'akai We Bring" at Clark Studio. Introducing young audiences and families to native Hawaiian traditions around the cultivation of pa'akai (salt). Traditionally, pa'akai has many uses: as food, as medicine, as a sacrament, and as a treasured gift. The piece follows multiple generations of salt farmers on Kauai, mixing ancient stories, hula, live music, original songs, and plenty of audience participation into a tasty potluck of performance, joyously served up with aloha.

We also celebrated the platform 'Empowering Creators, Sustaining Dreams' festival. Experts who've transformed their creativity into thriving careers offered insights and practical advice. The industry thrives on collaboration. The group brought together AAPI creative organizations, industry leaders, and seasoned creators to network, share knowledge, and foster collaborative project.

May 17, 2024- EEO Director tabled at The New York Public Library's annual Job Fair & Expo. EEO represented DORIS to explain the work that we engage in and help guide attendees to the positions that are currently open and will potentially soon be available to interested job seekers. The event was a job fair that is primarily aimed at adults who are transitioning careers.

EEO at CUNY Pride-June 2024- Started in 2018, CUNY Pridefest is held each June on the Queens College campus. CUNY Pridefest is CUNY's largest university-wide celebration of PRIDE. Students, faculty and staff from CUNY schools in all five boroughs of New York City gather at this annual tradition to celebrate together. This in-person Pride Festival was open to the public and included Drag numbers, band performances, DJ dancing, vogue dancers, Arts, crafts, and fun games and activities. There also was an expo area where attendees could meet amazing organizations serving the New York's LGBTQIA+ community. DORIS is one of the agencies. EEO tabled at the event for the day and met many participants and local leaders by discussing the diverse and interesting programs that DORIS offers the NYC community.

May 2024-Reference Services collaborated with External Affairs on several events last month including an all-Spanish language agency tour with the Cobble Hill School of American Studies and a Research-a-Thon hosted in the Reading Room!

May 30, 2024, our outreach division tabled at the Bronx Civics Fair at Fordham University. "The Civics for All" project is part of the Dept. of Education curriculum which focuses on K-12 civic engagement. At the fair we had a table where we engaged with students, teachers and other education professionals to bring awareness about our agency.

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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. [Copy Community goal from FY 2024 DEI-EEO plan]

In accordance with guidance provided by the NY State Historical Records Advisory Board, the Municipal Archives and Library will work to better document underrepresented people in the State's documentary heritage. This initiative will involve the following actions, among others: conducting a systematic review of collections to confirm use of inclusive and up-to-date descriptive terms to ensure finding aids, catalog records, and other metadata represent communities in a respectful manner; engage partners from marginalized communities in identifying BIPOC voices and stories in our holdings; and host facilitated conversations amongst staff, volunteers, and the communities you serve that address bias and systemic racism. The agency has recruited an AmeriCorps Member – who began in September 2023 - to help coordinate this effort.

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?

In Quarter 2, the Diversity, Equity, and Inclusion AmeriCorps Member began working at the agency in September of 2023. The Diversity, Equity, and Inclusion AmeriCorps Member began researching, assessing, and developing a sustainable Diversity Equity and Inclusion initiative that will broaden access to library and archival collections, as well as educate and engage staff in best practices for inclusive description.

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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. [Copy Community goal from FY 2024 DEI-EEO plan]

The agency will build on outreach efforts to various communities in the five boroughs, including the continuation of the WomensActivism.NYC and Neighborhood Stories projects – which have transitioned to virtual formats. The agency is also working to expand its collaborations with local K-12 schools by adding curriculum aids to its website for use by educators, partnering with local schools to gather 10,000 stories of inspiring women in the digital archive, and providing virtual tours of our Brooklyn Bridge materials to elementary students. In this effort, the agency has engaged a Volunteer Outreach Coordinator and two Educational Outreach Coordinators to work on the above projects, through the NYC Service and Silver Stars programs.

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?

In Quarter 2, a Volunteer Outreach Coordinator and a second Educational Outreach Coordinator began at the agency, who were recruited through the AmeriCorps program. The two Members began working with the rest of the External Affairs teams to conduct outreach and recruit volunteers for various projects, including the WomensActivism.NYC and Neighborhood Stories projects. In Quarter 2. the agency recruited trained 104 volunteers for its various community outreach and engagement projects.

In Quarter 4, as our neighborhood stories projects and our WomensActivism.NYC are continuing. We have begun planning more projects for FY 25.

In Quarter 4 (June) 2024 Neighborhood Stories-From the courageous survivors of the Stonewall Riots to the vibrant marchers in the Pride parade, from the dedicated gender-affirming care attorneys to the tireless youth advocates: New York City stands as a mosaic of diverse communities, each with its own unique story. We invited members of the LGBTQ+ community to contribute their personal stories and reflections on life in their neighborhoods, to be preserved in the Municipal Archives for generations to come.

Community 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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. 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.

In Quarter 4, the agency hosted or participated in the following public programs or community events:

- Presentation at Four in One Block Association meeting at Wyckoff Farmhouse Museum (September 9, 2023)
- Archives Week Tour (October 16, 2023)
- Shirley Chisholm Recreation Center community event in E. Flatbush (October 24, 2023)
- Genealogy Presentation (African Atlantic Genealogy Group) (October 26, 2023)
- Uniting the Boroughs Exhibit Opening (October 26, 2023)
- Women Creating Change Event (tabling) (November 1, 2023)
- Brooklyn Bridge presentation @ PS 256 Benjamin Banneker (November 22, 2023)
- Industry City Tour (Newmark Journalism School) (November 27, 2023)

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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. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency will continue to offer expanded training opportunities aimed at improving staff skills, particularly in ways related to the agency's diversity and inclusion goals. This will include requiring expanded diversity, equity, and inclusion training opportunities for all senior staff members and encouraging all agency staff to take courses as well. Trainings will include topics such as: Department for the Aging's age inclusive strategies for the workplace and community series, Department of Citywide Administrative Services' Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations training, etc.

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

In Quarter 3, a Volunteer Outreach Coordinator and Educational Outreach Coordinators continued to work with volunteers recruited for various projects, including volunteers who helped draft curriculum aids using the collections of the Municipal Archives and Library; add stories of inspiring women to the WomensActivism.NYC platform which is nearing its goal of 10,000 stories, conduct interviews and be interviewed as part of the Neighborhood Stories project; and transcribing messages written by loved ones at the annual memorial events for those lost on September 11th.

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Equity, Inclusion and Race Relations Initiative #1 Updates:

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

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency has also used the ReServe program for the past four years– which connects retirees 50 years or older to part-time positions that allow them to remain active and serve their community. The ReServist works in the Community and External Affairs unit as a marketing consultant and will be working with the agency’s Volunteer Outreach Coordinator and Educational Outreach Coordinator to recruit retired educators in ReServe and similar programs to the agency’s volunteer program.

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

In Quarter 2, the agency requested that the Office of Management and Budget continue its contract with the marketing consultant engaged through the ReServe program. This request was ultimately approved at the end of the second quarter; however, the ReServist – amongst other consultants – had to suspend work at the agency for several weeks while the agency awaited a determination from OMB.

Equity, Inclusion and Race Relations Initiative #2 Updates:

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

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

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The agency has used the Silver Stars program at DCAS to recruit recent retirees from the City for critical roles across the agency.

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

The agency retained three staff members in the Administration and External Affairs units, who were hired through the Silver Star program. The three staff members requested that their contracts be extended beyond the initial year agreed-upon by the program. Our Director of Administrative Operations reached out to DCAS to confirm whether this was possible. The request was approved, and the agency agreed to renew their contracts for another year.

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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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).

1. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

The agency uses a structured interviewing process, which includes EEO involvement at each stage of the hiring process and includes the following: all hiring managers must be trained in structured interviewing and unconscious bias; interview questions are reviewed by both the Agency Personnel Officer and EEO Officer; all hiring panels include an assigned EEO observer; the Administration Unit and the EEO

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Officer work together to ensure all postings – particularly those in underutilized job categories – are broadly distributed.

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?

In quarter 3, the agency had 12 open positions. For all panels, an EEO observer was assigned, interview questions were approved by the Administrative Personnel Officer and the Equal Employment Opportunity Officer, and postings were disseminated to the expanded distribution lists. In addition, the agency promoted all postings on social media and its website.

Recruitment Initiatives/Strategies #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. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

Additionally, the agency attorney, Administrative Personnel Officer, and EEO Officer meet monthly to review overlapping concerns and the agency’s overall effort to implement best practices around HR and EEO. The EEO Officer circulates workforce statistics to the agency head, agency attorney, and HR administrator for review on a quarterly basis. The EEO Officer also meets weekly with the agency head. The agency head, agency attorney, Agency Personnel Officer, and EEO Officer develop strategies to address underutilization collaboratively at the regular meetings.

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 Quarter 2, various meetings convened involving the agency attorney, agency head, Director of Administrative Operations, and/or EEO Officer. These meetings addressed ongoing matters in HR, EEO, and legal areas. Notably, the agency head actively participated in the quarterly review of EEO and workforce statistics on December 7, 2023. Subsequently, in the latter part of the second quarter, the agency attorney departed from the agency. Consequently, moving forward, monthly meetings will exclusively feature the HR administrator and the EEO Officer.

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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. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

In the fourth quarter of FY24 the agency conducted outreach to every college program offering archival degrees so that we could provide them with postings for new positions as archival and library employees. We are currently hiring several positions and are excited to see what our candidate pool will be.

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?

Outreach was conducted for all open positions at the agency, via email, agency website, and social media. In Quarter 4, the EEO Officer also circulated information for upcoming career fairs at local colleges to the Director of Administration and agency head.

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 |
| 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 checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> 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.

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In Quarter 4, The agency prepared to participate in a citywide hiring event with CUNY students, SYEP, Futures and Options interns who have not had the opportunity to complete an internship or have not worked for DORIS. The agency hired 22 interns from various backgrounds and grade levels who engaged in library work, archival work, IT work as well as the agencies outreach efforts.

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
N/A			

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	\$0
Brooklyn	\$0	\$0	\$0	\$0

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Manhattan	\$0	\$0	\$0	\$0
Queens	\$0	\$0	\$0	\$0
Staten Island	\$0	\$0	\$0	\$0

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (Q2)

1. The agency uses the Handshake website to connect with local schools, amplify job postings, and recruit a more representative workforce from amongst the diverse student population of New York City.
2. The agency provides all job postings for broader distribution to Mayor's Office for People with Disabilities, as part of its 55A outreach efforts.
3. The agency distributes postings to online listings and list services targeting various communities, including ARMA International website, Simmons College, Long Island University, CUNY placement offices, all archival and library programs nationally, and historically black colleges and universities. This is part of the agency's efforts to address underutilization in the management specialists and clerical job titles by race and gender.
4. The agency provides all job postings in the Management Specialist titles to the Society of American Archives - Archives and Archivists of Color as part of an effort to address underutilization based on race.
5. The agency provides all job postings in the Management Specialist titles to the Society of American Archives - Latin American and Caribbean Cultural Heritage Archives (LACCHA) as part of an effort to address underutilization based on race.

D. Internships/Fellowships

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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: 1

Race/Ethnicity* [#s]: Black ___ Hispanic 1 ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M 1 ___ F ___ N-B ___ O ___ U ___

3. Summer College 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 ___

4. Summer Graduate Interns Total: 0

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

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

5. Other (specify) Total: 3 AmeriCorps -3 – CUNY – 7

Race/Ethnicity* [#s]: Black 1 ___ Hispanic 2 ___ Asian/Pacific Islander 5 ___ Native American ___ White 2 ___ Two or more Races 2 ___

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Gender* [#s]: M 3_ F _7_ N-B ___ O ___ U ___

Additional comments:

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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): 0 Q2 (12/31/2023): 0 Q3 (3/31/2024): 0 Q4 (6/30/2024): 0

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

During the 1st Quarter participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter participants left the program due to [state reasons] _____.

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

During the 3rd Quarter participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of [number] new applications for the program were received.

During the 4th Quarter participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: 55A content is shared on the agency intranet.

2. _____

3. _____

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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.

The agency's Career Counselor promotes awareness of opportunities for promotion and transfer within the agency through regular emails of vacancy announcements, upcoming DCAS exam schedule, professional development training opportunities, upcoming DCAS civil service training dates, etc. The Career Counselor also offers weekly office hours and by-appointment meetings, where staff can get guidance on HR matters.[L1][P(2]

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.

The EEO Officer works closely with the Agency Personnel Officer to ensure that staff on hiring panels have received required training in Equal Employment Opportunity practices, structured interviewing and unconscious bias. The EEO Officer or one of the agency's EEO counselors serve as an observer on all agency hiring panels, including mid- and high-level discretionary positions. Additionally, all interview questions are reviewed and approved by both the Agency Personnel Officer and the EEO Officer. The agency works to ensure that hiring panels are composed of staff from diverse backgrounds. The agency will train hiring managers in the use of the NYCAPS Applicant Interview Log reports; the Agency Personnel Officer and EEO Officer will use the reports to track applicant sources and identify the best sources of applicants.

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).

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The EEO Officer works closely with the Agency Personnel Officer to ensure that staff on hiring panels have received required training in Equal Employment Opportunity practices, structured interviewing and unconscious bias. The EEO Officer or one of the agency’s EEO counselors serve as an observer on all agency hiring panels, including mid- and high-level discretionary positions. Additionally, all interview questions are reviewed and approved by both the Agency Personnel Officer and the EEO Officer. The agency works to ensure that hiring panels are composed of staff from diverse backgrounds. The agency will train hiring managers in the use of the NYCAPS Applicant Interview Log reports; the Agency Personnel Officer and EEO Officer will use the reports to track applicant sources and identify the best sources of applicants.

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

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:

During this Quarter the Agency activities included: # of Vacancies	# of New Hires	# of New Promotions
Q1 # <u>11</u>	# <u>1</u>	# <u>0</u>
Q2 # <u>13</u>	# <u>3</u>	# <u>2</u>
Q3 # <u>4</u>	# <u>2</u>	# <u>3</u>
Q4 # _____	# _____	# _____

VII. Training

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

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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://mispwva-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

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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).

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://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

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).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- 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.

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Appendix A: EEO Personnel Details

EEO Personnel For 3 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.	2.	3.				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
Employee's Name & Title							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
For New EEO Professionals:							
Name & Title	4.	5.	6.				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				
Name & Title							
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				

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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. LaTonya Jones	2. Gerald Rosero	3. Urmi Udeshi
Completed EEO Trainings:			
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 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
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions	<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
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
8. EEO Officer Essentials: Reasonable Accommodation	<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
9. Essential Overview Training 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

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4. Michael Lorenzini	5. Ridhdhi Patel	6.
Completed EEO Trainings:			
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 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 type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training 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 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 type="checkbox"/> No

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

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

MAILING ADDRESS: 31 Chambers Street, Suite 305, New York, NY 10007

Diversity and EEO Staffing as of 1 Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Agency EEO Officer [indicate if 'Acting' or 'Interim']	Johnnie Davis	Community Coordinator	30%	Jo1davis@records.nyc.gov	212-341-6036
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Johnnie Davis	Community Coordinator	5%	Jo1davis@records.nyc.gov	212-341-6036
ADA Coordinator	Naomi Pacheco	Administrative Manager M1/M2	2%	napacheco@records.nyc.gov	212-788-8622
Disability Rights Coordinator	Naomi Pacheco	Administrative Manager M1/M2	5%	napacheco@records.nyc.gov	212-788-8622
Disability Services Facilitator	Gerald Rosero	Administrative Manager M1/M2	2%	grosero@records.nyc.gov	212-788-8610
55-a Coordinator	Naomi Pacheco	Administrative Manager M1/M2	1%	napacheco@records.nyc.gov	212-788-8622

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Career Counselor(s)	Naomi Pacheco	Administrative Manager M1/M2	5%	napacheco@records.nyc.gov	212-788-8622
EEO Training Liaison(s)	Naomi Pacheco	Administrative Manager M1/M2	1%	napacheco@records.nyc.gov	212-788-8622
EEO Counselor(s)	Michael Lorenzini	Associate Staff Analyst	4%	mlorenzini@records.nyc.gov	212.788.8576
EEO Counselor(s)	Urmi Udeshi	Public Records Aide	8%	uudeshi@records.nyc.gov	212.788.8634
EEO Counselor(s)	Gerald Rosero	Administrative Manager M1/M2	4%	grosero@records.nyc.gov	212-788-8610
EEO Counselor(s)	Ridhdhi Patel	Computer Specialist Software	4%	rpatel@records.nyc.gov	212.788.8599

* 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.