

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

- 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th
- 3rd Quarter (January -March), due April 30th
- 4th Quarter (April -June), due July 30th

Prepared by:

Felicia Thornton, EEO Officer (646) 343-6782

Name	Title	Telephone No.
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Date Submitted: January 30, 2019

FOR DCAS USE ONLY

Date Received: _____ **Name of Reviewer:** _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by 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. Please save this Excel file as '**XXXX Quarter X FY 2019 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your

Citywide Administrative Services

agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): _____ No

Commissioner's EEO Policy Statement and Sexual Harassment Prevention Policy Statement Disseminated on September 11, 2018

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): _____

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): _____ No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): _____ No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. Yes , On (Date): _____ No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other _____

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Status Update
	<ul style="list-style-type: none"> • Career Counselor and EEO Professional contact information. Posted on Intranet and Disseminated to Staff via email 	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Citywide Administrative Services

	<ul style="list-style-type: none"> • Interagency Coordinating Counsel on LGBTQ Youth workgroup was held on October 16, 2018 	
	<p>On September 28 EEO Counselor Kenneth Scott attended the New York City Equal Employment Practices Commission (EEOC) conference “Commitment to Achieving Equality: Exploring Occupational Segregation”</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>		
<p> </p>		

B. WORKPLACE:

Citywide Administrative Services

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Status Update
<ul style="list-style-type: none"> Laws and Protections 	<ul style="list-style-type: none"> Information was disseminated on the following protected classes and observances: Nelson Mandela Day, Disability Independence Day, Women’s Equality Day, Hispanic Heritage month, Caregiver Status, Consumer Credit History, Pregnancy Protections in the workplace 	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
<ul style="list-style-type: none"> Workplace benefits 	Information was disseminated on the 55a Program Climate Survey was launched on October 10, 2018 to assess employee and supervisor/managerial awareness and knowledge of the City’s EEO Policy and Complaint procedure. Sexual harassment prevention training was held in July 2018. 408 staff participated Seminars were held on: Deferred Compensation, NYC Health benefits, Investments In August, the Commissioner Launch a “What	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	Happening at DYCD” newsletter	
	Employee Recognition Ceremony was held on August 24, 2018. Employees were recognized for years of services as well as participation on agency workgroups and initiatives	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
	<p>DYCD has developed an instructional guide on how to access the discretionary log in NYCAPs. To be launched this quarter.</p> <p>DYCD has partnered with Workwell NYC to provide programming and workshops to enhance the employee work experience. Survey was launch. CPR training was held</p>	
Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.		

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	Status Update																								
Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.	<ul style="list-style-type: none"> • DYCD appointed Lisa Thornton and Ruma Debi and co-Disability Service Facilitators to ensure that members of the public have access to contracted services. • On September 18, DYCD participated in the 12th annual “Dads Take York Child to School Day.” • In November, DYCD acknowledged young people who participate in our Runaway and Homeless Youth Programs for National Runaway Prevention Month. 	<table border="0"> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2">Other – please describe</td> </tr> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2">Other – please describe</td> </tr> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2">Other - please describe</td> </tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	Other – please describe		<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	Other – please describe		<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	Other - please describe	
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Other - please describe																										
	<ul style="list-style-type: none"> • DYCD publishes @DYCD newsletter in which information is provided to our community partners about neighborhood activities, scholarship, employment, and funding opportunities • DYCD also disseminates information via 	<table border="0"> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2">Other - please describe</td> </tr> <tr> <td><input type="checkbox"/> Planned</td> <td><input type="checkbox"/> Deferred</td> </tr> <tr> <td><input type="checkbox"/> Not started</td> <td><input type="checkbox"/> Delayed</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td> <td><input type="checkbox"/> Completed</td> </tr> <tr> <td colspan="2">Other - please describe</td> </tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	Other - please describe		<input type="checkbox"/> Planned	<input type="checkbox"/> Deferred	<input type="checkbox"/> Not started	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Completed	Other - please describe									
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Other - please describe																										

Citywide Administrative Services

V.

	Youth Connect E-Blast	
R E C R U I T M E N T	In July, DYCD dissemination information on For #BeTheDifference It is Mental Health First Aid in which participant practice self-care.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe

MENT

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Status Update
<ul style="list-style-type: none"> Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging. 	<ul style="list-style-type: none"> EEO officer review posting to ensure bias free language and messaging DYCD disseminates a Diversity Newsletter which provides EEO and Career Counseling contact information. Yearly exam schedule and title specific exams are 	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed

	disseminated	Other - please describe
	<ul style="list-style-type: none"> Information is provided via email, newsletter and intranet on the 55a program 	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship/Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows			Male: ___ Female: ___
2. Public Service Corps			Male: ___ Female: ___
3. Summer College Interns			Male: ___ Female: ___
4. Summer Graduate Interns			Male: ___ Female: ___

Citywide Administrative Services

5. Other (specify): Ladders for Leaders	26	<ul style="list-style-type: none"> ▪ Asian: 11 ▪ Black: 9 ▪ Hispanic: 1 ▪ Other: 1 ▪ White: 4 	Male: 11 Female: 15
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

Currently, there are 2 [number] 55-a participants. During this Quarter, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. _____
3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Citywide Administrative Services

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	Career Counselor is available for consultation. Civil Service 101 sessions are being held.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Reviewing the methods by which candidates are selected for new hiring and promotion	EEO Officer reviews hiring decisions and practices	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Increasing the positions filled through civil service lists	DYCD appointed 140 candidates from civil service list during calendar year 2018	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
Analyzing the impact of layoffs or terminations on racial, gender and age groups	Analysis is conducted by EEO personnel and Legal staff	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

Attendance Count for July 1, 2018 to December 31, 2018			
Course Name	Staff	Manager	Total
New Hire Orientation w/EEO & D&I Briefing	24	1	25
Sexual Harassment Prevention	408	135	543
Total	432	136	568

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

INFORMATION WAS DISSEMINATED TO STAFF ON EXECUTIVE ORDER 16

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace:

N/A

Risk 2: Cultural and Language Differences in the Workplace: The agency is conducting cultural diversity events and circulating newsletters.

Risk 3: Workplaces with Significant Power Disparities: N/A

Risk 4: Isolated Workplaces: Staff have been provided with mobile devices and partnered with colleagues when conducting site visits in isolated areas

Risk 5: Decentralized Workplaces:

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

DYCD Launched the survey on October 10, 2018. We are currently analyzing the result.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ____ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name				
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	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals:				
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)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

Citywide Administrative Services

Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:			
EEO	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO/Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Felicia Thornton</u>	<u>Administrative Staff Analyst</u>	<u>EEO Officer/Director</u>	<u>50%</u>	<u>lthornton@dycd.nyc.gov</u>	<u>(646) 343-6782</u>
		Deputy EEO Officer			
<u>Felicia Thornton</u>	<u>Administrative Staff Analyst</u>	<u>ADA Coordinator</u>	<u>10%</u>	<u>lthornton@dycd.nyc.gov</u>	<u>(646) 343-6782</u>
<u>Felicia Thornton</u>	<u>Administrative Staff Analyst</u>	<u>Disability Rights Coordinator</u>	<u>10%</u>		
<u>Felicia Thornton</u>	<u>Administrative Staff Analyst</u>	<u>Disability Services Co Facilitator</u>	<u>05%</u>	<u>lthornton@dycd.nyc.gov</u>	<u>(646) 343-6782</u>
<u>Ruma Debi</u>	<u>Administrative Labor Relations</u>	<u>Disability Services Co Facilitator</u>	<u>05%</u>	<u>rdebi@dycd.nyc.gov</u>	<u>(646) 343-6722</u>
<u>Felicia Thornton</u>	<u>Administrative Staff Analyst</u>	<u>55-a Coordinator</u>	<u>05%</u>	<u>lthornton@dycd.nyc.gov</u>	<u>(646) 343-6722</u>
<u>Mei Xei</u>	<u>Administrative Staff Analyst</u>	<u>Career Counselor</u>	<u>50%</u>	<u>xxei@dycd.nyc.gov</u>	<u>(646) 343-6794</u>
<u>Kenneth Scott</u>	<u>Administrative Community Relations Specialist</u>	<u>EEO Counselor</u>	<u>50%</u>	<u>kscott@dycd.nyc.gov</u>	<u>(646)343-6723</u>

Citywide Administrative Services

		<u>EEO Investigator</u>			
<u>Ruma Debi</u>	<u>Administrative Labor Relations</u>	<u>EEO Counselor</u>	<u>50%</u>	<u>rdebi@dycd.nyc.gov</u>	<u>(646)343-6722</u>
<u>Andrew Miller</u>	<u>Administrative Staff Analyst</u>	<u>EEO Counselor</u>	<u>50%</u>	<u>Amiller@dycd.nyc.gov</u>	<u>(646)3436738</u>
<u>Eulin Inverary-Dejonge</u>	<u>Administrative Staff Analyst</u>	<u>EEO Training Liaison</u>	<u>100%</u>	<u>Einverary-dejonge@dycd.nyc.gov</u>	<u>(646)343-6783</u>

* Please 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
Just indicate it on the chart.