

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF CONSUMER AFFAIRS (DCA)

☐ 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:

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Title

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Date Submitted: 8/19/19

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 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

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): 4/17/19 ☐ No

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

☒ Yes, On (Date): 4/17/19 ☐ 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): 7/23/19 ☐ No

The review was conducted together with: ☒ Human Resources

☒ Agency Head

☒ General Counsel

☐ 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. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
<p>a. Communicate a commitment from the agency head that violation of EEO laws and policy will not be tolerated.</p> <p>b. Employee Tasks & Standards and Managerial Performance Evaluation</p>	<p>a. The agency head sent out an e-mail reaffirming this commitment on 3/13/19.</p> <p>b. Employee Tasks & Standards include this EEO commitment.</p> <p>c. The EEO laws and programs are made available to new hires via onboarding documents, a presentation by the DAO and</p>	<p><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</p> <p>Other - please describe All items are completed.</p>

<p>forms include the requirement to comply with EEO laws and policy.</p> <p>c. Publicize EEO laws and programs through available media such as the Agency website and intra-net, and at locations where applicants are likely to appear.</p> <p>d. Encourage participation in professional development and customer service trainings.</p> <p>e. Some agency divisions currently utilize cross-training within their division, with emphasis on development of varied skills, and transition planning.</p> <p>f. Civil Service exam notifications are announced by agency-wide email from Human Capital.</p> <p>g. EEO Officer will review CEEDS data with Commissioner, General Counsel, and the Agency Personnel Officer at least every six months.</p>	<p>EEO Officers on Citywide policy and Agency code of conduct. DCA's intranet page also includes EEO information and resources and employees have access to additional information at bulletin boards in public areas in the agency.</p> <p>d. Human Capital regularly encourages courses for professional development including a new LinkedIn Learning profile to take advantage of more than 6,000 on-demand courses.</p> <p>e. Division at the agency remain committed to cross-training to ensure development of varied skills. For example, in External Affairs the division is trained on the programmatic work of the agency broadly which requires liaising with senior agency leadership across several divisions.</p> <p>f. Monthly civil service exam notifications are regularly disseminated by Human Capital to all agency employees.</p> <p>g. The EEO Officer has convened and organized regularly meetings with Human Capital, General Counsel, the First Deputy Commissioner and Chief of Staff to review EEO matters including CEEDs data. The EEO Officer plans to review this data with the agency head bi-annually.</p>	
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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.

Ensure compliance with protocols for monitoring of disciplinary actions such as reprimand, suspension, probation, demotion, transfer or termination, to ensure compliance with the Civil Service Law, relevant collective bargaining agreement, and EEO Policy.

DCA is liaising with NYCAPS staff to get clarification on discrepancies in CEEDS data and actual workforce numbers.

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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
Ensure compliance with protocols for monitoring of disciplinary actions such as reprimand, suspension, probation, demotion, transfer or termination, to ensure compliance with the Civil Service Law, relevant collective bargaining agreement, and EEO Policy.	The agency is reviewing and updating its Code of Conduct.	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </div> <p>Other - please describe</p>

<p>Review protocols to foster and monitor use of structured interviewing, including review of job description, criteria for evaluation of candidates, interview questions, and interview panels.</p>	<p>Human Capital is working on a “manual” for hiring staff to begin utilizing the NYCAPS system. The manual will ensure appropriate vetting for all candidates considered for a vacancy.</p>	<div> <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
<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.</p>		
<p>On August 8, DCA Human Capital held a recruitment workshop for hiring managers. In addition to an overview of EEO policies staff was given a copy of the PowerPoint presented. DCA previewed the new recruitment processes, explained updated interview and candidate selection processes, familiarized managers with NYCAPS and PARTS, and provided answers to questions about civil service recruitment.</p>		

C. COMMUNITY:

<p>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):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <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. 	<p>Status Update</p>
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Continue to review channels for feedback on customer service.	DCA regularly trains and reviews protocols staff that have an external facing role.	<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
Continue to make touchscreen kiosks available in Licensing Center for Customer Service Survey, to access DCA website, and to file consumer complaints, obtaining documents and information.	DCA's touchscreens enable a critical feedback loop for this important externally facing division.	<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
Public facing divisions, i.e., licensing center, Consumer Services and Collections have "point to language" signs at each desk or window, and all staff are trained to use Language Line.	These services continue to be core functions for licensing, consumer services and collections.	<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

<p>Inspectors offer businesses to have inspections conducted in a language they choose, usually through Language Line.</p>	<p>Inspectors come from varied background and have, in some cases, multi-language capacity. In cases, where there is a communication issue language line is used.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>Continue to provide public access to Business Compliance Counsel to answer questions, assist in agency matters, explain regulations, and field comments. Provide businesses access to Business Compliance Counsel to answer questions from businesses seeking assistance in complying with DCA's laws and rules and provide information to businesses on legal requirements.</p>	<p>The agency continues to maintain a business compliance counsel that answers questions and provides guidance for the business community. The compliance office, supplemented by External Affairs, has begun a series of "101" trainings for strategic consumer protection categories.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>Agency signage, documents and publications will continue to be translated into multiple languages.</p>	<p>DCA regularly leverages staff language capacity as well as contracted services to translate essential documents into all EO languages.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
<p>DCA Commissioner, General Counsel Division, Enforcement Division, Office of Financial Empowerment, Office of Labor Policy and Standards, and External Affairs continue to provide trainings, networking events, outreach and educational campaigns designed to reach the public, Community Boards, financial education providers, business and interest groups.</p>	<p>DCA held 913 events in 2018, including tabling, community presentations, days of action, and business education days. DCA held 14 Business Education Days in 2018, visiting 966 businesses. In addition, we held 5 business roundtables with 67 attendees.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>

<p>Licensing Center has implemented instant feedback pads at each service window. Low ratings instantly trigger a notification to supervisors, who will investigate the low rating. Licensing staff ask a scripted question regarding service satisfaction at the end of each transaction to prompt use of the pads. The feedback pads do not use English; they display five pictograms ranging from "sad-face" to "happy face."</p>	<p>These services continue to be core functions for the licensing division.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
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V. RECRUITMENT

<p>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):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Status Update</p>
<p>Review policies, procedures, and practices related to targeted outreach and recruitment.</p>	<p>The Human Capital Division continues to observe these processes as core functions of its recruitment.</p>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>

Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	The Human Capital Division continues to observe these processes as core functions of its recruitment.	<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
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.	The Human Capital Division continues to observe these processes as core functions of its recruitment.	<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
Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov .	The Human Capital Division continues to observe these processes as core functions of its recruitment.	<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
If your agency is an eHire agency, post ALL vacancies on NYC Careers.	The Human Capital Division continues to observe these processes as core functions of its recruitment.	<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
Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received: <input type="checkbox"/> structured interviewing training <input type="checkbox"/> unconscious bias training	The agency plans to mandate these trainings for hiring managers by end of the calendar year.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov , (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov , (212) 630-2329 so they can share it with their clients.	The agency plans to send these vacancy notices, as regular practice, by end of year.	<input checked="" 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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B. INTERNSHIPS/FELLOWSHIPS

Type of Internship/Fellowship	Total	Race/Ethnicity	Gender
Thurgood Marshall Law Internship	1	White	Female 1
College (Not part of a program)	2	Hispanic/Latino	Female 1
		Asian	Male 1
Ladders for Leaders	21	Hispanic/Latino	Male 13
		Black/African American	Female 8
		Asian	
		2 or more races	
		White	

C. 55-A PROGRAM

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

Currently, there are 0 55-a participants. During this Quarter, a total of 1 new applications for the program were received and 0 participants left the program due to N/A.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. ☒ Yes ☐ No

2. A bi-weekly email promoting the 55-a program is sent to the agency, MOPD and DCAS, the program is promoted in all of the agency's vacancies posted in NYC jobs, info about the program is posted in the Human Capital area, and the 55-a program information is disseminated to all new hires.

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 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	The Human Capital division regularly meets with staff to discuss career development and promotional opportunity. The division also reinforces these practices as part of new hire orientations.	<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	As noted earlier, the Human Capital division is planning on developing a manual to ensure that hiring managers use NYCAPS and its resources to ensure integrity of the interviewing and selection process of candidates.	<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

Increasing the positions filled through civil service lists	The Human Capital division reviews all postings to ensure appropriate civil service titles are being utilized. If non-competitive positions are suggested, for example, the Human Capital division works to ensure that no permanent position could fill that role.	<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
Analyzing the impact of layoffs or terminations on racial, gender and age groups	The APO was recently granted access to receive, and view, CEEDs data. The Human Capital division is planning on using that data to inform the impact of layoffs or terminations on racial, gender, or age groups.	<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

VII. TRAINING

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

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://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

Please provide E.O. 16 Training Information in 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:

DCA has included sexual harassment prevention training in the Disciplinary Advocate’s presentation to new hires over the past several months.

Risk 2: Cultural and Language Differences in the Workplace:

DCA has made EEO material more accessible by ensuring that they are readily available on our intranet page and will

be obtaining editing permission to ensure the website is up to date with accurate resources.

Risk 3: Workplaces with Significant Power Disparities:

Commissioner Lorelei Salas has reinforced values of tolerance at the agency's annual meeting 4/30/19.

Risk 4: Isolated Workplaces:

DCA incorporated sexual harassment training for its Enforcement division at its training on 4/29/19.

Risk 5: Decentralized Workplaces:

DCA had the head of its licensing division and enforcement divisions send out an e-mail reinforcing its sexual harassment policy to off-site staff (outside of 42 Broadway).

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- ☒ 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.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mispwva-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:

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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: NYC EEPC, **Audit is still in Review.**
- ☐ 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.

XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]

Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to ocei@dcas.nyc.gov. Thank you for your thoughts!

Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed.

Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why?

Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?

Consistency is key. It is easier for agency EEO officers to have a consistent format to fill in rather than having significant annual changes. The training excel sheet remains very confusing to fill out – especially the sections that DCAS has information on already.

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	Fred Riley, EEO Counselor			
Nature of change	<input type="checkbox"/> Addition <input checked="" 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: 7/3/19		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)
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 %):
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 Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Unconscious Bias Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<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)

<u>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *</u>					
<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>EEO Officer/Director</u>	<u>100%</u>		
		<u>Deputy EEO Officer</u>	<u>100%</u>		
		<u>ADA Coordinator</u>			
		<u>Disability Rights Coordinator</u>			
		<u>Disability Services Facilitator</u>			
		<u>55-a Coordinator</u>			
		<u>Career Counselor</u>			
		<u>EEO Counselor</u>			
		<u>EEO Investigator</u>			
		<u>EEO Counselor/ Investigator</u>			
		<u>Investigator/Trainer</u>			
		<u>EEO Training Liaison</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.