



**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): 10/16/2020  No  
 By e-mail  
 Posted on agency intranet  
 Other

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): We are a small agency; we consistently recognize the good work our employees do via consistent verbal feedback during the daily course of business and at staff meetings.

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



**A. WORKFORCE:**

| Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 <b>Workforce Goal(s)</b> set/declared in your plan.<br>○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>   | Q1 Update  | Q2 Update  | Q3 Update  | Q4 Update  |
|--|--|--|--|--|--|
| Our people are our greatest asset; we are committed to recruiting, developing and retaining a diverse and inclusive workforce which reflects our City's communities.   | <ul style="list-style-type: none"> <li>- Ensure that there will be a diverse applicant pool for the anticipated vacancies by using eHire for city employee vacancies.</li> <li>- Evaluate best sources for diverse candidates by seeking advice from DCAS Human Capital.</li> <li>- Encourage agency employees to take promotional civil service examinations by sending e-mails with schedule of exams, and posting schedules and exam announcements at the agency intranet.</li> </ul> | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
|  |  | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed            | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
|  |  | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |

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|   |  | <input type="checkbox"/> Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. |  |                                    |                          |                          |                          |
|   |  |                                    |                          |                          |                          |

**B. WORKPLACE:**

| Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 <b>Workplace Goal(s)</b> set/declared in your plan.<br><br>○ <b>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.</b> | Q1 Update  | Q2 Update  | Q3 Update  | Q4 Update  |
|--|--|--|--|--|--|
| We want our employees, present and future, to view us as an employer of choice. To do that, we continue to provide a workplace that values diversity of thought and background.  | Ensuring staff members complete Power of Inclusion lgbTq training through DCAS.  | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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|   |  | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 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 <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 <b>Community Goal(s)</b> set/declared in your plan.<br>○ <b>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.</b> | Q1 Update  | Q2 Update  | Q3 Update  | Q4 Update  |
|--|---|--|--|--|--|
| Our Intake Department regularly interacts with members of the public seeking guidance through the estate administration process. We ensure that language translation is available for those who need such services, and we ensure that the diverse members of staff who cover Intake Department shifts treat everyone with courtesy and dignity. | PANY is a public-facing agency therefore, we ensure that staff members complete mandatory trainings, such as Power of Inclusion lgbTq.  | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
|  |   | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed            | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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|  |  | <input type="checkbox"/> <b>Planned</b><br><input type="checkbox"/> <b>Not started</b><br><input type="checkbox"/> <b>Ongoing</b><br><input type="checkbox"/> <b>Delayed</b><br><input type="checkbox"/> <b>Deferred</b><br><input type="checkbox"/> <b>Completed</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
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Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.



**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

| Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 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 <b>Recruitment Goal(s)</b> set/declared in your plan. | Q1 Update  | Q2 Update  | Q3 Update  | Q4 Update  |
|--|--|--|--|--|--|
| Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov.  | We consult with DCAS Human Capital and the Office of Labor Relations.  | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| (1) Post ALL City Employee vacancies on NYC Careers.   | We used eHire to fill prior vacancies and will continue use eHire in the future.                                       | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
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|  |  | <input type="checkbox"/> Delayed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  |  | <input type="checkbox"/> Deferred  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  |  | <input type="checkbox"/> Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

| Type of Internship\Fellowship | Total | Race/Ethnicity* [#s]<br>* Use self-ID data | Gender* [#s]<br>[N-B=Non-Binary; O=Other; U=Unknown]<br>* Use self-ID data |
|-------------------------------|-------|--|--|
| 1. Urban Fellows              |       |  | M ___ F ___ N-B ___ O ___ U ___  |
| 2. Public Service Corps       |       |  | M ___ F ___ N-B ___ O ___ U ___  |
| 3. Summer College Interns     |       |  | M ___ F ___ N-B ___ O ___ U ___  |
| 4. Summer Graduate Interns    |       |  | M ___ F ___ N-B ___ O ___ U ___  |
| 5. Other (specify):           |       |  | M ___ F ___ N-B ___ O ___ U ___  |

*Additional Comments:* **We used Public Service Corps in the past and we will continue to so in the future.**

**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 participant

During the 1st Quarter, a total of [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 \_\_\_ [number] new applications for the program were received.  
 During the 2nd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_ [number] new applications for the program were received.  
 During the 3rd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_ [number] new applications for the program were received.  
 During the 4th Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

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
2. \_\_\_\_\_
3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

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

| Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 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 <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.   | Q1 Update  | Q2 Update  | Q3 Update  | Q4 Update  |
|---|---|--|--|--|--|
| Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.  | <p>We do the following:</p> <ol style="list-style-type: none"> <li>(1) Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).</li> <li>(2) Promote employee awareness of opportunities for promotion and transfer within the agency.</li> <li>(3) Inform employees on promotional and transfer opportunities.</li> <li>(4) Arrange agency wide notification of promotional and transfer opportunities.</li> <li>(5) Encourage the use of training and</li> </ol> | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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|  | <p>development programs to improve skills, performance and career opportunities.</p> <p>(6) Provide information to staff on both internal and external Professional Development training sources.</p> <p>(7) Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.</p>  |   |   |   |   |
| <p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p> | <p>We do the following:</p> <p>(1) Promote employee awareness of opportunities for promotion and transfer within the agency.</p> <p>(2) Publicly post announcements for all positions, including senior level positions.</p> <p>(3) Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.</p> <p>(4) Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic,</p> | <p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

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|   | <p>disability, or gender group.<br/>                 (5) Compare the demographics of current employees to the placements.</p>   |   |   |   |   |
| <p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p> | <p>We do the following:</p> <ol style="list-style-type: none"> <li>(1) Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible barriers that have a negative impact on minority employees and applicants.</li> <li>(2) Use a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.</li> <li>(3) Develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination.</li> </ol> | <p> <input type="checkbox"/> Planned<br/> <input type="checkbox"/> Not started<br/> <input checked="" type="checkbox"/> Ongoing<br/> <input type="checkbox"/> Delayed<br/> <input type="checkbox"/> Deferred<br/> <input type="checkbox"/> Completed                 </p> | <p> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </p> | <p> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </p> | <p> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </p> |

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|  | <p>Make sure these standards are consistently applied when choosing among candidates.</p> <p>(4) Establish written objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.</p> <p>(5) In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.</p> <p>(6) Use a diverse panel of interviewers to conduct the interview.</p> |   |   |   |   |
| <p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p> | <p>(1) The EEO Officer will review the interview questions.</p> <p>(2) The EEO Officer will observe interviews.</p>   | <p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>  | <p>N/A</p>  | <p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>            | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

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| Other:  |   | <input type="checkbox"/> Planned<br><input type="checkbox"/> Not started<br><input type="checkbox"/> Ongoing<br><input type="checkbox"/> Delayed<br><input type="checkbox"/> Deferred<br><input type="checkbox"/> Completed | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| During this Quarter the Agency activities included: | # of Vacancies<br><br># of New Hires<br><br># of New Promotions | # 2<br><br># _____<br><br># _____   | # _____<br><br># _____<br><br># _____  | # _____<br><br># _____<br><br># _____  | # _____<br><br># _____<br><br># _____  |

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**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://mspwva-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 Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- Q1                       Q2                       Q3                       Q4
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- The agency ensures that complaints are closed within 90 days.

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

**D. 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:*

*The results of the Climate Survey will be reviewed with the agency head and EEO Officers.*

## 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 the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: Public Administrator-County of New York EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

|   |   |   |  |
|---|---|---|--|
| <b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes |   | <b>Number of Additions:</b>   | <b>Number of Deletions:</b>  |
| <b>Employee's Name &amp; Title</b>  |   |   |  |
| <b>Nature of change</b>   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  |
| <b>Date of Change in EEO Role</b>   | Start Date or Termination Date:   | Start Date or Termination Date:   | Start Date or Termination Date:  |
| <b>NOTE: Please attach CV/Resume of new staff to this report</b>                      |   |   |  |
| <b>For New EEO Professionals:</b>   |   |   |  |
| <b>Name &amp; Title</b>   | Joseph Gagliardi-Decedent Property Agent  | Varaporn Fang-Deputy Public Administrator   |  |
| <b>EEO Function</b>   | <input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |
| <b>Proportion of Time Spent on EEO Duties</b>   | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (75%):  | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (50 %):  | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   |
| <b>Completed Trainings:</b>   |   |   |  |
| <b>EEO Awareness</b>  | <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   |
| <b>Diversity &amp; Inclusion</b>  | <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   |
| <b>IgbTq: The Power of Inclusion</b>  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Sexual Harassment Prevention</b>   | <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   |
| <b>Unconscious Bias</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Training Source(s):</b>  | <input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other   | <input checked="" 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 FY 2021 \*

| <u>EEO\ Diversity Role</u>                      | <u>Name</u>                 | <u>Civil Service Title</u>            | <u>% of Time Devoted to EEO &amp; Diversity Functions</u> | <u>Office E-mail Address</u>                 | <u>Telephone #</u>             |
|---|-----------------------------|---------------------------------------|---|--|--------------------------------|
| <b><u>Diversity &amp; Inclusion Officer</u></b> |                             |                                       |   |  |                                |
| <b><u>EEO Officer/Director</u></b>              | Joseph Gagliardi            | <b><u>Decedent Property Agent</u></b> | <b><u>75%</u></b>   | <b><u>jpgagliardi@nycountypa.nyc.gov</u></b> | C: (917)577-1305/(212)788-8430 |
| Deputy EEO Officer                              | <b><u>Varaporn Fang</u></b> | <u>Deputy Public Administrator</u>    | <u>50%</u>  | <b><u>pfang@nycountypa.nyc.gov</u></b>       | (212)788-8444/C:(917)440-2423  |
| ADA Coordinator                                 |                             |                                       |   |  |                                |
| Disability Rights Coordinator                   |                             |                                       |   |  |                                |
| Disability Services Facilitator                 |                             |                                       |   |  |                                |
| 55-a Coordinator                                |                             |                                       |   |  |                                |
| Career Counselor                                |                             |                                       |   |  |                                |
| EEO Counselor                                   |                             |                                       |   |  |                                |
| EEO Investigator                                |                             |                                       |   |  |                                |
| EEO Counselor\ Investigator                     |                             |                                       |   |  |                                |
| Investigator/Trainer                            |                             |                                       |   |  |                                |
| EEO Training Liaison                            | <b><u>Varaporn Fang</u></b> | <u>Deputy Public Administrator</u>    |   |  |                                |
| Other (describe)                                |                             |                                       |   |  |                                |

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

\* 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.



**FY 2021 QUARTERLY REPORT Part II: DIVERSITY AND EEO TRAINING SUMMARY**

AGENCY NAME: **Public Administrator-NY County** **1ST** **FY 2021**

**NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!**

**INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.**

**DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS**

**SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2021 DEEO TRAINING SUMMARY**

SUBMITTED BY [TITLE]: **Joseph Gagliardi**

DATE SUBMITTED: **11/6/2020** E-MAIL: **jgagliardi@ny** TEL #: **917-577-1305**

1st Quarter (July-September) DUE October 30, 2020; 2nd Quarter DUE February 1, 2021;  
3rd Quarter (January-March) DUE April 30, 2021; 4th Quarter (April-June) DUE July 30, 2021.

| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES) | ANNUAL TARGET<br>from FY 2021<br>Agency D&EEO<br>Plan | 1st Qtr<br>(July - Sept.<br>2020) | 2nd Qtr<br>(Oct. - Dec.<br>2020) | 3rd Qtr<br>(Jan. - March<br>2021) | 4th Qtr<br>(April - June<br>2021) | YEAR TO DATE |
|--|---|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------|
| TOTAL DIVERSITY & EEO TRAINING               | 0   | 15                                | 0                                | 0                                 | 0                                 | 15           |

| CORE DIVERSITY AND EEO TRAINING (All Modalities)                            |   |    |   |   |   |    |
|---|---|----|---|---|---|----|
| TOTAL CORE EEO TRAINING<br>(ALL MODALITIES)                                 | 0 | 15 | 0 | 0 | 0 | 15 |
| <b>1. EEO Awareness</b>   | 0 | 0  | 0 | 0 | 0 | 0  |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report] |   | 0  |   |   |   | 0  |
| Administered by Agency  |   |    |   |   |   | 0  |
| <b>2. D&amp;I "Everybody Matters"</b>                                       | 0 | 0  | 0 | 0 | 0 | 0  |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report] |   | 0  |   |   |   | 0  |
| Administered by Agency  |   |    |   |   |   | 0  |
| <b>3. lgbTq: The Power of Inclusion</b>                                     | 0 | 0  | 0 | 0 | 0 | 0  |

| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES)                                | ANNUAL TARGET<br>from FY 2021<br>Agency D&EEO<br>Plan | 1st Qtr<br>(July - Sept.<br>2020) | 2nd Qtr<br>(Oct. - Dec.<br>2020) | 3rd Qtr<br>(Jan. - March<br>2021) | 4th Qtr<br>(April - June<br>2021) | YEAR TO DATE |
|---|---|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------|
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report] |   | 0                                 |                                  |                                   |                                   | 0            |
| Administered by Agency  |   |                                   |                                  |                                   |                                   | 0            |
| <b>4. Sexual Harassment Prevention</b>                                      | <b>0</b>  | <b>15</b>                         | <b>0</b>                         | <b>0</b>                          | <b>0</b>                          | <b>15</b>    |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report] |   | 15                                |                                  |                                   |                                   | 15           |
| Administered by Agency  |   |                                   |                                  |                                   |                                   | 0            |
| <b>5. Disability Etiquette</b>  | <b>0</b>  | <b>0</b>                          | <b>0</b>                         | <b>0</b>                          | <b>0</b>                          | <b>0</b>     |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report] |   | 0                                 |                                  |                                   |                                   | 0            |
| Administered by Agency  |   |                                   |                                  |                                   |                                   | 0            |



| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES)                               | ANNUAL TARGET<br>from FY 2021<br>Agency D&EEO<br>Plan  | 1st Qtr<br>(July - Sept.<br>2020) | 2nd Qtr<br>(Oct. - Dec.<br>2020) | 3rd Qtr<br>(Jan. - March<br>2021) | 4th Qtr<br>(April - June<br>2021) | YEAR TO DATE |
|--|--|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|--------------|
| <b>OTHER DIVERSITY AND EEO TRAINING (All Modalities)</b>                   |  |                                   |                                  |                                   |                                   |              |
| <b>ALL OTHER DIVERSITY &amp; EEO TRAINING</b>                              | 0  | 0                                 | 0                                | 0                                 | 0                                 | 0            |
| <b>6. New Employee Orientation<br/>(Only if it includes EEO Component)</b> | NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding             |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>7. Structured Interviewing</b>  | NOTE: Including combined Structured Interviewing & Unconscious Bias training                                       |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>8. Unconscious Bias</b>   | NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   | 0  |                                   |                                  |                                   |                                   | 0            |
| <b>9. Other Diversity/EEO Related</b>                                      | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>10. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>11. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>12. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>13. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>14. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |
| <b>15. Other Diversity/EEO Related</b>                                     | Specify topic:   |                                   |                                  |                                   |                                   |              |
| TOTAL PARTICIPANTS TRAINED   |  |                                   |                                  |                                   |                                   | 0            |