

[Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

<b>Agency Name:</b> <u>NYC DEPARTMENT OF RECORDS AND INFORMATION SERVICES</u>			
<input checked="" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 4, 2022		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October – December), due January 30, 2023	
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due May 1, 2023		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31, 2023	
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<b>Date Submitted:</b> <u>11/10/2022</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><i>Date Received:</i></b>	

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## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

**For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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## Part I: Narrative Summary

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

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_  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, equity, inclusion and equal employment opportunity through the following:**

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

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## III. Workforce Review and Analysis

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

Q1 (9/30/2022): 56 Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

Yes On (Date): \_\_\_\_\_  Yes again on (Date): \_\_\_\_\_  No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

### III. 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 (Dates):

Q1 Review Date: 11/4/22 Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other Agency Attorney

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Not conducted

Not conducted

Not conducted

Not conducted

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## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

### A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

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

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

The agency will identify LinkedIn contacts to follow, including existing partners, similar institutions, and work groups/organizations which may provide access to qualified candidates in underutilized areas.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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- 2. Create college aide job postings in areas where the agency experiences underutilization (specifically management specialists and clerical job titles) and engage college aides with the work of those areas and requirements for job titles.

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

The agency began developing job postings for college aides in the first quarter. These staff members will be working primarily in the Archives unit – in roles adjacent to titles where the agency has consistently experienced underutilization. This is part of a long-term strategy to cultivate a diverse pool of candidates for the agency’s management specialist titles.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities

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that are served. What steps were taken to evaluate effectiveness of these actions?

In the first quarter, the administrative, Library, and Archives units worked together to broaden distribution for job postings.

- |            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing            | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing            | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing            | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

## 4. [Insert goal]

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

- |            |                                  |                                      |                                  |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

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- ❖ **Please 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.**

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## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. All senior staff members will be required to complete Microaggressions to Microaffirmations training and all employees will be encouraged to complete it as well.

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

In the first quarter, the EEO Officer circulated upcoming dates for the Microaggressions to Microaffirmations training to all senior staff members. Two senior staff members have completed the training to date. The EEO Officer will continue to notify staff of future training dates.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The EEO Officer – who serves as a Workwell wellness ambassador – will work with the QWL Committee to offer expanded wellness programs at the agency.

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

The EEO Officer shared opportunities for the QWL Committee to apply for funding for special programs, as well as disseminated wellness content from Workwell NYC.

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

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

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

In the first quarter, the director of the Archives attended meetings with the New York State Historical Records Advisory Board to obtain guidance on the ways that libraries and archives across the United States were working to better document underrepresented people in heritage collections. The director of the Archives also met with the EEO Officer – individually and along with the rest of senior staff – to discuss how this can best be undertaken at DORIS. An all-staff meeting was scheduled for October 2022 to introduce the initiative.

Q1 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed

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

## 4. [Insert goal]

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

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

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

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## C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

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

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

In the first quarter, the director of the Archives attended meetings with the New York State Historical Records Advisory Board to obtain guidance on the ways that libraries and archives across the United States were working to better document underrepresented people in heritage collections. The director of the Archives also met with the EEO Officer – individually and along with the rest of senior staff – to discuss how this can best be undertaken at DORIS. An all-staff meeting was scheduled for October 2022 to introduce the initiative.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. The agency will build on outreach efforts to various communities in the five boroughs, including the continuation of the WomensActivism.NYC and Neighborhood Stories projects – which have transitioned to virtual formats. The agency is also working to expand its collaborations with local K-12 schools by adding curriculum aids to its website for use by educators, partnering with local schools to gather 20,000 stories of inspiring women in the digital archive, and providing virtual tours of our Brooklyn Bridge materials to elementary students. In this effort, the agency has engaged interns for educational and community outreach projects through the following programs: CUNY Service Corp, Futures and Options, and PENCIL. The agency has also engaged a Volunteer Outreach Coordinator and Educational Outreach Coordinator to work on the above projects, through the NYC Service program.

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

In the first quarter, the agency’s new Volunteer Outreach Coordinator joined the team, began familiarizing himself with ongoing projects and identifying new opportunities for volunteer involvement at the agency. In coordination with the Volunteer Outreach Coordinator, the agency’s marketing consultant developed outreach list to engage retired educators in developing curriculum aides using the collections of the Municipal Archives and Library. The unit conducted interviews for CUNY Service Corps interns to aid in community outreach efforts.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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3. The agency is collaborating with other institutions to hold a convening on Conditions in Harlem at the Schomburg Center for Research on Black Culture.

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

On September 20, 2022, the NYC Department of Records and Information Services hosted a series of panel discussions, where scholars, advocates, residents, and researchers addressed the key focus areas from the 1936 report issued by the Mayor's Commission on Conditions in Harlem: Justice, Education, Housing, Employment, Healthcare, and Social Services. This event was organized in collaboration with the Office of the Deputy Mayor for Strategic Initiatives, the Schomburg Center for Research in Black Culture, the McSilver Institute for Poverty Policy and Research at NYU, and the Vital City project. In connection to the event, the agency also launched a website to share information on Harlem (both past and present), as well as to facilitate conversation with current community members – who can contribute commentary, art or data to the platform. The agency will continue to update the website over the next year.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. [Insert goal]

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

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

- ❖ 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 the activities, including the dates when the activities occurred.

This quarter, the agency hosted the following public programs/events: Volunteer Appreciation Event (7/13/22) and the Harlem Revisited Conference (9/20/22). The agency also conducted outreach to various communities, organizations, and city leaders to spread the word about the agency’s oral-history-style project – Neighborhood Stories. The Volunteer Outreach Coordinator for 2022-2023 joined the agency in September 2022 and is working to recruit volunteers for the following projects at the agency: educational aide development, transcription, and two story-preservation efforts.

Moreover, the agency issues weekly blogs and regular newsletters highlighting the work of the agency.

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

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

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

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

Agency leadership – including the agency head, the EEO Officer, and the APO – circulated professional development opportunities to agency staff, including EEO trainings, relevant conferences, etc.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

In the first quarter, the marketing consultant and new Volunteer Outreach Coordinator developed an outreach list of organizations to recruit retired educators. The agency also applied and was awarded a grant to help fund key roles connected to our community outreach initiatives and volunteer program.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 3. [Insert goal]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

### 4. [Insert goal]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ **Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**

This quarter, the agency hosted the following public programs/events: Volunteer Appreciation Event (7/13/22) and the Harlem Revisited Conference (9/20/22).

The EEO Officer, Administrative Personnel Officer, and/or the agency head attended the following trainings/conversations regarding equity and diversity in the first quarter:

Disability is Diversity Symposium: Workforce Inclusion and Beyond (8/3/22)

Fall Fireside Chat: Fostering Leadership Buy-In to Enhance DEI and EEO Compliance in the Workplace (9/22/22)

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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. The agency uses a structured interviewing process, which includes EEO involvement at each stage of the hiring process and includes the following: all hiring managers must be trained in structured interviewing and unconscious bias; interview questions are reviewed by both the Agency Personnel Officer and EEO Officer; all hiring panels include an assigned EEO observer; the Administration Unit and the EEO Officer work together to ensure all postings – particularly those in underutilized job categories – are broadly distributed.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

The agency continues to use the established structured interviewing process. In the first quarter, the agency head, EEO Officer, APO, and agency attorney discussed methods to address underutilization. The administrative, Library, and Archives units worked together to develop a broader distribution list for postings, specifically library and archives schools across the United States.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

In the first quarter, the agency attorney, APO, and EEO Officer continued to meet monthly to discuss ongoing areas of concern in EEO and develop proactive strategies to address underutilization, staffing, training needs, etc.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 3. [Insert initiatives/strategies]

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## 4. [Insert initiatives/strategies]

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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

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

## B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

**Race/Ethnicity\* [#s]** \* Use self-ID data obtained from NYCAPS; **Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] \* Use self-ID data

1. Urban Fellows Total:

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

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

2. Public Service Corps Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_1\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Gender\* [#s]: M \_\_\_ F \_1\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 3. Summer College Interns Total:

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

Gender\* [#s]: M \_6\_ F \_3\_ N-B \_\_\_ O \_\_\_ U \_1\_

### 4. Summer Graduate Interns Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic \_1\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races \_1\_

Gender\* [#s]: M \_\_\_ F \_\_2\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 5. Other (specify) Total:

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

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

### **Additional comments:**



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## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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The EEO Officer will work with the HR Administrator to assess promotions post-appointment on an annual basis. The EEO Officer or other EEO staff serve as observers on hiring panels, which are filled through the eHire platform. The EEO Officer and HR Administrator review and approve all interview questions as part of a structured interview process.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The EEO Officer and other EEO staff are part of the interview process but do not weigh in on the selection of candidates for appointment or promotion, pre-appointment. The EEO Officer will work with the HR Administrator to assess promotions post-appointment on an annual basis.

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

The agency has not laid off staff in recent years. However, when layoffs were being considered by the City in FY 2021, the EEO Officer completed an analysis of the impact of potential layoffs at the agency in Quarter 1. In the end, no layoffs were implemented due to City negotiations.

5. Other:

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

## VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

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

## VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

### B. 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 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://mstpva-dcslnx01.csc.nycnet/Login.aspx>**

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

***Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).***

## D. Local Law 101: Climate Survey

**Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.**

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

- 1. Increase employees’ familiarity with the EEO Policy.**

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❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan which included the following steps to increase employees’ familiarity with the EEO policy:

- The EEO Officer will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- The EEO Officer and Director of Administrative Operations will host a question-and-answer session to provide general information on the reasonable accommodation and EEO complaint processes, as well as answer staff questions. Staff will be encouraged to schedule one-on-one meetings for any personal or specific inquiries. The event will be recorded and posted to the intranet.

**2. Improve the EEO Office’s visibility to the workforce.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan which included the following steps to improve the EEO Office’s visibility to the workforce:

- The EEO Officer or EEO counselor will attend unit meetings in each department on quarterly basis;
- The agency will hold a contest where employees can win a \$5 gift card if they send an email with the answer to the following question within a specific timeframe (i.e., 2 days): Who is the EEO Officer and who are the EEO counselors at DORIS?

**3. Improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

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- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan which included the following steps to improve employees’ knowledge of the EEO complaint process:

- The EEO Officer will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- The EEO Officer and Director of Administrative Operations will host a question-and-answer session to provide general information on the reasonable accommodation and EEO complaint processes, as well as answer staff questions. Staff will be encouraged to schedule one-on-one meetings for any personal or specific inquiries. The event will be recorded and posted to the intranet.

- 4. **Increase employees’ understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan which included the following steps to increase employees’ understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace:

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- The EEO Officer works closely with the Administrative Unit to ensure that all staff members are trained annually in sexual harassment prevention. In addition, the EEO Officer has uploaded resources to the intranet on this subject. The EEO Officer will work with the Administrative Unit to make sure that new staff, interns, or consultants are trained within 30 days of starting. The EEO Officer will also periodically include information on sexual harassment prevention in the quarterly emails to all staff.

**5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

**❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan. At the meeting, it was noted that 100% of managers and supervisors reported that they knew who the agency's EEO Officer was and whom to report EEO complaints to in the survey. The EEO Officer will continue to work very closely with all senior staff and supervisors across the agency to ensure that they have information about EEO-related policies and resources.

In addition, the EEO Officer conducted an exercise at the meeting which reinforced the appropriate steps to take in the event a supervisor witnesses something that may violate the City's EEO policy.

**6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

**❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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On August 25, 2022, the EEO Officer met with other senior staff members – including the agency head – to review the 2018 and 2020 climate survey results. Senior staff reviewed the responses of DORIS staff, identified areas of improvement, and developed an action plan. At the meeting, it was noted that 100% of managers and supervisors reported that they knew who the agency’s EEO Officer was and whom to report EEO complaints to in the survey. The EEO Officer will continue to work very closely with all senior staff and supervisors across the agency to ensure that they have information about EEO-related policies and resources.

In addition, the EEO Officer conducted an exercise at the meeting which reinforced the appropriate steps to take in the event a supervisor witnesses something that may violate the City’s EEO policy.

### 7. Other:

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: NYC Equal Employment Practice Commission (EEPC).

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency

## **[Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

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**Appendix A: EEO Personnel Details**

**EEO Personnel For   1   Quarter, FY 2023**

**Personnel Changes**

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> <b>No Changes</b>		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>	<b>1.</b>	<b>2.</b>	<b>3.</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>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>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## EEO Personnel Training Continued:

EEO Training completed within the last two years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	. Wai Yu (Julie)	Chau, EEO Counselor	.		0.	
<b>Completed EEO Trainings:</b>						
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<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
3. lgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
5. 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
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# [Agency Name] FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

NYC Department of Records and Information Services  
31 Chambers Street, Suite 304  
New York, NY 10007

Diversity and EEO Staffing as of 1 Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer	LaTonya Jones	Community Coordinator	<u>30%</u>	LCJones@records.nyc.gov	212.341.6022
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Lisa Velasquez	Agency Attorney III	<u>5%</u>	lvelasquez@records.nyc.gov	212-341-6036
ADA Coordinator	Naomi Pacheco	Administrative Manager M1/M2	<u>2%</u>	napacheco@records.nyc.gov	212-788-8622
Disability Rights Coordinator	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
Disability Services Facilitator	Gerald Rosero	Administrative Manager M1/M2	<u>2%</u>	grosero@records.nyc.gov	212-788-8610

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<b>55-a Coordinator</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>1%</u>	napacheco@records.nyc.gov	212-788-8622
<b>Career Counselor</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
<b>EEO Training Liaison</b>	Naomi Pacheco	Administrative Manager M1/M2	<u>5%</u>	napacheco@records.nyc.gov	212-788-8622
<b>EEO Counselor</b>	Wai Yu (Julie) Chau	Clerical Associate	<u>5%</u>	wchau@records.nyc.gov	212.788.8619
<b>EEO Counselor</b>	Michael Lorenzini	Associate Staff Analyst	<u>5%</u>	mlorenzini@records.nyc.gov	212.788.8576
<b>EEO Counselor</b>	Urmi Udeshi	Public Records Aide	<u>5%</u>	uudeshi@records.nyc.gov	212.788.8634

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.