

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

**AGENCY NAME:** THE NEW YORK CITY BUSINESS INTEGRITY COMMISSION

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

**Prepared by:**

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Name

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Title

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**Date Submitted:** August 2019

**FOR DCAS USE ONLY**

*Date Received:* \_\_\_\_\_

*Name of Reviewer:* \_\_\_\_\_

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019**

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2019 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): 6/28/19  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

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

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Yes, On (Date): 5/14/19  No

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

Yes, On (Date): 5/14/19  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  
 Yes, On (Date): 5/1/14     No

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

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

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

**A. WORKFORCE:**

Please list the <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 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	<b>Status Update</b>
	<p>BIC continues to review the CEEDS reports to identify areas where the Agency can improve its diversity.</p> <p>BIC has encouraged staff to update self-ID information regarding race/ethnicity, gender, and veteran status through the agency's intranet site.</p>	<p><input type="checkbox"/> Planned                      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started                      <input type="checkbox"/> Delayed  <input checked="checked" type="checkbox"/> Ongoing                      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
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 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <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>	<b>Status Update</b>
	BIC has held internal trainings for new staff to increase understanding and therefore, staff retention.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe

	BIC staff are notified of all postings and positions available internally and are encouraged to take promotional civil service examinations via email.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>
	BIC continues to provide mentoring and cross training for all staff, but most importantly, new staff and or interns to ensure that they are properly equipped with the necessary information to have a prosperous internship/employment.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>
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 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <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></li> </ul>	<b>Status Update</b>
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	<p>BIC offers translation services in several different languages in accordance with Executive Order 120.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input checked="" type="checkbox"/> Completed  <b>Other - please describe</b> </p>
	<p>BIC continues to hold meetings with leaders from the trade waste industry as a forum for companies to discuss current events, issues and concerns. Additionally, BIC is committed to providing updates via email which include Commission policy, rules and other relevant information related to the industry to all BIC registered companies.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed  <b>Other - please describe</b> </p>
		<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed  <b>Other - please describe</b> </p>

**V. RECRUITMENT**

<p>Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.</p>	<p><b>Status Update</b></p>
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	BIC's posting include appropriate diversity, inclusion and equal opportunity employer messaging.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed  Other - please describe
	BIC posts all vacancies on NYC careers.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe

**B. INTERNSHIPS/FELLOWSHIPS**

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

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	0		Male: ___ Female: ___
2. Public Service Corps	0		Male: ___ Female: ___
3. Summer College Interns	8	4 Caucasians; 1 Asian; 2 Hispanics; 1 African American	Male: _2_ Female: _6_
4. Summer Graduate Interns	5	2 Caucasians and 3 asians	Male: _2_ Female: 3__
5. Other (specify):	0		Male: ___ Female: ___

*Additional Comments:*

**C. 55-A PROGRAM**

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

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

The 55-a Coordinator has achieved the following goals:

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

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

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	<b>Status Update</b>
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<p>Advising employees of opportunities for promotion and career development</p>	<p>BIC continues to email all staff when vacancies become available.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>The EEO officer and HR department have met to discuss the candidates for positions.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Increasing the positions filled through civil service lists</p>	<p>BIC continues to hire staff from the civil service list.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>BIC continues to review and analyze the impact of layoffs or terminations on racial, gender and age groups.</p>	<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Other:</p>		<p><input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input type="checkbox"/> Ongoing      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

**VII. TRAINING**

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

**VIII. REASONABLE ACCOMMODATION**

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

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

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

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

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

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

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

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

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

## D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

*Risk 1: Homogenous Workplace:*

BIC proposes increasing the gender diversity in the units, where possible and appropriate. Accordingly, BIC's Human Resources is actively looking at a wider pool of candidates. Moreover, BIC has considered and hired current staff who are qualified for promotions to help diversify the units. This approach will not only help BIC commit to its internal hiring policy, but also promotes workplace diversity and staff morale.

*Risk 2: Cultural and Language Differences in the Workplace:*

BIC is committed to promoting a culturally diverse workplace environment with staff from different cultures who communicate in various languages other than English. Presently, we do not see any issues leading to segregation of employees of different cultures and/or nationalities within the agency.

*Risk 3: Workplaces with Significant Power Disparities:*

Since BIC does not have a significant disparity in the workplace with regard to senior and non-senior positions, we will continue our commitment to diversity between the various units and levels of management by promoting internally and, to the extent permissible, hiring replacement staff in a way that promotes the existing balance in the male to female ratio.

*Risk 4: Isolated Workplaces:*

BIC continues its commitment to reducing isolated workplaces by frequently reassessing staff placement and work areas.

*Risk 5: Decentralized Workplaces:*

Since the staff persons who are not interacting with executive staff are primarily outside the main office location, BIC has ensured that all staff attend sexual harassment training and ensure managers and supervisors with frequent interactions with those staff persons in remote locations remind staff regarding BIC policies and workplace norms.

## E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

**F. LOCAL LAW 101: CLIMATE SURVEY**

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

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

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

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

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

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

*Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?*

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**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2019**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name		Jhonnie Davis	
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: 5/21/19 OR Termination Date:	Start Date: OR Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For Current EEO Professionals:</b>			
Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):15	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input 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	<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>Unconscious Bias Sexual Harassment Prevention</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 <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 type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

<b>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *</b>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Pamela P. Peralta</u>	<u>Executive Agency Counsel</u>	<u>EEO Officer/Director</u>	<u>20%</u>	<u>Pperalta@bic.nyc.gov</u>	<u>2124370587</u>
		<u>Deputy EEO Officer</u>			
<u>Pamela P. Peralta</u>	<u>Executive Agency Counsel</u>	<u>ADA Coordinator</u>			
<u>Pamela P. Peralta</u>	<u>Executive Agency Counsel</u>	<u>Disability Rights Coordinator</u>			
<u>Pamela P. Peralta</u>	<u>Executive Agency Counsel</u>	<u>Disability Services Facilitator</u>			
<u>Pamela P. Peralta</u>	<u>Executive Agency Counsel</u>	<u>55-a Coordinator</u>			
<u>Cindy Haskins</u>	<u>Assistant Commissioner of Finance &amp; Administration</u>	<u>Career Counselor</u>		<u>chaskins@bic.nyc.gov</u>	<u>2124370575</u>
<u>Jhonnie Davis</u>	<u>Legal Administrative Assistant</u>	<u>EEO Counselor</u>		<u>Jdavis2@bic.nyc.gov</u>	<u>2124370542</u>
		<u>EEO Investigator</u>			
		<u>EEO Counselor Investigator</u>			
		<u>Investigator/Trainer</u>			
		<u>EEO Training Liaison</u>			

\* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above Just indicate it on the chart.