

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

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|--|--------------------|--|----------------|
| Agency Name: <u>NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION</u> | | | |
| <input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023 | | <input checked="" type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024 | |
| <input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024 | | <input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024 | |
| Prepared by: | | | |
| Sandra Rhabb Campbell | EEO Office Manager | Scampbell@dep.nyc.gov | (718) 595-6558 |
| Name | Title | E-mail Address | Telephone No. |
| Date Submitted: <u>February 16, 2024</u> | | | |
| <i>FOR DCAS USE ONLY:</i> | | <i>Date Received:</i> | |

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2024 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 2024 DEI-EEO Report.Part II 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.**

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 and/or website
- 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:**

Employee contributions were recognized through the following recognition events during FY'23:

- **Employee Recognition Day** – ceremony in which DEP employees were honored for their continuous service to the City of New York. They were recognized for their years of service and perfect attendance.

- **Administrative Professionals Day** – Over 900 DEP employees serving under administrative titles were recognized for their professional contributions.
- **Always Creating Excellence (A.C.E.)** – this award ceremony was held to recognize and celebrate exceptional work and contributions made by DEP employees based on peer, supervisory, or leadership nominations.
- **Essential Workers Appreciation Luncheons** – DEP’s Commissioner held luncheons across field operations to accord special recognition to *essential workers* for their continued in-person service in fulfilling DEP’s mission to the City of New York during the height of the COVID-19 Pandemic, March 2020 through September 2021.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 5962 Q2 (12/31/2023): 5901 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

On-boarding of new employees

Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 8-2-2023 Q2 Review Date: 1-9-2024 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other Strategic Counsel to Agency Head | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted. |

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

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 2024.

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 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. **[Copy Workforce goal from FY 2024 DEI-EEO plan]**

EEO&D and ODHR collaborates on DEI Engagement and Workforce Wellness to support and serve DEP’s workforce through outreach and surveying, providing educational and celebratory workforce events/activities, while promoting personal and professional wellbeing and productivity and improving employee morale.

1. **Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.**

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. How do you evaluate the effectiveness of these actions?

Q1 Events:

The Power of Thoughts, July 26, 2023. Description: The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators and the NYC Employee Assistance Program (EAP), encouraged DEP employees to join in on a workshop to learn specific ways to examine and reframe negative thoughts and improve self-talk.

Celebrating Disability Independence Day, July 31st, 2023. Description: The Department of Environmental Protection's Office EEO & Diversity recognizes Disability Independence Day through Celebrating Disability Independence Day. The event, breaking down what Disability Independence looks like, how to really gain said "independence", the definition of disability, and showcasing that people with disabilities are a part of the concept of diversity. What DEP has been working on regarding disability independence, such as the 55-a Program and Reasonable Accommodation Program, while discussing Diversity inclusion best practices and tips.

Afro Beats Dance Class, August 1, 2023 – September 5, 2023. Description: The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, hosted a 6-week in person fitness series for an energizing Afro Beats dance class. Afro Beats dancing blends traditional African moves with energetic and upbeat music.

Women's Equality Week-Long Celebration, August 20-26th, 2023. Description: The Department of Environmental Protection joins the Office of EEO & Diversity in celebrating Women's Equality Day that was on August 26, 2023, by sending in pictures of members of the workforce and their fellow team members wearing purple (signifying justice, dignity, loyalty) during the week of August 20-26 to be featured in a photo montage. This DEI engagement was utilized to have the workforce engage in a Gender Equity survey, in hopes to gain true gender equity in workforce.

A History to Remember: In recognition of the International Day for the Remembrance of the Slave Trade and its Abolition, August 30th, 2023. Description: The Department of Environmental Protection's Office of EEO and Diversity hosts A History to Remember: In recognition of the International Day for the Remembrance of the Slave Trade and its Abolition with guest speaker Professor Manisha Sinha. Professor Manisha Sinha is the Draper Chair in American History at the University of Connecticut and a recipient of the John Simon Guggenheim Memorial fellowship. She is the President-elect, of the Society for historians of the early American Republic. She received her Ph.D. from Columbia University where her dissertation was nominated for the Bancroft prize. She taught at the University of Massachusetts for over twenty years where she was awarded the Chancellors' medal, the highest honor bestowed on a faculty member. She is the author of The Counterrevolution of Slavery: Politics and Ideology in Antebellum

South Carolina, which was named one of the ten best books on slavery in Politico and featured in The New York Times 1619 Project. The expertise of the Professor allowed the professor to give a thorough talk on the history of and surrounding the Transatlantic Slave trade, while going over the early years of abolition and abolitionist, and the history that followed. Those within DEP and other city agencies were able to attend this talk viz Zoom.

Take Action: Asthma, September 12, 2023. Description: The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, the Asthma and Allergy Foundation of America and former NYC H&H Asthma Educator, encouraged DEP employees to join a webinar to learn more about managing asthma at work, school and home.

Tishrei: The Month of Beginning, September 20th, 2023. Description: The Department of Environmental Protection's Office of EEO & Diversity in partnership with members of the workforce who identifies as Jewish brings Tishrei: The Month of Beginning. This cultural event acted as an introduction to all in the workforce to the Jewish holidays of September and October. Those holidays being Rosh Hashanah, Yom Kippur, and Sukkot. As customary, the event included sliced apple and honey.

Q2 Events:

Mental Health Awareness Webinar, October 23, 2023. Description: In honor of October celebrating Health Month, the Employee Engagement and Wellness Team partnered with DEP's Director of Staff Support and Assistance, Jonathan Glotzer for a discussion on mental health.

Breast Cancer Prevention and Treatment Webinar, October 25, 2023. Description: The Employee Engagement and Wellness Team, in partnership with Workwell NYC's program coordinators, encouraged DEP employees to participate in the webinar to learn more about prevention, screening guidelines, and treatment options.

Viva La Herencia, October 18, 2023. Description: The Office of EEO & Diversity hosted a virtual event highlighting the contributions of Hispanic culture that fed into the advancement of the United States.

A Step Towards Togetherness & Belonging, October 31, 2023. Description: The Office of EEO & Diversity hosted a virtual event in recognition of **Global Diversity Awareness Month** for the Workforce to gain an understanding of Diversity, Equity, and Inclusion while also learning the benefits of it in the workplace, with the opportunity to discuss amongst each other via group activities.

Breaking Bread, Building Bonds: A Community Conversation, November 1, 2023. Description: The Office of EEO & Diversity hosted an in-person event on behalf of the Mayor's Community Affairs Unit to discuss Mayor Adam's initiative to bring people together, share cultures, traditions, and break down silos between communities.

Take Action: Menopause, November 30, 2023. Description: The Employee Engagement and Wellness Team, in partnership with Workwell NYC's program coordinators, by Dr. Amitasrigowri Murthy (GYN), DOHMH and DCAS, encouraged DEP employees to join a webinar that focused on the transition leading up to menopause, medical and surgical causes of menopause, medications and remedies, and much more.

CPR Awareness Program, September – December 2023. Description: The Employee Engagement and Wellness Team, in partnership with the Fire Department of New York, encouraged DEP employee to learn the most effective way to save lives by teaching compression only CPR with automated external defibrillation (AED) usage.

Building Connections and Combatting Loneliness, December 20, 2023. Description: The Employee Engagement and Wellness Team in partnership with WorkWell NYC's program coordinators, the EAP and DOHMH, encouraged DEP employees to join a webinar to learn strategies to combat loneliness and strengthen their social connections in and out for the workplace to enhance their wellness.

Workforce Goal #1 Updates:

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|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 checked="" 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. **[Copy Workforce goal from FY 2024 DEI-EEO plan]**

V.

EEO&D and ODHR Collaborates on Talent Recruitment and Management: to engage innovative and collaborative strategies to attract diverse talent and ensure a robust talent pipeline and succession planning.

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. How do you evaluate the effectiveness of these actions?

The Office of EEO & Diversity will continue to work with OD&HR to ensure the interview process for hiring and promotion are EEO complaint and consistent with DEI practices.

DEP identified The HR Agent company as a resource for diverse recruitment strategies. The HR Agent possesses a wealth of recruitment experience across a wide range of industries, catering to positions from C-suite to entry-level. Their team has demonstrated exceptional proficiency in various fields, showcasing their ability to navigate the intricacies of talent acquisition with precision and finesse. This has been used for a high-level and hard-to-fill posting during Quarter 1. Recruitment efforts for this position are currently on hold.

Workforce Goal #2 Updates:

- 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

1. [Copy Workforce goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Workforce Goal #3 Updates:

- 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

2. [Copy Workforce goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Workforce Goal #4 Updates:

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|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| 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 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 |
| 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. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The Agency will work closely with DCAS to deepen its underutilization data so as to enable more accurate trends analysis for recruitment and related initiatives.

DEP has commenced discussions with the EEPD for further assistance in this space, more specifically, expertise and partnership in identifying more accurate data measurement for the available candidate pool upstate as DEP has 1/3 of its workforce upstate, which is not accounted for in the agency's current underutilization report.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Leveraging an EEO-DEI Curriculum to Supplement Mandatory Training: to engage customized training to ensure a discrimination free workplace and a culturally competent workforce.

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. How do you evaluate the effectiveness of these actions?

DEP continues to leverage CBT's for mandatory EEO training provided by DCAS as a part of corrective action training. DEP also continues to leverage internal CBT's designed for supervisory training such as SIA as a part of corrective action training as well.

Workplace Goal #1 Updates:

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|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 checked="" 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. [Copy Workplace goal from FY 2024 DEI-EEO plan]

Establishing Appropriate Benchmarks/Metrics for Measuring Workforce Accountability at all Levels: to encourage appropriate accountability across titles and at all levels for modeling equity and inclusivity principles and practices, and implementing DEP's DEI-EEO Plan.

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. How do you evaluate the effectiveness of these actions?

Workplace Goal #2 Updates:

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. [Copy Workplace goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Workplace Goal #3 Updates:

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

4. [Copy Workplace goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Workplace Goal #4 Updates:

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

5. Other Workplace Activities:

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

The Office of EEO & Diversity continues to provide monthly training sessions with EEO Liaisons on various topics related to EEO and Diversity, Equity, and Inclusion. Additionally, this office issues monthly agency-wide notification regarding Diversity, Equity, and Inclusion designation and agency related events. We also promote a SharePoint site that provides educational resources related to various DEI designations. Furthermore, this office publishes articles on various DEI topics in the agency's newsletter.

C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community goal from FY 2024 DEI-EEO plan]

Building on DEP’s existing *Water on the Go* program that allows New Yorkers to enjoy clean water and stay hydrated by filling up a water bottle or take a sip at a portable fountain within all five (5) boroughs, the EEO&D Office plans to discuss with BPAC the feasibility of extending the *Water of the Go* program to further serve the community through a home delivery program for the elderly and people with disabilities.

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 How do you evaluate the effectiveness of these actions?

The Office of EEO&D has engaged DEP’s BPAC Office to explore possible interagency collaboration for public events by extending the *Water on the Go* program to sister agency events.

Community Goal #1 Updates:

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|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| 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 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 |
| 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. [Copy Community goal from FY 2024 DEI-EEO plan]

Similar to its role in helping to coordinate workforce participation in various New York City sponsored events, the EEO&D Office plans to discuss with BPAC and OD&HR the feasibility of promoting and organizing recurring donations or participation from among DEP’s workforce to support a partnership with a local high school/college/university, hospital, or other organization for a Dress-for-Success Day, Toy Drive, Coat Drive or *Walkathon* for a worthy charity.

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 How do you evaluate the effectiveness of these actions?

Community Goal #2 Updates:

- | | | | | | | |
|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| 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 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 |
| 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. [Copy Community goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Community Goal #3 Updates:

- 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

4. [Copy Community goal from FY 2024 DEI-EEO plan]

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. How do you evaluate the effectiveness of these actions?

Community Goal #4 Updates:

- 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

5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. 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. How do you evaluate the impact of these initiatives?

1. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

As part of the Agency’s Lunch & Learn series, The Office of EEO & Diversity will continue its ongoing events that educate the workforce on a plethora of subjects, including gender equity, mental illness, generational gaps, and ethnicity & heritage.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Celebrating Disability Independence Day, July 31st, 2023. Description: The Department of Environmental Protection’s Office EEO & Diversity recognizes Disability Independence Day through Celebrating Disability Independence Day. The event, breaking down what Disability Independence looks like, how to really gain said “independence”, the definition of disability, and showcasing that

people with disabilities are a part of the concept of diversity. What DEP has been working on regarding disability independence, such as the 55-a Program and Reasonable Accommodation Program, while discussing Diversity inclusion best practices and tips.

Women’s Equality Week-Long Celebration, August 20-26th, 2023. Description: The Department of Environmental Protection joins the Office of EEO & Diversity in celebrating Women’s Equality Day that was on August 26, 2023, by sending in pictures of members of the workforce and their fellow team members wearing purple (signifying justice, dignity, loyalty) during the week of August 20-26 to be featured in a photo montage. This DEI engagement was utilized to have the workforce engage in a Gender Equity survey, in hopes to gain true gender equity in workforce.

A History To Remember: In recognition of the International Day for the Remembrance of the Slave Trade and its Abolition, August 30th, 2023. Description: The Department of Environmental Protection’s Office of EEO and Diversity hosts A History to Remember: In recognition of the International Day for the Remembrance of the Slave Trade and its Abolition with guest speaker Professor Manisha Sinha. Professor Manisha Sinha is the Draper Chair in American History at the University of Connecticut and a recipient of the John Simon Guggenheim Memorial fellowship. She is the President-elect, of the Society for historians of the early American Republic. She received her Ph.D. from Columbia University where her dissertation was nominated for the Bancroft prize. She taught at the University of Massachusetts for over twenty years where she was awarded the Chancellors’ medal, the highest honor bestowed on a faculty member. She is the author of The Counterrevolution of Slavery: Politics and Ideology in Antebellum South Carolina, which was named one of the ten best books on slavery in Politico and featured in The New York Times 1619 Project. The expertise of the Professor allowed the professor to give a thorough talk on the history of and surrounding the Transatlantic Slave trade, while going over the early years of abolition and abolitionist, and the history that followed. Those within DEP and other city agencies were able to attend this talk viz Zoom.

Tishrei: The Month of Beginning, September 20th, 2023. Description: The Department of Environmental Protection’s Office of EEO & Diversity in partnership with members of the workforce who identifies as Jewish brings Tishrei: The Month of Beginning. This cultural event acted as an introduction to all in the workforce to the Jewish holidays of September and October. Those holidays being Rosh Hashanah, Yom Kippur, and Sukkot. As customary, the event included sliced apple and honey.

Equity, Inclusion and Race Relations Initiative #1 Updates:

- 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

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #2 Updates:

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

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #3 Updates:

- 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

4. **[Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]**

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #4 Updates:

- 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

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 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. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

The Agency continues its commitment of promoting and encouraging consistency and fairness in our employment practices. DEP's managers and supervisors are charged with promoting diversity and encouraging inclusion in all aspects of our business. When presented with the opportunity to hire or promote individuals, the EEO and Diversity Office, as well as Organizational Development & Human Resources, are included in the process to ensure that the recruitment, selection, and leadership development processes are applied consistently and in accordance with established City and Agency policies and procedures. This minimizes the potential for discrimination claims and guarantees the selection of the best and brightest our City, and its diverse population, has to offer.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

On a weekly basis, DEP continues to publish job vacancy notices and updates for all employees. DEP routinely sends campaign emails to our community-based partners as well as area schools regarding open positions. In addition to campaign emails DEP advertises hard to recruit positions on the agency LinkedIn, Facebook, and Twitter pages, print and electronic publications. We will also place print and online ads for critical positions within the agency. In addition, we utilize headhunters for executive positions. As budget allows agency will continue to schedule attendance at college fairs and community events. Agency will collab with DCAS on any potential hiring hall activities. Attended NYC Government Hiring Hall on August 28, 2023, in Brooklyn, New York.

Recruitment Initiatives/Strategies #1 Updates:

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

2. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

DCAS fiscal year 2024 exam schedule is published. We will review the civil service titles with exams applicable to our agency. Promote filing for exams with our recruitment partners. Also inform employees of monthly exams open for filing.

We tailor our recruitment plan to the annual exam listing and will plan our civil service recruitment around this publication.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Due to current budget constraints all paid events are cancelled. We will continue to attend events that are free of charge.

Recruitment Initiatives/Strategies #2 Updates:

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. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #3 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| 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. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #4 Updates:

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

5. Please describe 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. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

| Quarter # | Event Date | Event Name | Borough |
|-----------|--------------------------------|------------------------------|-----------|
| 1 | TBD on hold due to city freeze | DEP Recruiter Experience | Manhattan |
| 2 | TBD on hold due to city freeze | DEP Career Fair (All titles) | TBD |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

| Borough | Approximate Dollar Amount (\$) in Q1 | Approximate Dollar Amount (\$) in Q2 | Approximate Dollar Amount (\$) in Q3 | Approximate Dollar Amount (\$) in Q4 |
|---------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Bronx | -\$0- | -\$0- | | |
| Brooklyn | -\$0- | -\$0- | | |
| Manhattan | -\$0- | -\$0- | | |
| Queens | -\$0- | -\$0- | | |
| Staten Island | -\$0- | -\$0- | | |

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. St. Nick’s Alliance
2. National Society for Black Engineers (NSBE)
3. Society for Professional Hispanic Engineers (SPHE)
4. NEW (non-Traditional Employment for Women)
5. Community Organization and Local Officials

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [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: 0

Race/Ethnicity* [#s]: Black_0__ Hispanic__0_ Asian/Pacific Islander__0_ Native American__0_ White__0_ Two or more Races__0_

Gender* [#s]: M__0_ F__0_ N-B__0_ O__0_ U__0_

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black_0__ Hispanic_2_ Asian/Pacific Islander_2__ Native American__0_ White__0_ Two or more Races_0__

Gender* [#s]: M__2_ F__2_ N-B__0_ O__0_ U__0_

3. Summer College Interns Total: 111

Race/Ethnicity* [#s]: Black_11__ Hispanic__17_ Asian/Pacific Islander_44__ Native American__0_ White_39__ Two or more Races__0_

Gender* [#s]: M__55_ F__56_ N-B__0_ O__0_ U__0_

4. Summer Graduate Interns Total: 15

Race/Ethnicity* [#s]: Black_0__ Hispanic__1_ Asian/Pacific Islander_6__ Native American__0_ White_8__ Two or more Races_0__

Gender* [#s]: M__5_ F__10_ N-B__0_ O__0_ U__0_

5. Other: National Science Foundation total: 03

Race/Ethnicity* [#s]: Black_0__ Hispanic_1__ Asian/Pacific Islander_2__ Native American__0_ White__0_ Two or more Races__0_

Gender* [#s]: M 3 F 0 N-B 0 O 0 U 0

Additional comments:

E. 55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 24 Q2 (12/31/2023): 24 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

During the 1st Quarter, a total of 1 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] N/A.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] N/A.

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

Other: _____

2. _____

3. _____

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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).

Please describe the steps that your agency has taken to meet these objectives.

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

The focus of DEP's Career Counseling service is to prepare valued employees to meet future agency needs and provide employees with career growth and development tools in a civil service environment and promote transparency for available position within the agency.

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.

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).

In the selection of candidates for appointments, the EEO Officer and Staff conducts job analysis to determine the need; Vet structured interview questions; Review resumes and redact identifying items; Interview panel consisting of HR Representatives, EEO Representatives and two subject matter experts.

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

| During this Quarter the Agency activities included: | # of Vacancies | # of New Hires | # of New Promotions |
|---|----------------|----------------|---------------------|
| Q1 | # <u>655</u> | # <u>226</u> | # <u>597</u> |
| Q2 | # <u>713</u> | # <u>96</u> | # <u>400</u> |
| Q3 | # _____ | # _____ | # _____ |
| Q4 | # _____ | # _____ | # _____ |

VII. Training

Please provide your training information in Part II of the report “DEI-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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

IX. 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 “DEI-EEO Training Summary” (in MS Excel).

B. 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-ctwapx02.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 “DEI-EEO Training Summary” (in MS Excel).

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: _____.
- 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 plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

Appendix A: EEO Personnel Details

EEO Personnel For 2nd Quarter, FY 2024

Personnel Changes

| Personnel Changes this Quarter: | | <input checked="" type="checkbox"/> No Changes | | Number of Additions: | | Number of Deletions: | |
|---------------------------------|--|--|--|--|--|----------------------|--|
| Employee's Name & Title | 1. Richard Rohoman / College Aide | 2. 1 (one) | | 3. | | | |
| Nature of change | <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | | | |
| Date of Change in EEO Role | Start Date or Termination Date: 8/8/23 | Start Date or Termination Date: | | Start Date or Termination Date: | | | |
| | | | | | | | |
| Employee's Name & Title | | | | | | | |
| Nature of change | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | | | |
| Date of Change in EEO Role | Start Date or Termination Date: | Start Date or Termination Date: | | Start Date or Termination Date: | | | |
| For New EEO Professionals: | | | | | | | |
| Name & Title | 4. | 5. | | 6. | | | |
| 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) | | | |
| Percent of Time Devoted to EEO | <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 %): | | | |
| | | | | | | | |
| Name & 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) | | | |
| Percent of Time Devoted to EEO | <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 %): | | | |

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 | 1. Danielle Barrett, Assistant Commissioner/ EEO & Diversity & Inclusion Officer | 2. | 3. |
|--|---|--|--|
| Completed EEO Trainings: 1. Everybody Matters-EEO and D&I 2. Sexual Harassment Prevention 3. IgbTq: The Power of Inclusion 4. Disability Awareness & Etiquette 5. Unconscious Bias 6. Microaggressions 7. EEO Officer Essentials: Complaint/Investigative Processes 8. EEO Officer Essentials: Reasonable Accommodation 9. Essential Overview Training for New EEO Officers 10. Understanding CEEDS Reports | <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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |

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 | 4. | | 5. | | 6. | |
| Completed EEO Trainings: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1. Everybody Matters-EEO and D&I | <input 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. IgbTq: 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 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 |
| | | | | | | |

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

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

MAILING ADDRESS:

Diversity and EEO Staffing as of ___ Quarter FY 2024*

| <u>EEO\ Diversity Role</u> | <u>Name</u> | <u>Civil Service Title</u> | <u>% of Time Devoted to EEO & Diversity Functions</u> | <u>Office E-mail Address</u> | <u>Telephone #</u> |
|--|------------------|----------------------------|---|--|--------------------|
| EEO Officer/Director | Danielle Barrett | | 100% | dbarrett@dep.nyc.gov | (718) 595-3432 |
| Deputy EEO Officer OR Co-EEO Officer | Tanika Thomas | | 100% | tthomas@dep.nyc.gov | (718) 595-7592 |
| Chief Diversity & Inclusion Officer | Danielle Barrett | | <u>100%</u> | dbarrett@dep.nyc.gov | (718) 595-3432 |
| Diversity & Inclusion Officer | N/A | | | | |
| Chief Diversity Officer/Chief MWBE Officer per E.O. 59 | Santo Cimino | | <u>100%</u> | scimino@dep.nyc.gov | (718) 595-3211 |
| ADA Coordinator | Tanika Thomas | | <u>100%</u> | tthomas@dep.nyc.gov | (718) 595-7592 |

| | | | | | |
|--|-------------------------------------|---------|---------------------------|--|-------------------------------|
| Disability Rights Coordinator | Tanika Thomas | | <u>100%</u> | tthomas@dep.nyc.gov | (718) 595-7592 |
| Disability Services Facilitator | Tanika Thomas | | <u>100%</u> | tthomas@dep.nyc.gov | (718) 595-7592 |
| 55-a Coordinator | Sandra Rhabb Campbell | PAA III | <u>100%</u> | scampbell@dep.nyc.gov | (718) 595-6558 |
| Career Counselor | Abigail Taylor | | <u>25%</u> | ataylor@dep.nyc.gov | (718) 595-5142 |
| EEO Counselor | N/A | | | | |
| EEO Investigator(s) | Artur Pogorzelski Zachary Taylor | | <u>100%</u> <u>30%</u> | apogorzelski@dep.nyc.gov ztaylor@dep.nyc.gov | (718) 595-4142 595-7301 |
| EEO Counselor\ Investigator | N/A | | | | |
| Investigator/Trainer | N/A | | <u>100%</u> | | |
| EEO Training Liaison | Tanika Thomas | | | tthomas@dep.nyc.gov | (718) 595-7592 |
| Other (specify) | Sheila Garvey | | <u>33 1/3%</u> | | |
| Other (specify) | N/A | | | | |

* 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.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

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

SAVE THIS FILE AS: **[AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE):

DATE SUBMITTED: E-MAIL: TEL #:

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2023) | 2nd Qtr (Oct. - Dec. 2023) | 3rd Qtr (Jan. - Mar. 2024) | 4th Qtr (April - June 2024) | FY 2024 YEAR TO DATE |
|--|--------------------------------|-------------------------------|-------------------------------|--------------------------------|-------------------------|
| TOTAL DIVERSITY & EEO TRAINING | 1728 | 2310 | 0 | 0 | 4038 |

| CORE DIVERSITY AND EEO TRAINING (All Modalities) | | | | | |
|--|------|------|---|---|------|
| TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training | 1400 | 2186 | 0 | 0 | 3586 |
| 1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees | 91 | 6 | 0 | 0 | 97 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 91 | 6 | | | 97 |
| Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings. | 0 | 0 | | | 0 |

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2023) | 2nd Qtr (Oct. - Dec. 2023) | 3rd Qtr (Jan. - Mar. 2024) | 4th Qtr (April - June 2024) | FY 2024 YEAR TO DATE |
|---|--|-------------------------------|-------------------------------|--------------------------------|-------------------------|
| 2. Sexual Harassment Prevention | 1190 | 55 | 0 | 0 | 1245 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 1190 | 55 | | | 1245 |
| Administered by Agency [Data Entry BLOCKED] | NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency. | | | | 0 |
| 3. IgbTq: The Power of Inclusion | 118 | 2113 | 0 | 0 | 2231 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 118 | 2113 | | | 2231 |
| Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings. | 0 | 0 | | | 0 |
| 4. Disability Awareness & Etiquette | 1 | 12 | 0 | 0 | 13 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 1 | 12 | | | 13 |
| Administered by Agency [Enter data from internal training in this row] | 0 | 0 | | | 0 |

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2023) | 2nd Qtr (Oct. - Dec. 2023) | 3rd Qtr (Jan. - Mar. 2024) | 4th Qtr (April - June 2024) | FY 2024 YEAR TO DATE |
|---|--|----------------------------------|-------------------------------|--------------------------------|-------------------------|
| OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities) | | | | | |
| ALL OTHER DIVERSITY & EEO RELATED TRAINING | 328 | 124 | 0 | 0 | 452 |
| 5. New Employee Orientation (Only if it includes EEO Component) | NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 6. Structured Interviewing and Unconscious Bias | FULL TITLE: Structured Interviewing and Unconscious Bias | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 7. Structured Interviewing and Unconscious Bias (Follow up) | FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 8. Building an Inclusive Culture: Understanding Unconscious Bias | FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 9. From Microaggressions to Microaffirmations | FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 10. Managing the Multi-Generational Workforce | FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 11. Bystander Training | FULL TITLE: Moving from Bystander to Upstander, What Would You Do? | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 12. Reasonable Accommodation | FULL TITLE: Reasonable Accommodation Procedural Guidelines | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 13. The Power of Words | FULL TITLE: The Power of Words, Can We Talk? | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 0 | | | 0 |
| 14. Other Diversity/EEO Related | Specify topic > | FULL TITLE: Semi-Annual Briefing | | | |
| TOTAL PARTICIPANTS TRAINED | 102 | 28 | | | 130 |
| 16. Other Diversity/EEO Related | Specify topic > | FULL TITLE: New Hire Orientation | | | |
| TOTAL PARTICIPANTS TRAINED | 226 | 96 | | | 322 |
| 15. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 16. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 17. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 18. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| ADDITIONAL TRAINING | | | | | |
| COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY. | | | | | |
| ... Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| ... Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |