

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

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|--|---------------------------------|--|---------------|
| AGENCY NAME: <u>SPECIAL COMMISSIONER OF INVESTIGATION FOR THE NYC SCHOOL SYSTEM (SCI)</u> | | | |
| <input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021 | | <input checked="" type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022 | |
| <input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022 | | <input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022 | |
| Prepared by: | | | |
| Ann Ryan | EEO Officer and Special Counsel | annryan@nycsci.org | 212-510-1493 |
| Name | Title | E-mail Address | Telephone No. |
| Date Submitted: <u>1/28/2022</u> | | | |
| FOR DCAS USE ONLY: | | Date Received: | |

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. For Q2, Q3 and Q4 use previous quarter’s submission to update, retaining all information for the prior quarters]

1. Please save this file as ‘**XXXX Quarter X FY 2022 DEEO 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 and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 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): 12/6/2021 No
 By e-mail
 Posted on agency intranet
 Other _____

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 57 Q2 (12/31/2021): 53 Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

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

Yes , On (Date): 10/6/2021 Yes , again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year) Agency’s intranet site
 Newsletters and internal Agency Publications On-boarding of new employees

3. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes , On (Dates):

Q1 Review Date: _____ Q2 Review Date: 12/15/2021 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

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

SCI obtains and reviews an ad hoc dashboard semiannually during the second and fourth quarters.

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

| Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others): | Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none">• Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. | Q1 Update | Q2 Update | Q3 Update | Q4 Update |
|--|--|---|--|--|--|
| Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment | Over the last few years, we have added various affinity groups to our recruitment efforts. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Encourage agency employees to take promotional civil service examinations. | DCAS’s monthly OCR newsletter which usually includes job announcements, civil service exam alerts, and information sessions are forwarded to all staff. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

| | | | | | |
|---|--|------------------------------------|--------------------------|--------------------------|--------------------------|
| | | <input type="checkbox"/> Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter. | | | | | |
| | | | | | |

B. WORKPLACE:

| Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys): | Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. | Q1 Update | Q2 Update | Q3 Update | Q4 Update |
|--|---|---|--|--|--|
| Take initiatives to create an inclusive environment and maintain focus on retaining talent by providing ongoing training to SCI employees. | During the first quarter, the one new employee attended an in-house diversity and EEO presentation and took four computer based EEO trainings. A professional development training session for all available staff was conducted during July on Conflicts of Interest issues. During the second quarter, a few staff took some equity and inclusion courses. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

| | | | | | |
|--|---|---|---|---|---|
| <p>Agency will inform employees of the rights under the NYC EEO Policy.</p> | <p>All new employees attend an EEO and diversity training and receive the City’s EEO Policy, Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers and the office’s lactation policy.</p> <p>Additionally, the City’s EEO Policy and a listing of the agency’s EEO personnel were attached to the Commissioner’s Commitment and Accountability Statement that was disseminated agency-wide in early December.</p> | <p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>Exit interview or surveys developed by the agency.</p> | <p>Review completed exit interviews or surveys in an attempt to discern patterns to develop initiatives based an analysis of the results.</p> <p>We are a small agency which instituted exit surveys during 2019. The few surveys which have been completed thus far have not provided sufficient information to support any new initiatives.</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| | | <p><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</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p> | | | | | |
| Empty space for additional activities | | | | | |

C. COMMUNITY:

| Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 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 Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. | Q1 Update | Q2 Update | Q3 Update | Q4 Update |
|---|--|---|--|--|--|
| Create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct and conflicts of interest within the public school system. | We are in the process of developing the content for an online training course about SCI for DOE staff. | <input checked="" 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 | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | | <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 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | | <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 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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|---|--|---|--|--|--|
| | | <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 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred. | | | | | |
| | | | | | |

D. EQUITY and RACE RELATIONS INITIATIVES:

| |
|--|
| Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred. |
| <p>During the second half of FY 2021, 13 individuals involved (or anticipated to be involved) in the interview process took the DCAS provided Structured Interviewing and Unconscious Bias course and 15 took the Structured Interviewing: Utilizing Follow Up and Probing Questions course. An additional six supervisors took an Unconscious Bias course. All staff completed DCAS’s EEO Awareness computer based training course.</p> <p>During the 2nd quarter of FY 2022, another individual took both the DCAS provided Structured Interviewing and Unconscious Bias course and the Structured Interviewing: Utilizing Follow Up and Probing Questions course.</p> <p>This FY, all staff will complete DCAS’s Everybody Matters - EEO and Diversity & Inclusion course.</p> |

V. RECRUITMENT

A. RECRUITMENT EFFORTS

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training): | Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan. | Q1 Update | Q2 Update | Q3 Update | Q4 Update |
|--|--|--|---|--|--|
| Review policies, procedures and practices related to targeted outreach and recruitment. | The EEO Officer reviews the recruitment efforts and discusses them with the agency head and administration. Over the last few years, we have added various affinity groups to our recruitment efforts for investigators. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Ensure that agency personnel involved in the hiring process have taken Structured Interviewing training and Everyone Matters EEO and Diversity and Inclusion training. | Last calendar year, 13 people took the DCAS provided Structured Interviewing and Unconscious Bias course and 15 took the Structured Interviewing: Utilizing Follow Up and Probing Questions course. Another individual took both courses during the 2 nd quarter of FY 2022. Once the Everybody Matters e-learning course is launched, it is anticipated that all staff will take it. | <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed | <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred. | | | | | |
| | | | | | |

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

| Type of Internship\Fellowship | Total | 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 | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 2. Public Service Corps | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 3. Summer College Interns | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 4. Summer Graduate Interns | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 5. Other (specify): | 0 | | M ___ F ___ N-B ___ O ___ U ___ |

Additional Comments:

C. 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 (9/30/2021): 0 Q2 (12/31/2021): 0 Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

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

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] _____.

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
2. Job vacancy notices SCI posted during the 4th quarter FY 2021 and the 2nd quarter of FY 2022 for a competitive position included the following language:

NOTE: This position is open to qualified persons with a disability for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program.

Thus far, no applicant has asked to be considered under the program.

VI. SELECTION (HIRING AND PROMOTION)

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

| | |
|--|--|
| <p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 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>)</p> | <p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p> |
| <p>Career Counseling: Reviewing practices related to hiring; Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p> | <p>Staff is periodically notified to check the website for job vacancy notices which includes notices that could be promotion opportunities. During the 2nd quarter, three individuals were promoted to other positions. (One of the promotions also involved a transfer to a different department within the agency.)</p> |
| <p>Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary position; ensuring individuals involved in hiring are trained in structured interviewing.</p> | <p>During the last fiscal year, all staff involved (or expected to become involved) with hiring took structured interviewing courses. One of the individuals recently promoted has completed the structured interviewing courses.</p> |
| <p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p> | <p>The EEO Officer reviews the job postings and will assist the Director or Deputy Director of Administration if any request for a reasonable accommodation is made during the interview process. On occasion when asked, the EEO Officer has been on an interview panel. The EEO Officer receives and analyzes, on a regular basis, the demographics of those who receive promotions and salary raises and shares that information with the Special Commissioner and Human Resources.</p> |

| | | | | | |
|--|---|-------------|-------------|---------------|---------------|
| Analyzing the impact of layoffs or terminations on racial, gender and age groups | SCI, which is not fully staffed, has not had any layoffs as of this date. | | | | |
| Other: | | | | | |
| During this Quarter the Agency activities included: | | Q1 | Q2 | Q3 | Q4 |
| | # of Vacancies | # <u>12</u> | # <u>16</u> | # <u> </u> | # <u> </u> |
| | # of New Hires | # <u>1</u> | # <u>0</u> | # <u> </u> | # <u> </u> |
| | # of New Promotions | # <u>0</u> | # <u>3</u> | # <u> </u> | # <u> </u> |

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

SCI does not have access to the system. SCI tracks any requests internally.

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

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

Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. 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://mspwva-dcslnx01.csc.nycnet/Login.aspx>

SCI does not have access to the tracking system. If there is sexual harassment complaint data to report, SCI will use DCAS’s sexual harassment reporting template to submit it to DCAS.

E. 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 2018 Climate Survey:

SCI was not included in and did not participate in the 2018 Climate Survey. We were included in the one which was conducted in FY 2021.

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
 - The agency is involved in an audit; please specify who is conducting the audit: _____.
 - Attach the audit recommendations by NYC EEPC or the other auditing agency.
 - The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

APPENDIX: SCI EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

| Personnel Changes this Quarter: | | <input checked="" type="checkbox"/> No Changes | | Number of Additions: | | Number of Deletions: | |
|--|--|---|--|--|--|-----------------------------|--|
| Employee's Name & Title | 1. | | | 2. | | | 3. |
| 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: |
| | | | | | | | |
| 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. Ann Ryan, EEO Officer | 2. | 3. |
|--|--|--|--|
| Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette | <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 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 |
| Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports | <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 |
| Name & EEO Role | 4. | 5. | 6. |
| Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability 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 <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 |
| Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. 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 | <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. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN SCI AS OF 2nd QUARTER FY 2022 *

| <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> |
|--|------------------|----------------------------|---|------------------------------|--------------------|
| <u>EEO Officer/Director</u> | Ann Ryan | Executive Agency Counsel | 50% | annryan@nycsci.org | 212-510-1493 |
| <u>Deputy EEO Officer OR Co-EEO Officer</u> | N/A | | | | |
| <u>Chief Diversity & Inclusion Officer</u> | N/A | | | | |
| <u>Diversity & Inclusion Officer</u> | N/A | | | | |
| Chief Diversity Officer/Chief MWBE Officer per E.O. 59 | Valerie Batista | Agency Attorney | Less than 5% | vbatista@nycsci.org | 212-510-1417 |
| ADA Coordinator | Michele Morelli* | Confidential Investigator | Less than 5% | mmorelli@nycsci.org | 212-510-1420 |
| Disability Rights Coordinator | Michele Morelli | | | | |
| Disability Services Facilitator | Michele Morelli | | | | |

* Ms. Morelli is currently on leave. EEO Officer Ann Ryan is covering her diversity and EEO functions in her absence.

| | | | | | |
|----------------------------------|--------------------|---------------------------|--------------|------------------------|--------------|
| 55-a Coordinator | Michele Morelli | | | | |
| Career Counselor | Michele Morelli | | | | |
| EEO Counselor | Richard Marin | Computer Systems Manager | Less than 5% | rmarin@nycsci.org | 212-510-1436 |
| EEO Investigator | N/A | | | | |
| EEO Counselor\ Investigator | Jessica Villanueva | Confidential Investigator | Less than 5% | jvillanueva@nycsci.org | 212-510-1424 |
| Investigator/Trainer | | | | | |
| EEO Training Liaison | Ann Ryan | | | | |
| Other (specify) Training Liaison | Valerie Batista | | | | |
| Other (specify) | | | | | |

* 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 2022 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 X FY 2022 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE):

DATE SUBMITTED: E-MAIL: TEL #:

1st Quarter (July-September) DUE October 29, 2021; 2nd Quarter DUE January 31, 2022;
3rd Quarter (January-March) DUE April 29, 2022; 4th Quarter (April-June) DUE July 29, 2022.

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2021) | 2nd Qtr (Oct. - Dec. 2021) | 3rd Qtr (Jan. - March 2022) | 4th Qtr (April - June 2022) | YEAR TO DATE |
|--|--------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------|
| TOTAL DIVERSITY & EEO TRAINING | 6 | 63 | 0 | 0 | 69 |

| CORE DIVERSITY AND EEO TRAINING (All Modalities) | | | | | |
|---|---|----|---|---|----|
| TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training | 5 | 62 | 0 | 0 | 67 |
| 1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * <i>* Offered beginning in Q2</i> | 0 | 0 | 0 | 0 | 0 |
| Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i> | 0 | 0 | | | 0 |
| Administered by Agency <i>[Enter data from internal training in this row]</i> NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings. | 0 | 0 | | | 0 |
| 2. EEO Awareness ** <i>** Offered only in Q1 and Q2</i> | 1 | 2 | 0 | 0 | 3 |
| Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i> | 1 | 2 | 0 | 0 | 3 |
| Administered by Agency <i>[Enter data from internal training in this row]</i> | 0 | 0 | 0 | 0 | 0 |
| 3. D&I "Everybody Matters" ** <i>** Offered only in Q1 and Q2</i> | 1 | 10 | 0 | 0 | 11 |
| Administered by DCAS <i>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]</i> | 1 | 10 | 0 | 0 | 11 |
| Administered by Agency <i>[Enter data from internal training in this row]</i> | 0 | 0 | 0 | 0 | 0 |

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2021) | 2nd Qtr (Oct. - Dec. 2021) | 3rd Qtr (Jan. - March 2022) | 4th Qtr (April - June 2022) | YEAR TO DATE |
|--|--|-------------------------------|--------------------------------|--------------------------------|--------------|
| 4. Sexual Harassment Prevention | 2 | 49 | 0 | 0 | 51 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 2 | 49 | | | 51 |
| 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 |
| 5. IgbTq: The Power of Inclusion | 1 | 1 | 0 | 0 | 2 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 1 | 1 | | | 2 |
| 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 |
| 6. Disability Awareness & Etiquette | 0 | 0 | 0 | 0 | 0 |
| Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.] | 0 | 0 | | | 0 |
| Administered by Agency [Enter data from internal training in this row] | 0 | 0 | | | 0 |

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | 1st Qtr (July - Sept. 2021) | 2nd Qtr (Oct. - Dec. 2021) | 3rd Qtr (Jan. - March 2022) | 4th Qtr (April - June 2022) | YEAR TO DATE |
|---|--|-------------------------------|--------------------------------|--------------------------------|--------------|
| OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities) | | | | | |
| ALL OTHER DIVERSITY & EEO RELATED TRAINING | 1 | 1 | 0 | 0 | 2 |
| 7. New Employee Orientation (Only if includes EEO Component) | NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding | | | | |
| TOTAL PARTICIPANTS TRAINED | 1 | 0 | | | 1 |
| 8. Structured Interviewing | NOTE: Including combined Structured Interviewing & Unconscious Bias training | | | | |
| TOTAL PARTICIPANTS TRAINED | 0 | 1 | | | 1 |
| 9. Unconscious Bias | NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 10. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 11. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 12. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 13. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 14. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| 15. Other Diversity/EEO Related | Specify topic > | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | 0 |
| ADDITIONAL TRAINING | | | | | |
| COPY AND PASTE ROWS 84-86 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 |