

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): 7/8/19 and continuously on the intranet No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- 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 reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 Yes, On (Date): 5/1/19 No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. Yes, On (Date): 9/2019 No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other DC for Administration

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

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 2020 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. ○ 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
	<p>In August 2018, DOP implemented a new recruitment campaign to target populations underrepresented in the title of Probation Officer. Ads were placed in Desi Talk, Amsterdam News, Chinese World Journal and El Diario. The job opening was also advertised at Link NYC, I Heart Radio, Facebook and Twitter. The job vacancy notice was sent to ACCESS-VR, Mayor’s Office of People with Disabilities and 100 Hispanic Women</p>	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>Two Officers visited St. John’s University to present a comprehensive lecture to two classes on “The Role of the Probation Officer in the Criminal Justice System” to elicit interest among the students about a career in probation.</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 type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p>DOP continues to hire trainees through its one year program to onboard recent college graduates as Probation Officer Trainees providing a career path to grow them into the position of Probation Officer. The program was developed as a succession planning tool to provide a pipeline of diversified candidates who will transition seamlessly with continuity of service and as a vehicle to address the loss or gap in talent when officers retire.</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 type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>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.</p>					
<p>As noted above, in the Probation Officer job group we addressed underutilization of Hispanics and Asians through a robust recruitment effort.</p> <p>Through collaborated efforts with Human Resources, in the Community Coordinator Job Group we addressed underutilization of Hispanic and Asians in the hiring of Greeters for our client waiting rooms. We have hired in this job group rather than the Clerical Job Group due to the community interaction of our staff. Thus, the underutilization shown in the Clerical Job Group is being addressed through the Community Coordinator Job Group.</p>					

B. WORKPLACE:

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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 2020 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. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
	Engagement Survey	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>
	All employees go through an exit interview process with Human Resources to determine the basis for the employees desire to separate from the agency. Any issues that violate the NYC EEO Policy are referred to the agency's Diversity and EEO Officer	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

DOP continues to share information about the various religions and cultures on the agency's intranet to foster the embracing of diversity by all.

C. COMMUNITY:

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 2020 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. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
	<p>DOP hired a MWBE vendor to translate a Op Ed by the Commissioner into Spanish for El Diario to recognize Puerto Rican Heritage Month. The Op Ed addressed the Commissioner’s belief that everyone should have equal access to the arts and culture, and how through DOP’s NeON Arts, young people in neighborhoods that historically have had the least access to arts and cultural resources, are given the opportunity to explore their creativity through a wide variety of media.</p> <p>DOP’s Procurement Unit makes every effort to utilize MWBE vendors.</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"/> Ongoing <input checked="" 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"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>DOP's South Bronx Neon, in partnership with health focused organizations, hosted Health and Harmony Day: a celebration of community wellness. Clients and community members enjoyed a day filled with fitness and wellness activities, games and healthy food.</p> <p>DOP participated in National Night Out- an annual community-building campaign that promotes police community partnerships and neighborhood camaraderie to make neighborhoods safer and more caring places to live.</p> <p>Youth from across NYC presented original music, dance, poetry, visual art and more at Carnegie Hall as part of the NeON Arts summer showcase. NeON Arts, a program of the NYC DOP and in partnership with Carnegie Hall brings free arts programming to communities across the city.</p> <p>DOP's Bedford Stuyvesant NeON held a Back to School Book Bag Giveaway providing 140 children of clients and the community with book bags and school supplies to start the new school year.</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"/> Ongoing <input checked="" 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"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>DOP continues to work with the NY Food Bank to provide food pantries throughout the 5 boroughs accessible by clients and the community.</p>	<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"/> Ongoing	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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V. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 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
	<p>A number of hiring managers participated in Structured Interviewing Training at DCAS during this quarter. DOP registers managers for this class each time it is given by DCAS.</p> <p>A number of staff attended Unconscious Bias Training at DCAS</p>	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>In August 2018, DOP implemented a recruitment campaign to target populations underrepresented in the title of Probation Officer. Ads were placed in Desi Talk, Amsterdam News, Chinese World Journal and El Diario. The job opening was also advertised at Link NYC, I Heart Radio, Facebook and</p>	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>Twitter. The job vacancy notice was sent to ACCESS-VR, Mayor’s Office of People with Disabilities and 100 Hispanic Women, We received 978 completed applications and another 749 pending applications. This effort yielded the hiring of a number of Hispanic candidates who are underrepresented in this title.</p> <p>Two Officers visited St. John’s University to present a comprehensive lecture to two classes on “The Role of the Probation Officer in the Criminal Justice System” to elicit interest among the students about a career in probation.</p> <p>Human Resources and the EEO Officer work collaboratively to determine those recruitment sources that yield the best outcomes for achieving a diversified workforce.</p>				
	<p>DOP continues to hire trainees through its one year program to onboard recent college graduates as Probation Officer Trainees providing a career path to grow them into the position of Probation Officer. The program was developed as a succession planning tool to provide a pipeline of diversified candidates who will transition seamlessly with continuity of service and as a vehicle to address the loss or gap in talent when officers retire.</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 type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

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B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019: [Demographic information is based on self-identification data]

Type of Internship/Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	27		M _10_ F _17_ N-B ___ O ___ U ___
4. Summer Graduate Interns	3		M ___ F _3_ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are 1 55-a participants.

During this Quarter, a total of 0 new applications for the program were received.

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

e-mail Yes No

training sessions Yes No

agency website Yes No

agency newsletter Yes No

55-a information is provided in the new hire orientation package and on job postings

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants Yes No

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

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List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	The agency e-mails staff with all civil service examination opportunities and internal job postings. Our agency website has a link for working with DOP. Our EEO Commitment flyer distributed via e-mail to all employees and available on the agency’s intranet provides the name and phone number of the agency’s career counselor.	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	All job vacancies are posted through E-hire and on our website to provide a large pool of diversified candidates including DOP staff. The agency has contact with the Mayor’s Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates. As required, DOP seeks the approval of the Chief of Staff at City Hall before extending an offer to a candidate for a senior management position. DOP also submits a request for approval to hire a new senior staff person to City Hall along with the candidate’s CV and the rationale for selecting the particular individual. The	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>Commissioner is kept abreast of the underrepresented populations in our workforce and the Diversity and EEO Officer works to find recruitment resources that target these populations. For all positions, including mid and high level discretionary positions, the Diversity and EEO Officer and Human Resources team work collaboratively to ensure that the job description, educational prerequisites, interview questions, procedures and selection methods afford equal employment opportunity and are in compliance with the EEO policy. Many of the panelists on interview committees have taken structured interviewing classes through DCAS and the agency is striving to have all hiring managers attend the course, as available. All panelists are provided with structured interview guidelines. A Human Resources Specialist and the EEO Officer routinely sit in on interviews.</p>				
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<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>For positions filled through a civil service list, the EEO Officer and Human Resources team work collaboratively to review all steps in the hiring process to ensure that diversity, inclusion and equal opportunity practices are imbedded in all. The hiring team is aware of underrepresented populations in the DOP workforce via CEEDS Reports and strives to hire from among candidates in these under represented populations, whenever possible. DOP, although exempted from the requirement, adheres to “ban the box” to address barriers to employment. If someone has committed a crime in the past, after the selection is made to hire the individual, the relevancy of the crime to the position is considered; and where no significant relevancy exists, the individual is hired. Questions regarding salary have been removed from candidate interview forms and hiring managers have been notified in writing that they cannot ask salary information of any potential hire. When working with DCAS to develop a civil service examination, DOP ensures that the test development team is a diverse and inclusive group of individuals to ensure objectivity of questions and no adverse impact to any</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 type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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	particular pool of examinees.				
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>The EEO Officer reviews all selection logs to ensure that the selection was based on job requirements and that there is no adverse impact noted.</p> <p>As there is a very low turnover of middle and high level discretionary positions, the Agency Head reviews the demographics of incumbents bi-annually or as deemed appropriate.</p>	<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"/> Ongoing <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"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	<p>In the event of layoffs or terminations, the agency will select titles or programs based on legitimate business necessity. The agency will analyze the impact of layoffs or terminations on racial, gender and age groups. Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity. (i.e., such reductions were more essential within the agency than reductions in other offices or programs which would have had less impact on those groups.)</p> <p>The agency will include the Diversity</p>	<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"/> Ongoing <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"/>

	and EEO Officer and General Counsel in these discussions.				
Other Selection Strategies and Initiatives:	Succession Planning	<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"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/>

VII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

VIII. REASONABLE ACCOMMODATION

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

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.

All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace: DOP continuously strives to increase the diversity of its workforce. Recent efforts have included recruitment advertising through Facebook, Twitter, I Heart Radio, NYC Link and various newspapers read by populations underrepresented in DOP job groups. _

Risk 2: Cultural and Language Differences in the Workplace: Due to DOP's efforts to diversify its workforce, the agency does not have sites/units that contain significant blocs of employees from different cultures. Instead, groups of hires, especially Probation Officers generally hired from a civil service list, are a diverse group representing many cultures and nationalities. There is zero tolerance for any individual being treated differently based on their cultural or language differences. DOP shares information regarding the different cultural and religious holidays that are celebrated by our staff with their co-workers via daily intranet posts. This educates employees and fosters an environment of respect and understanding. Upper management often attends parades that recognize national and cultural origins and all staff is invited to join in. Our agency cannot serve its client population successfully without the provision of language access services, and therefore, our Commissioner releases a yearly memorandum to remind all staff of the agency's mission to meet the needs of those clients with limited English proficiency. This effort, not only illustrates the agency's commitment to providing language access to clients but enforces the agency's commitment to fostering an environment where embracing our differences is highly valued by the Commissioner.

Risk 3: Workplaces with Significant Power Disparities: Through DOP's more robust outreach in its recruitment efforts the agency is moving toward a more balanced distribution of male/female supervisors

Risk 4: Isolated Workplaces: Although our agency has a few employees that work in satellite offices where they may be a bit isolated, they are not assigned to these office 5 days per week and have opportunity to see their supervisors and co-workers. All DOP employees have continuous access to computers and have the same access to information regarding EEO/SH/D&I issues and complaint procedures.

Risk 5: Decentralized Workplaces: DOP's Central office staff is removed physically from staff assigned to the borough offices where our clients are supervised. However, each borough office has management staff closely linked to Central Office staff. Additionally, the managers in the borough offices and all employees receive the same exact training and are given the same exact access to all resources which are made available on the agency's intranet, through CBT trainings and DCAS trainings. The Diversity and EEO Officer has the capability to send e-mails to all staff and uses this valuable tool to communicate with all staff.

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E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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<p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p>

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

F. LOCAL LAW 101: CLIMATE SURVEY

Provide a short description of your efforts to analyze the results of climate survey in your agency.

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

The agency's Code of Conduct has a statement about a non-discriminatory work environment being required as well as a SH statement.

All staff was e-mailed the EEO Complaint Process At a Glance and the document was placed on the agency's intranet for availability at all times.

The agency EEO Officer is now sending out... Did You Know... facts about EEO on a routine basis to educate staff about the EEO policy and their rights under the policy.

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: _____.

The agency completed an audit by the EEPC and was found in compliance on 11/21/19. Memo attached.

Attach or list below audit recommendations.

The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:	<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
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:

NOTE: Please attach CV/Resume of new staff to this report

For Current EEO Professionals:

Name & Title	Phyllis DeLisio	Shannon Motley	John Altre
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" 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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 50 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 5 %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 5 %):
Attended EEO Professional On-Boarding at DCAS	<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
Completed Trainings:	<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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Phyllis DeLisio</u>	<u>Admin Staff Analyst M2</u>	<u>Diversity & Inclusion Officer</u> <u>EEO Officer/Director</u>	<u>50%</u>	<u>pdelisio@probation.nyc.gov</u>	<u>212 510 3740</u>
		Deputy EEO Officer			
		ADA Coordinator			
<u>Phyllis DeLisio</u>	<u>Admin Staff Analyst M2</u>	Disability Rights Coordinator	--	--	--
<u>Phyllis DeLisio</u>	--	Disability Services Facilitator	--	--	--
<u>Phyllis DeLisio</u>	--	55-a Coordinator	--	--	--
<u>Suzette Mapp</u>		Career Counselor	<u>25%</u>	<u>SMapp@probation.nyc.gov</u>	<u>212 510 3840</u>
<u>Shannon Motley</u>	<u>PAA</u>	EEO Counselor	<u>5%</u>	<u>SMotley@probation.nyc.gov</u>	<u>212 510 3712</u>
		EEO Investigator			
<u>John Altre</u>	<u>Procurement Analyst</u>	EEO Counselor/ Investigator/Trainer	<u>5%</u>	<u>JAltre@probation.nyc.gov</u>	<u>212 510-3798</u>
<u>Vacant</u>		EEO Training Liaison			
		Other (describe)			

* Please indicate changes (i.e. if new personnel is filling a 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 please indicate it on the chart.