

SCI FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: SPECIAL COMMISSIONER OF INVESTIGATION FOR THE NYC SCHOOL DISTRICT (SCI)

☐ 1st Quarter (July -September), due November 6, 2024

☐ 2nd Quarter (October – December), due January 30, 2025

☒ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

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Date Submitted: 5/22/25

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 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 2025 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 2025 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.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 11/7/24 ☐ 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): SCI conducts Periodic Agency breakfast coffee/bagel events wherein general productivity and accomplishments are recognized.

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

All new hires are required to participate in a SCI sponsored EEO and Diversity Orientation as part of the on-boarding process. The City's EEO Polices are provided to new employees and are annually re-distributed to current employees. These initiatives will continue in FY 2025.

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At various times throughout the year, The Special Commissioner acknowledges the hard work and productivity of its staff through direct electronic communications to all staff, and through onsite meetings with all staff to recognize, for example, increased team productivity, and personal accomplishments and milestones, including, welcoming a new family member, retirement(s), etc. These initiatives will continue in FY 2025.

In connection with heritage months, the EEO Officer issues an agency-wide email describing the significance of each heritage month, including, the National Hispanic Heritage month, Black History month, and Woman's History month, for example. These emails contain links to further information and city-wide events. These initiatives will continue in FY 2025.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): 52 Q2 (12/31/2024): 55 Q3 (3/31/2025): 54 Q4 (6/30/2025): _____

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

☒ Yes On (Date): 11/04/24 ☒ Yes (again) on (Date): 12/23/24 ☐ 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.

The employees of SCI are paid through the Department of Education (DOE) and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. As such, DCAS developed a substitute *ad hoc* report for SCI, identifying our demographics

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including race/ethnicity and gender, etc. and has provided utilization reports for most identified job groups. According to the ad hoc report of demographic data that we received from DCAS, there is only one job group which contains enough employees to determine if recruitment efforts have statistical significance, Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator).

The EEO Officer meets with agency personnel, including Human Resources and the agency head, generally twice a year, to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. A Semi-Annual Demographics Report Meeting took place in the third quarter, on January 15, 2025. The Agency Head and EEO Officer participated in such meeting. The HR position was vacant at the time of the January 2025 meeting. SCI will continue to review its recruiting efforts and recruiting sources.

☒ Yes - on (Dates):

Q1 Review Date: _____ Q2 Review Date: _____ Q3 Review date: 1/15/25 Q4 Review date: _____

The review was conducted with:

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____

☒ Agency Head
☐ Human Resources
☐ General Counsel
☒ Other: EEO Officer

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____

☒ Not conducted

☒ Not conducted

☐ Not conducted

☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

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Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

SCI will continue to review and possibly expand internal and external applicant pools to address any over or underutilization through outreach strategies for broader recruitment. To evaluate the effectiveness, we also monitor the hiring data on a semi-annual basis to look for improvement.

Workforce Goal/Initiative #1 Update:

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

2. The EEO Officer will continue to review and analyze trends to identify specific job groups where underutilization is identified, and to guide recruitment efforts where necessary; and to meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to assess demographic trends.

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Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

Over the last few years, we have added various affinity groups to our recruitment efforts and will continue to periodically review the information provided by applicants concerning how they heard of the job opportunity to evaluate the various recruitment sources

Workforce Goal/Initiative #2 Update:

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 checked="" 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. In FY25, SCI will endeavor to expand applicant pools to address any underutilization through outreach efforts to broaden recruitment yields.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

Over the last few years, we have diversified our recruitment resources and will continue to periodically review the information provided by applicants. We regularly distribute DCAS's monthly NYC Jobs newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. SCI also posts reminders to staff to check internal job postings.

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Workforce Goal/Initiative #3 Update:

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. SCI seeks to foster an environment that respects and promotes diversity, equity, and inclusion, and is free from all forms of discrimination and harassment prohibited by the City's EEO Policy; and to align diversity recruitment, internal employee development and selection practices with current Agency employment needs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

In terms of EEO training initiatives in the third quarter, SCI required that all staff complete Sexual Harassment Prevention Cycle 7, and LGBTQI+ Power of Inclusion by January 8, 2025. We were informed by the ELearning team that SCI achieved 100 percent compliance for each course.

Each year, SCI circulates the City's EEO Policies (and any revisions thereto) to inform staff of their rights and protections under those policies. SCI provided individual onboarding EEO training sessions to new staff. SCI also circulated DCAS' revised lactation policies in the third quarter and issued reminders to managers and supervisors regarding their reporting responsibilities.

In connection with heritage months, at least three times a year, we will continue to send emails to staff to share information relevant to the heritage topic. Specifically, in Q3, heritage month information was circulated on January 30, 2025 to all staff in connection with Black History Month, which is celebrated in the month of February. On February 13, 2025, the SCI staff was also invited to attend a virtual *City Talk* panel discussion about Black leadership and labor in New York City Government.

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In connection with Woman's History month, information was circulation to the staff on February 27, 2025; and on March 20, 2025, the SCI staff was invited to attend a *City Talk* panel discussion concerning the contribution of woman leaders in city government.

The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Workforce Goal/Initiative #4 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 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
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. 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 employees of SCI are paid through the Department of Education (DOE) and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. DCAS has developed a substitute ad hoc report for SCI, identifying our demographic and gender categories, etc., and has provided utilization reports for relevant job groups. According to the ad hoc report of demographic data we received from DCAS, there is only one job group which contains enough employees to determine if recruitment efforts have statistical significance, Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator). The EEO Officer meets with agency personnel, including Human Resources and the agency head, generally twice a year, to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. Such meeting was conducted in the Spring of 2024; and the EEO Officer and Agency Head conducted it most recent meeting on January 15, 2025. Note, at the time of the January 2025 meeting, there was an HR staff vacancy.

Given its small workforce, it does not appear from the internal data review that there is a significant under-utilization of any race/ethnicity or gender categories in SCI's major Job Group. SCI does not have access to CEEDS reports.

In FY25, SCI will endeavor to conduct a review of our current fraternal organization and/or affinity groups, and if necessary, expand same

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in order to widen/increase applicant pools to address any underutilization through outreach efforts to broaden recruitment yields. Over the last few years, we have endeavored to diversify our recruitment resources and SCI will continue to periodically review the information provided by applicants.

We regularly distribute DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. Specifically, the NYC Jobs Newsletter which included the upcoming Civil Service Exam schedule was circulated to all SCI staff on January 23, 2025, February 18, 2025 and on March 17, 2025.

SCI also posts reminders to staff to check internal job postings.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. **[Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]**

SCI seeks to foster an environment that respects and promotes diversity, equity, and inclusion, and is free from all forms of discrimination and harassment prohibited by the City's EEO Policy.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

EEO Training: In terms of EEO training initiatives in the third quarter, SCI required that all staff complete Sexual Harassment Prevention Cycle 7, and LGBTQI+ Power of Inclusion by January 8, 2025. We were informed by the ELearning team that SCI achieved 100 percent staff training participation compliance for each course.

EEO Policies: Each year, SCI circulates the City's EEO Policies (and any revisions thereto) to inform staff of their rights and protections under those policies. In connection with the third quarter, on February 13, 2025, the EEO Officer circulated and posted the revised Lactation Policy Requirements.

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HERITAGE MONTHS: In connection with heritage months, at least three times a year, we will continue to send emails to staff to share information relevant to the heritage topic. Specifically, in Q3, heritage information was circulated on January 30, 2025 to all staff in connection with Black History Month, which is celebrated in the month of February. On February 13, 2025, the SCI staff was also invited to attend a virtual *City Talk* panel discussion about Black leadership and labor in New York City Government.

In connection with Woman's History month, information was circulation to the staff on February 27, 2025; and on March 20, 2025, the SCI staff was invited to attend a *City Talk* panel discussion concerning the contribution of woman leaders in city government.

The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Workplace Goal/Initiative #1 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
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/Program/Action from FY 2025 DEI-EEO plan]

To align diversity recruitment, internal employee development and selection practices with current Agency employment needs.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI is a very small agency and, as such, there are limited resources to lend organizational support to developing individual Employee Resource Groups, a Diversity Council, and/or into other diversity programming within the Agency. However, SCI is in the initial phase of determining whether there would be interest in assembling small discussion groups of employees from diverse backgrounds which could focus on diversity engagement issues.

SCI will also continue to review completed exit surveys to collect sufficient information to support new initiatives.

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Workplace Goal/Initiative #2 Update:

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/Program/Action from FY 2025 DEI-EEO plan]

N/A

Please describe the steps that your agency has taken to meet this goal/initiative. 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/Initiative #3 Update:

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/Program/Action from FY 2025 DEI-EEO plan]

N/A

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Please describe the steps that your agency has taken to meet this goal/initiative. 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/Initiative #4 Update:

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.

Several new employees started during the third quarter and all new employees were required to attend an internal agency EEO and diversity training. The new employees received the City's EEO Policy, Handbook, Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers and the office's lactation policy. These new employees are advised at the internal agency meeting that they are required to take Sexual Harassment and Prevention, LGBTQI+: The Power of Inclusion, Disability Awareness and Etiquette, and Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of hire. All new employees participated in these internal agency EEO onboarding sessions in the third quarter and completed DCAS' mandated EEO training.

The City's EEO Policy and a listing of the agency's EEO related personnel were attached to the Commissioner's Commitment and Accountability Statement that was disseminated agency-wide for FY 2025.

Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your

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FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

SCI endeavors to promote diversity and inclusion in its interactions with the public.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI will continue to create opportunities for community outreach channels in line with SCI's goal to ensure a safer and a more productive learning environment for New York City's schoolchildren. SCI's brochure is posted on the SCI website and the Department of Education's *InfoHub* site. This brochure specifically includes a "community involvement" information section. As a result of these outreach efforts, our intake of new matters from these public communities has increased.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
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/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

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.

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Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI will continue to update its website to inform the public about the important results of its investigations which affect students and the communities we serve.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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 checked="" 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/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

N/A

Please describe the steps that your agency has taken to meet this goal/initiative. 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/Equity/Inclusion Goal/Initiative #3 Update:

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

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4. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]
N/A

Please describe the steps that your agency has taken to meet this goal/initiative. 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/Equity/Inclusion Goal/Initiative #4 Update:

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 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.

SCI's brochure is posted on the SCI website and the Department of Education's *InfoHub* site. This brochure specifically includes a "community involvement" information section. As a result of these outreach efforts, our intake of new matters from these public communities has increased due to public awareness.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and

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APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

SCI will continue to seek to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of prospective candidates. The EEO Officer will continue to review the gender and demographics of all applicants to assess whether the recruitment sources are yielding sufficiently diverse applicant pools and to expand them if necessary.

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?

We have proactively broadened our recruitment sources by adding diverse professional affinity groups and enforcement associations to our recruitment network. We will continue to periodically review the information provided by applicants about how they became aware of the job opportunity to evaluate the effectiveness of various recruitment sources.

We regularly forward DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. Human Resources staff periodically remind staff to check the Agency website for current job postings.

Recruitment Initiatives/Strategies #1 Update:

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

2. The EEO Officer will continue to review and analyze trends and meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to identify underrepresentation or underutilization to guide recruitment efforts.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How

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do you evaluate the effectiveness of these actions?

All SCI staff involved in the hiring process have taken, or are scheduled to take, the DCAS sponsored Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses as well as the Disability Awareness and Etiquette training course. New staff, or anyone on track to become involved with hiring, will also take those training courses.

Recruitment Initiatives/Strategies #2 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
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 Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

SCI does not have access to CEEDS, and it is a small agency. There is only one job group which contains enough employees to determine if recruitment efforts have statistical significance.

SCI staff, or a member of human resources, or their designee, periodically send office-wide emails reminding staff to check the agency website for current job postings and forwards the DCAS recruitment newsletter which contains city-wide job fairs, and civil service exam schedules.

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?

SCI will continue to use the DCAS issued *ad hoc* report to identify underrepresentation or underutilization in that group to guide recruitment efforts.

Recruitment Initiatives/Strategies #3 Update:

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

4. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

N/A

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?

N/A

Recruitment Initiatives/Strategies #4 Update:

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. 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.

There were 7 new hires in the third quarter, and there were zero [0] promotions. SCI will continue to use the DCAS issued *ad hoc* report to identify underrepresentation or underutilization in that group to guide recruitment efforts.

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B. Recruitment Efforts for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current, nor anticipated openings for competitive class positions.

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

Quarter #	Event Date	Event Name	Borough
1	N/A		
2	N/A		
3	N/A		
4			

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	0	
Brooklyn	0	0	0	
Manhattan	0	0	0	
Queens	0	0	0	
Staten Island	0	0	0	

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C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 2.

1. Monster.com, which includes postings with its Monster Diversity Job Network partners. This source has resulted in applications and previous hires.
2. Job vacancy notices for the investigative titles have been distributed to the NYC Agency Personnel Officers with a request that they post the notices. This has resulted in applications but not recent previous hires.
3. SCI posts the job with various professional, fraternal, and/or affinity groups, such as Retired Sergeants Association of the New York City Police Department (RSA); Association of Certified Fraud Examiners (“ACFE”); NYC Detective Endowment Association, Association of Inspectors General (AIG); National Association of Women in Law Enforcement, and the National Association of Black Law Enforcement Officers and request that the jobs be posted on other affinity group job boards such as National Organization of Black Women in Law Enforcement Inc.; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and Policewomen’s Endowment Association. These sources have resulted in applications; and fraternal organization postings have resulted in previous hires.
4. SCI was added as an agency to the NYC Jobs website and can be searched by agency name. If the SCI tab is clicked, the searcher is taken to the employment page of SCI’s website. This has resulted in applications.
5. City and State. This source has resulted in applications but not recent hires.
6. LinkedIn. This source has resulted in applications and previous hires.
7. Indeed. This source has resulted in applications and a recent hire.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. **[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**

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1. Urban Fellows:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

4. Summer Graduate Interns:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

5. Other (specify):

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Q1 Total: **0** Q2 Total: **0** Q3 Total: **0** Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

Additional comments:

SCI is a small agency with limited staff and resources to supervise and direct interns. As such, SCI does not currently offer internship opportunities at the present time.

E. 55-A Program

SCI uses mostly non-competitive titles which are not eligible for the 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 (9/30/2024): **0** Q2 (12/31/2024): **0** Q3 (3/31/2025): **0** Q4 (6/30/2025): _____

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

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

During the 3rd Quarter, a total of **0** [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.

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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

in agency newsletter: ☐ Yes ☐ No

Other: N/A

2. _____

3. _____

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 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*).

SCI publicly posts announcements for all positions, including senior level positions. As stated above, SCI also reviews, on a semi-annual basis, the demographics of those who received promotion/salary raises to ensure such practices are equitable.

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.

SCI is a non-mayoral agency. HR staff, or the appropriate designee, will circulate information to staff about civil service examinations and citywide vacancies, and encourage staff to take promotional exams where appropriate. HR staff or other

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designee, circulates an email periodically to inform the staff to check the SCI website for new and updated job postings.

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.

SCI ensures that members of the hiring panel (or expected to become involved in such panel), and Human Resources are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. In conducting job interviews, SCI ensures nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. To evaluate effectiveness, SCI monitors hiring/promotional data on a semi-annual basis. If structural barriers are identified, SCI will develop strategies to eliminate identified barriers.

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

The EEO Officer will:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Ensure that the recruitment strategy aligns with the diversity goals of the agency.
- If necessary, assist the hiring manager if a reasonable accommodation is requested for an interview.

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

SCI has an authorized headcount of 69 and is not fully staffed. As such, SCI has not had any layoffs in this quarter. In the event of a layoff, the agency will use the DCAS Layoff Procedure as guidance and will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.

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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.

5. Other:

During this Quarter the Agency activities included:

# of Vacancies			# of New Hires	# of New Promotions
Q1	#	17	# 4	# 4
Q2	#	14	# 5	# 0
Q3	#	15	# 7	# 0
Q4	#	_____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

At present, SCI does not have access to the CAD Database tracking system. SCI tracks any requests internally.

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-ctwapx02.csc.nycnet/Login.aspx>

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

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

Q1: ☐ Yes ☒ No

Q2: ☐ Yes ☒ No

Q3: ☐ Yes ☒ No

Q4: ☐ Yes ☐ No

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

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

N/A: SCI does not currently have access to the tracking system. Instead, if there is sexual harassment complaint data to report, SCI will use DCAS’ sexual harassment reporting template. However, there was nothing to report in Q3.

☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☐ Yes ☒ No

Q2: ☐ Yes ☒ No

Q3: ☐ Yes ☒ No

Q4: ☐ Yes ☐ No

☐ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the

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information as they occur. N/A

Q1: ☐ Yes ☒ No

Q2: ☐ Yes ☒ No

Q3: ☐ Yes ☒ No

Q4: ☐ Yes ☐ No

☒ 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: The Equal Employment Practices Commission (EEPC) initiated an audit on February 10, 2025.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.

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☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 3rd Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions: 1
Employee's Name & Title	1. Richard Marin EEO Counselor	2.	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" 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: 4/3/25	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title	4.	5.	6.
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:

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For New EEO Professionals:			
Name & Title	1.	2.	3.
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	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 %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Catherine Murphy Garcia, EEO Officer	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> No		

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
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 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 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

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

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

MAILING ADDRESS:

SCI
80 Maiden Lane, 20th Floor
New York, NY 10038

Diversity and EEO Staffing as of 2nd Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Catherine Murphy Garcia	Agency Attorney	50%	cmurphygarcia@nycsci.org	212.510.1423
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	N/A				
Diversity & Inclusion Officer	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Valerie Batista	Executive Agency Attorney	Less than 5%	vbatista@nycsci.org	212.510.1417
ADA Coordinator	Kavita Persaud	Confidential Investigator	Less than 5%	kpersaud@nycsci.org	212.510.1420

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator	Catherine Murphy Garcia	Agency Attorney	Less than 5%	cmurphygarcia@nycsci.org	212.510.1420
Disability Services Facilitator	Catherine Murphy Garcia	Agency Attorney	Less than 5%	cmurphygarcia@nycsci.org	212.510.1420
55-a Coordinator	Kavita Persaud	Confidential Investigator	Less than 5%	kpersaud@nycsci.org	212.510.1420
Career Counselor	Kavita Persaud	Confidential Investigator	Less than 5%	kpersaud@nycsci.org	212.510.1420
EEO Counselor	Jessica Villanueva	Confidential Investigator	Less than 5%	jvillanueva@nycsci.org	212.510.1536 212.510.1424
EEO Investigator	N/A				
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Catherine Murphy Garcia Valerie Batista	Special Counsel and EEO Officer Executive Counsel	Less than 5%		212.510.1423 212.510.1417
Other (specify)					
Other (specify)					

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* 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.