

SCI FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 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 17, 2023

2nd Quarter (October – December), due January 30, 2024

3rd Quarter (January -March), due April 30, 2024

4th Quarter (April -June), due July 30, 2024

Prepared by:

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Date Submitted: 11/17/2023

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2024

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

1. Please save this file as **“XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 10/30/2023 No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

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

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

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

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 50 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

- Yes On (Date): 10/17/2023 Yes again on (Date): _____ No
- NYCAPS Employee Self Service (by email; strongly recommended every year)
 - Agency's intranet site
 - On-boarding of new employees
 - Newsletters and internal Agency Publications

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

The employees of SCI are paid through the DOE and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. As such, we do not receive any CEEDS Dashboard. DCAS was able to develop a substitute ad hoc report identifying our demographics and, in 2019, provided the then most recent DOE utilization report for all but one of the identified job groups. DCAS provided another utilization report for the remaining group, lawyers, not included in the DOE report and that group is too small to determine if underutilization, if any, is statistically significant. SCI is a small agency, and DCAS advised that we might not be able to draw any statistically significant conclusions and the ad hoc report should be used as one factor. Pursuant to SCI's requests, DCAS provides the ad hoc demographic report at least semi-annually, and the information provided is reviewed and analyzed by the EEO Officer and then discussed with the agency head and human resource personnel at SCI semi-annually during the second and fourth quarters.

Yes - on (Dates): SCI obtains and reviews the ad hoc report semiannually during the second and fourth quarters.

Q1 Review Date: _____ Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

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Not conducted

Not conducted

Not conducted

Not conducted

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, human resource 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. 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?

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. During the second and fourth quarters, we review and analyze the demographic trends as well as the information applicants and hirees from closed recruitment efforts provide about how they learned of the employment opportunity. We will continue to review and possibly expand internal and external applicant pools to address the 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.

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Workforce Goal #1 Updates:

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

2. This year, we will again provide professional development opportunities for all available staff. We regularly forward DCAS’s monthly OCR newsletter which usually includes job announcements, civil service exam alerts, and information sessions to all staff.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Several professional development opportunities were available to all available staff during the first quarter. The topics covered were: Conflicts of Interest issues; procurement, contracts and purchasing; Investigative Interviewing techniques including question types designed to elicit admissions, performance reviews, dealing with adversity in interactions, minimizing denials and handling interviewee questions, and ethical investigations and interviewing; and Employee Misconduct investigations and testifying; and grooming cases. We evaluate the effectiveness of the professional development by whether employees develop or improve their skill sets. We forwarded OCR NYC Jobs Newsletter in July and August 2023 and the OCR NYC Civil Service Exam schedule for September 2023. We would evaluate the effectiveness if someone obtains a different job.

Workforce Goal #2 Updates:

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

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3. Efforts to reduce Workforce underutilization:

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

We obtain the ad hoc reports during the second and fourth quarter; no new employee joined SCI during the first quarter and no one separated. There is only one category that includes enough staff to be statistically significant. That is job group 10 – the Technician category – which contains various investigative titles including the field and intake investigators. We receive the ad hoc report containing our demographic data from DCAS, upon request, twice a year during the 2nd and 4th quarters. According to an analysis of the report during the fourth quarter of the last fiscal year, there is underrepresentation or underutilization as to the Technician category. The EEO Officer will continue to review the data and meet with human resources personnel and the agency head twice a year to discuss workforce composition and demographic trends and the effectiveness of our recruitment sources. This year, we again provided professional development opportunities for all available staff.

B. Workplace:

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

1. Agency will inform employees of their rights and protections under the New York City EEO Policy and ensure that its workplaces post anti-hate or anti-discrimination posters. Each year, we circulate the City's EEO Policy to inform staff of their rights and protections under that policy. We also circulate the Reasonable Accommodation Process at a Glance and EEO Complaint Process at a Glance flyers. Those documents and other documents, such as, the DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodation Guidelines, are posted on the office shared drive.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Although no new employees started during the first quarter, all new employees attend an in-house EEO and diversity training and receive the City's EEO Policy, Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers and the office's lactation policy. They also take Sexual Harassment and Prevention, lgbTq-The Power of Inclusion, Disability Awareness and Etiquette

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and Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees. Anti-hate and anti-discrimination posters are posted in the office pantry.

Additionally, 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 in October. The EEO Officer also disseminated the Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers agency wide in November.

Workplace Goal #1 Updates:

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

- In connection with holidays and heritage months, at least three times a year, we will aim to continue to send emails to staff to share information relevant to the topic, programs, resources and/or activities. We will also continue to review completed exit surveys to glean sufficient information to support possible new initiatives.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

In September 2023, the EEO Officer sent an agency-wide email about National Hispanic Heritage month containing information and links to further information and events. No one separated during the first quarter; consequently, there was no further information to glean from completed exit surveys.

Workplace Goal #2 Updates:

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

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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.

C. Community:

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

1. Last year, our goal was to 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, and we disseminated our updated brochure to the DOE for its employees at trainings and for new employees. During the second quarter of FY 23, we were notified that it was added to the DOE infohub site.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

During the first quarter of FY 24, it was added to the updated onboarding process for new DOE employees. As it has been fully implemented, we will evaluate the effectiveness by reviewing whether there is a change in the number of complaints we received during calendar year 2023.

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Community Goal #1 Updates:

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

2. Promote participation with minority and women owned business enterprises (MWBEs)

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

Given the small size of our agency and limited opportunities for procurement, the Chief Diversity/MWBE Officer is focusing on how to set goals and implement the methods to achieve those participation goals.

Community Goal #2 Updates:

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

3. 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.

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D. Equity, Inclusion and Race Relations Initiatives:

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

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. Provide staff with information about programs, resources, and activities where staff can learn more about different demographic groups and participate in events with affinity groups that have similar interests or backgrounds.

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

On September 21, 2023, the EEO Officer sent an agency wide email about National Hispanic Heritage month providing information and links to information about the history of the observation and some events taking place in New York City.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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 checked="" 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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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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

There is only one job group which contains enough employees to determine if recruitment efforts have statistical significance. We use and will continue to use the ad hoc report to identify underrepresentation or underutilization in that group to guide recruitment efforts. As to all job groups, diversity will be a factor to be considered. A member of human resources periodically sends office wide emails reminding staff to check the agency website for current job postings and forwards the DCAS recruitment newsletter.

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?

During the first quarter, no new employees started at SCI and no one separated. During the second and fourth quarters we will obtain, review and analyze ad hoc reports as well as information applicants provide.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input 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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2. 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.

During the first quarter, some promotional opportunities arose and a member of human resources sent office wide emails on July 20, 2023, August 10, 2023, August 15, 2023, and August 29, 2023 reminding staff to check the agency website for current job postings. The recruitment process for one title concluded during the first quarter and two internal candidates were promoted.

B. Recruitment Efforts for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current or anticipated opening(s) for a competitive class position.

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

Quarter # 1	Event Date	Event Name	Borough
	None		

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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			
Brooklyn	0			
Manhattan	0			
Queens	0			
Staten Island	0			

C. Recruitment Sources

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

No vacancies were filled during the first quarter; there were two internal candidates promoted.

1. Monster.com
2. Email to NYC APOs with a request that they post job vacancy notices
3. The Chief-Leader
4. Internal email
- 5.

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

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

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

2. Public Service Corps Total: 0

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 Total: 0

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 Total: 0

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) Total: 0

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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:

We are a small agency with limited staff to supervise and direct interns as well as limited resources and do not intend to offer internship opportunities at this time.

E. 55-A Program

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

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

Q1 (9/30/2023): 0 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

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

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

During the 3rd Quarter ___ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of _____ [number] new applications for the program were received.

During the 4th Quarter ___ participants left the program due to [state reasons] _____.

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The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
Other: _____

2. If a competitive job becomes available, the job vacancy notice will include the following language:

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

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

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

Staff is periodically notified to check the website for job vacancy notices which includes notices that could be promotion opportunities. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement.

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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.

All staff involved (or expected to become involved) with hiring have taken structured interviewing courses. Three more individuals, who are expected to become involved, took the courses during the second quarter of this fiscal year. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement.

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 reviews the job postings and will assist the Office Manager/HR Generalist if any request for a reasonable accommodation is made during the interview process. On occasion when asked, the EEO Officer has been on an interview panel. The EEO Officer receives and analyzes, on a regular basis, the demographics of those who receive promotions and salary raises and shares that information with the agency head and the Office Manager/HR Generalist who is the personnel officer.

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

SCI, which has an authorized head count of 69 and is not fully staffed, has not had any layoffs as of this date. Should there be any layoffs, the agency will use the DCAS Layoff Procedure as guidance and the EEO Officer will analyze the impact of layoffs or terminations on racial, gender and age groups.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>19</u>	# <u>0</u>	# <u>2</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VII. Training

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

VIII. Reasonable Accommodation

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

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

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

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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 (EEOC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEOC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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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. Ann Ryan, 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
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 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 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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EEO Personnel Training Continued:

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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input 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 1st Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Ann Ryan	Executive Agency Attorney	50%	annryan@nycsci.org	212-510-1493
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	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212-510-1420

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

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



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

AGENCY NAME: Special Commissioner of Investigation **Quarter # 1** **FY 2024**

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

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

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

SUBMITTED BY (TITLE): Ann Ryan, EEO Officer and Special Counsel

DATE SUBMITTED: 11/17/2023 **E-MAIL:** annryan@nycsci.org **TEL #:** 212-510-1493

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

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	6	0	0	0	6

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	6	0	0	0	6
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	2	0	0	0	2
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2				2
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

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

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