

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): July 18, 2019 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): One-to-one feedback and positive reinforcement of established best practices.

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): April 23, 2019 No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): _____ No – An email from the OEE0 & Diversity on April 23, 2019 to the agency regarding revised self-ID from gender. We did not issue a reminder regarding updating race/ethnicity and veteran status, but add to our regularly scheduled meetings with Human Resources during this present quarter.

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

Yes, On (Date): This occurs on a quarterly basis No

The review was conducted together with: Human Resources
 Agency Head

General Counsel
 Other: Executive Deputy Commissioner/Chief Administrative Officer

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
The Office of EEO & Diversity will continue to work with OD&HR and agency managers to ensure that the interview processes for hiring and promotion are EEO compliant and consistent with D/I best practices as well	Consistent with structured interviewing and best practices, the Office of EEO & Diversity reviews all questions for interview panels to ensure that we can identify a diverse candidate slate without limiting to or expressing a preference for an underutilized group in the job posting.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

<p>as appropriately considers underutilization and other relevant demographic data.</p>	<p>We are currently partnering with HR and DEP’s Bureau of Police & Security (“BPS”) to promote diversity in its hiring practices of Academy Trainers. The position requires that the candidate be required to assist female recruits during agility testing, defensive tactics, physical training, and handcuffing and search tactics. The candidate will be required to attend the Women in Law Enforcement and International Association of Women Police conferences.</p> <p>During the drafting of the posting, we worked to realign the bureau’s goal with established diversity and inclusion principles.</p> <p>Additionally, Bureau Administrators and agency managers continue to send their questions for structured interview panels for consul and review.</p>	
<p>The agency has implemented strategies to address the impending retirement of employees and possible loss or gap in talent.</p>	<ul style="list-style-type: none"> - Job analysis and skills audit. - Conduct workforce planning and forecasting. - Use the DCAS Retirement Predictor Tools to address the impending retirement of employees and possible loss or gap in talent. - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service. - Work to ensure that there will be a diverse applicant pool for the anticipated vacancies. - Encourage agency employees to take promotional civil service examinations by: <ul style="list-style-type: none"> ✓ Sending emails with schedule of exams; ✓ Providing link to specific DCAS exams; and 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<ul style="list-style-type: none"> ✓ Posting schedules and exam announcements at the agency intranet. - DEP's coaching, counseling, mentoring and cross training programs. - Implement initiatives to improve the development and training of underrepresented employees. 	
<p>Attract and hire highly qualified, diverse talent.</p>	<p>We continue to work within the Civil Service system and with our city government partners to update title specifications and job descriptions where appropriate, towards our objective of creating/sustaining a diverse workforce.</p> <p>In addition, we continued our efforts to enhance our recruitment and other outreach programs and initiatives to attract a highly qualified and diverse candidate pool. These efforts included leveraging diverse recruitment sources, such as the NYS PROMISE Program. The PROMISE Program is a research project, funded by the U.S. Department of Education, and partnership with the Cornell University and various New York State agencies. The Program serves 2,000 New York State families with teens and young adults ages 16 – 25 who receive Supplemental Social Security income (SSI). The goal of the Program is to explore ways to best assist these teens and young adults successfully transition to adulthood, including exposing them to job opportunities.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>		

Recruitment Efforts:

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

On a weekly basis, DEP continues to publish job vacancy notices and updates for all employees. In addition, DEP made improvements to its Career Opportunities webpage by posting all open DEP jobs with direct links to job vacancy notices. The DEP Career Opportunities webpage, which previously did not list the Agency's job openings, redirects visitors to the generic NYC.gov/careers page. The enhanced page now provides instructions on how non City-employees and current City employees can apply for jobs; and has links to the OASYS portal for Civil Service test registration, as well as DEP's Internship Program. The page now has clickable links that direct users to the JVN's for each unique position. This removes extraneous steps and enables interested candidates to immediately apply upon reviewing the job specifications. This page was also enhanced to work well on tablets and mobile devices.

We regularly post updates on our Agency's LinkedIn page notifying followers of our new openings, and have used Facebook and Twitter to advertise select positions. Since we re-activated our LinkedIn presence, we have posted 42 updates about new job openings, DEP's summer internship program, civil service exam registrations, and career fairs. These 42 updates have resulted in over 3,700 clicks to recruitment materials on DEP's webpage.

DEP reviews the Workforce Dashboard/CEEDS data to assess areas of underutilization. In consultation with bureau management and the Diversity Task Force, specific titles and geographic areas are identified to target specific recruitment sources as well as ensure testing information is aggressively advertised. All employees are alerted to Agency specific vacancy notices and are encouraged to apply. Internal and external applicants are granted interviews provided they meet the established experience and qualifications necessary for the position.

Upon reviewing the Apprentice Construction Laborer (ACL) title and evaluating the effectiveness of our recruitment approach, it was determined that we needed to cast a wider net to broaden and diversify our candidate pool. Consistent with this, in 2016, DEP expanded its outreach. One of the additions to our list of recruitment sources resulted in the hiring five candidates from this source.

Furthermore, in 2015, DEP reviewed the qualification requirements (NOE and job specification) for Watershed Maintainer (WSM),

and determined that there was an opportunity to attract a more diverse candidate pool if an entry level position was created within this title. As a result, we developed a job proposal for WSM Level I, which would create two levels within a title that currently only has a salary range. (The current title would be the level II.) This would allow selected candidates to be trained in the required functions, create a pool of employees who could backfill WSMs II as attrition occurs, and create a promotional path for employees. This request is still pending oversight approval.

DEP's Green Infrastructure (GI) Program has greatly expanded over the past few years. In 2016, DEP aggressively started the process to fill our vacancies for the Green Infrastructure Bioswales (Rain Garden) initiative. The Agency was tasked with hiring Seasonal City Park Workers to maintain these Bioswales throughout the boroughs. In December 2018 we posted for 80 vacancies. In February 2019, over a period of two days, the Agency held a Green Jobs hiring pool for 230 candidates. Most of these candidates were referred to DEP through outreach with the Mayor's Office, NYCHA and community organizations located in the Queens and Brooklyn areas. Candidates were interviewed and selected in a short space of time. Of the 230 candidates interviewed, 57 were selected to fill a nine-month Seasonal City Park Workers positions. DEP plans to do this on an ongoing basis as we expect an increase in vacancies as additional Bioswales are built over the next five years. The GI program strongly supported by City Hall, promotes the employment of individuals from local communities, typically underrepresented communities that may not have had city employment opportunities or knowledge of the civil service environment. Positions are entry level, with opportunities for advancement, resulting in much greater demographic diversity of our workforce as well as providing economic advancement.

In FY'20, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR. The Disability Rights Coordinator/Disability Services Facilitator will collaborate with Organizational Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools. DEP participated in two 55A career fairs in FY 18 hosted by DCAS in conjunction with MOPD. Currently both MOPD and ACCESS utilize the DEP webpage and NYC.gov/careers page. In FY'19 DEP partnered with NYS Promise Program to provide their high school and college students with internships over the summer. At the end of the program, DEP was able to offer these students summer internships.

We have also posted intern positions on the DEP website for Fall and Spring Semester internships. On September 24, 2018, DEP emailed a listing of 172 available positions within the Agency to all employees.

In FY'20, DEP will continue to email 18 upstate and 40 downstate potential recruitment partners to increase and diversify our candidate pool for selected positions as they become available. A similar recruitment email will be sent to 25-student engineering/science affinity groups at nearby universities highlighting DEP's internship and employment opportunities. At the beginning of the Fall recruitment season, we will send an email blast to selected organizations, identifying our agency. Subsequent

email blasts will highlight targeted positions. DEP also plans to include choice employees (subject matter experts) in our recruitment strategy. These employees will attend career fairs/events to further cement our brand to reach a broader scope of candidates by providing knowledge and understanding of the Agency’s operations and positions.

DEP also increased its outreach to targeted community programs and technical universities to widen the candidate pool for our summer internship program. This effort included partnerships with HSBUs, NYC College of Technology National Science Foundation STEM Educational Program, the newly established SUNY Albany School of Engineering, the NYC SYED, Ladders for Leaders, and Summer Youth Employment Program. This effort resulted in the creation of positions for 40 students.

For those vacancies that require special skills and abilities that are deemed ‘hard to recruit’ the Agency will continue to forward posting notices and job ads to national professional organizations. DEP will continue to widen its candidate pool by advertising and partnering with organizations such as NYWEA (NY Water Environment Association), AWWA (American Water Works Association), and WEF (Water Environment Federation).

These initiatives will continue in FY’20.

Diverse Recruitment Source(s)	Expected Outcomes
1. College Career Fairs	<ul style="list-style-type: none"> - Encourage current and recent students to consider City government as choice employers. Expose students to the civil service process. Increase college applicants.
2. Community Job Fairs	<ul style="list-style-type: none"> - Educate the community on career choices at DEP and job opportunities. Increase community awareness.
3. Veterans Job Fairs	<ul style="list-style-type: none"> - Encourage and actively seek veterans to apply and be considered for applicable positions. Increase awareness and applicants.
4. CUNY LEADS for the Disabled	<ul style="list-style-type: none"> - Engage the disabled community as well as educate staff on benefits the disabled community provides. Increase awareness

	5. Specialized Recruitment Events	and applicants. - Highlight green jobs, entry level, and EPO positions. Increase awareness and applicants.	
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DATA SOURCE: CEEDS Report 4th Quarter FY 2019			
UNDERUTILIZED GROUPS	JOB TITLES	COMPETITIVE/ NON-COMPETITIVE	RECRUITMENT SOURCES TO BE USED
JOB GROUP: 002 - MANAGERS			
Female, Black, Hispanic	Administrative Engineer	Competitive	Civil Service List exist until 2021
Female, Black, Hispanic	Administrative Project Manager	Competitive	Civil Service List exist until 2023
Male, Black Hispanic	Construction Project Manager	Competitive	Civil Service List exist until 2022. New filing period 3/2020
JOB GROUP: 003 - MANAGEMENT SPECIALISTS			
Female, Black, Hispanic	Administrative Project Manager	Competitive	Civil Service List exist until 2023
Male, Black Hispanic	Administrative Staff Analyst	Competitive	Civil Service List exist until 2020
Female	Air Pollution Inspector	Competitive	Exam filing to begin in February 2020 **
Female	Associate Air Pollution Inspector	Competitive	Posted
Male Hispanic Female, Black, Hispanic	Associate Project Manager	Competitive	Civil Service List exist until 2020. New Filing period was in January 2019. New list not established.
Female	Associate Water Use Inspector	Competitive	Posted
Male, Black, Hispanic Female, Black, Hispanic	Project Manager	Competitive	Exam filing to begin in September 2019
Female	Water Use Inspector	Competitive	Filing period was in March 2019. List not yet established.
JOB GROUP: 004 - SCIENCE PROFESSIONALS			
Male, Black, Hispanic Female, Black, Hispanic	Administrative Engineer	Competitive	Civil Service List exist until 2021
	Assistant Civil Engineer	Competitive	Filing was in December 2018. List not established.
	Civil Engineer	Competitive	Civil Service List exist until 2021
	Civil Engineering Intern	Competitive	Civil Service List exist until 2020. Filing was in March 2019. New list not established
Male, Black, Hispanic Female, Black, Hispanic, Asian	City Research Scientist	Non-competitive	Posted
Male, Black, Hispanic	Electrical Engineering Intern	Competitive	Filing was in March of 2019. List not yet established.

Female, Black, Hispanic	Assistant Electrical Engineer	Competitive	
	Electrical Engineer	Competitive	Civil Service List exist until 2021
	Mechanical Engineering Intern	Competitive	Filing was in March of 2019. List not yet established.
	Assistant Mechanical Engineer	Competitive	Posted
	Mechanical Engineer	Competitive	Civil Service List exist until 2021
	Assistant Environmental Engineer	Competitive	Filing to begin in October 2019
JOB GROUP: 010 - TECHNICIANS			
Female, Black, Hispanic	Engineering Technician	Competitive	Filing period was in November 2018. List not yet established.
	Industrial Hygienist	Competitive	Posted
	Instrumentation Specialist	Competitive	Added to FY20 New Needs Request
JOB GROUP: 025 - CRAFT			
Female, Black, Hispanic	Sewage Treatment Worker	Competitive	Exam Date January 2019. List not established.
Female, Black	Stationary Engineer (Electric)	Competitive	Exam date July 2019. List not established.
Male, Black, Hispanic, Asian Female	Watershed Maintainer	Competitive	Civil Service List exist until 2022.
	Supervisor (Water and Sewer Systems)	Competitive	Civil Service List exist until 2022.
	Captain (Sludge Boat)	Competitive	Added to FY20 New Needs Request
Male, Black, Hispanic Female	Mate (DEP)	Competitive	Added to FY20 New Needs Request
Male, Black, Hispanic Female	Machinist	Competitive	Civil Service List exist until 2023. New exam filing July 2019. List not established.

B. WORKPLACE:

<p>Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan.</p> <p>○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</p>	<p>Status Update</p>
<p>The Value Ambassador Program highlights DEP’s values and demonstrates how DEP staff embody those values over the course of 9 months. Each month, <i>Weekly Pipeline</i>, DEP’s weekly newsletter, will highlight one value with a special guest Commissioner by a request for staff to nominate a fellow employee that demonstrates this value.</p>	<p>This year, DEP launched the Value Ambassador program to highlight the everyday individuals who make up our agency and embody the eight values we hold most dear. This program will allow DEP employees to nominate their peers who represent each of our core values.</p> <p>As part of this program, we highlighted and recognized the hard work and dedication of 35 employees from 10 of our bureaus.</p> <p>On the fourth week of every month, <i>Weekly Pipeline</i> will highlight the chosen employee with a Focus on the Field.</p> <p style="text-align: center;">November: Innovation December: Support January: Diversity February: Service March: Integrity April: Sustainability May: Transparency June: Safety</p> <p>We are currently accepting nominations for DEP’s transparency value. The nominees should be one</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>who embodies transparency by providing data and information in a direct, available, and usable manner, hold DEP employees accountable to the millions of residents who pay for water utilities, communicate in a way that encourages cooperation and understanding, which ultimately helps our employees make better decisions and work diligently every day to better the follow of information and data between us, no matter where you work in the agency.</p> <p>Each month, <i>Weekly Pipeline</i> highlights one of the values with a special Commissioner’s Corner, authored by a guest Assistant or Deputy Commissioner. The Commissioner’s Corner is accompanied by a request for staff to nominate a fellow employee that demonstrates this value.</p>	
<p>Managing for Excellence (MFE)</p>	<p>DEP has relaunched its Managing for Excellence (MFE) development course on May 15, 2019 after a hiatus to revamp its curriculum.</p> <p>The course has been designed to prepare managers to become the leader you they meant to be by reinforcing fundamental management strategies and techniques that will help motivate and inspire, create accountability, and improve morale. Essentially, the goals of the Program are:</p> <ul style="list-style-type: none"> • Focus new managers, and to refocus seasoned managers, on fundamental management skills to increase productivity, improve performance and engage our workforce to greater heights. 	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<ul style="list-style-type: none"> • To capitalize on the diversity of our managers by creating this opportunity to share, commiserate, strategize and bond so there are stronger ties across the enterprise. Much can be gained by appreciating different and also same perspectives on management tools and approaches that work - or don't. • To give each of our managers deserved and desired space to take a deep breath, contemplate next steps, recharge their management batteries and have fun. • To level the playing field by placing the same tools in every manager's tool box. The participants in this Program were endorsed by executive staff to drive our values and culture in a positive direction. • To create more trust among our managers. 	
<p>Always Creating Excellence (A.C.E.) Awards</p>	<p>DEP's appreciation program, Always Crating Excellence (A.C.E.) was implemented in January 2016. A.C.E. ceremonies are held on a quarterly basis and include a wide variety of recognition categories: Leadership, Environmental Health & Safety, Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration/Support and Engineering), and the Commissioner's Award.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

		During this quarter, 103 employees were recognized for various awards:	
	Leadership	18 employees	
	Innovation (Early Career)	3 employees	
	Innovation (Technology)	29 employees	
	Commissioner’s Award	8 employees	
	Commissioner’s Award (Value Ambassador Program)	35 employees	
	Environmental Health & Safety	1 employee	
	Innovation (Sustainability & Operations)	8 employees	
	Customer Service	1 employee	

Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

DEP’s Office of EEO & Diversity works to build and maintain a high level of employee engagement by delivering diverse and inclusive events for DEP’s workforce. The below EEO-related activities were held during Q4:

APRIL

- 4/2: A list of designations and observances recognized in the month of April was emailed to the agency. We utilize various verified resources such as, Diversity Practices, National Day Calendar and Tanenbaum.
- 4/11: *EEO Views*, Office of EEO & Diversity quarterly newsletter (enclosed), highlighted events that took place during the quarter.
- 4/15/19: Information about Immigrant Heritage Week (IHW) was distributed to the agency. Information about IHW events occurring from April 15th – April 21st across the City was provided in the communication.
- 4/23/19: Information regarding Revised Gender Categories for Self-Identification with steps on how to access self-ID in ESS was released to the agency.

MAY

- 5/6: A list of designations and observances recognized in the month of May was distributed to DEP employees. Winners of the Irish Heritage Month photo contest, which took place in the previous quarter, was also announced in this communication.
- 5/15: In celebration of Asian-Pacific American and Jewish Heritage Month, we held a contest that tested DEP employee's knowledge of these designations in a quiz. All entries were entered in a raffle for a prize.

JUNE

- 6/5: A list of designations and observances recognized in the month of June was emailed to the agency.
- 6/6: Winners of the Asian-Pacific American Heritage Month and the Jewish American Heritage Month quiz were announced.
- 6/21: *Bling Out for the NYC Pride March!* This occasion was an opportunity for DEP employees to create or decorate their own signage that both honors the LGBTQ+ community's struggle for equality, while confidently wearing their pride.
- 6/30: DEP marched with the Mayor's Office, other city agencies and community organizations in the 2019 NYC Pride March. This year's march commemorated the 50th anniversary of Stonewall and celebrated the progress in LGBTQ+ rights made since then.

DEP publishes an informal newsletter, *Weekly Pipeline*, for its employees and environmental stakeholders. The newsletter features updates on current news, safety reminders, agency accomplishments and milestones, and interesting agency statistics and historical facts. More information regarding the *Weekly Pipeline* Volume IX is available in the links below:

1. April 2, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10482_pipeline.pdf
2. April 9, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10483_pipeline.pdf
3. April 16, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10484_pipeline.pdf
4. May 1, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10486_pipeline.pdf
5. May 7, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10487_pipeline.pdf
6. May 14, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10488_pipeline.pdf
7. May 21, 2019: https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10489_pipeline.pdf
8. May 29, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10490-pipeline.pdf>
9. June 4, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10491-pipeline.pdf>
10. June 11, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10492-pipeline.pdf>
11. June 18, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10493-pipeline.pdf>
12. June 25, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10494-pipeline.pdf>
13. July 2, 2019: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/weekly-pipeline/10495-pipeline.pdf>

C. COMMUNITY:

<p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	<p>Status Update</p>
<p>Identify best practices for establishing a brand of inclusive customer service.</p>	<p>DEP celebrated the launch of its Rain Garden Stewardship Program with its first stewards – the Chauncey Street Block Association – during a planting event in Bedford Stuyvesant, Brooklyn. Participants refreshed and revitalized the rain gardens on their street by sowing new seeds and planting perennial flowers, ornamental grasses, shrubs, and ground cover. About 25 people from the Bedford Stuyvesant community joined in the fun, with the youngest participant being 10 years-old and the oldest in his 70’s.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>
<p>Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.</p>	<p>DEP launched a pilot program to train employees in the City Seasonal Aides title in the skills needed to become future Water Use Inspectors. This opportunity and other training programs being developed are helping to provide career opportunities to historically underrepresented populations.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

<p>Cultivate a diverse and highly qualified workforce to meet future challenges.</p>	<p>DEP initiated an analysis of the hiring process by meeting with senior staff to establish baselines for current and future hiring.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

V. RECRUITMENT

<p>Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Status Update</p>
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<p>For FY'19, we will continue to strive for excellence in recruiting a diverse group of interns to develop a pipeline of future talent.</p>	<p>Our internship program has grown to include transformation tours, seminars, brown bags and information sessions with our emerging leaders and young professionals. Interns are afforded the opportunity to interact with our Executive staff and seasoned professionals who serve as mentors and provide sound professional guidance and experience. At the conclusion of our summer internship program, a closing ceremony is held to congratulate students on the completion of the program with a breakfast, distribution of certificates and a parting gift. A yearbook is created to commemorate the summer activities and friendships forged. An internship fair (open to all employees) is held to showcase what students learned during the summer. DEP's Summer Internship Program will continue to be a core strategy for attracting diverse talent for future employment opportunities.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>
<p>In FY'19 we are planning to expand our Technical Internship Program.</p>	<p>The interns of the Technical Internship Program will shadow DEP trades' employees such as Sewage Treatment Workers, Watershed Maintainers and Air Pollution Inspectors. This internship targets high school graduates who are</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

	<p>looking for a career path after high school that does not require immediate college attendance. In FY'18 DEP began our pilot program with 10 interns (1 Black Female, 6 Black Male, 3 Male White) for the title of Water Use Inspector with the Bureau of Customer Services. In addition, we plan to re-establish our partnership with DCAS to participate in the Public Service Corps Internship Program.</p>	
<p>In FY'20, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR.</p>	<p>The Disability Rights Coordinator/Disability Services Facilitator will collaborate with Organizational Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools. DEP participated in two 55A career fairs in FY 18 hosted by DCAS in conjunction with MOPD. Currently both MOPD and ACCESS utilize the DEP webpage and NYC.gov/careers page. In FY'19 DEP partnered with NYS Promise Program to provide their high school and college students with internships over the summer. At the end of the program, DEP was able to offer these students summer internships.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	0		Male: 0 Female: 0
2. Public Service Corps	5	White Black Hispanic Asian Pacific Am Ind Alask Unknown	Male: 0 Female: Male: 1 Female:1 Male: 1 Female: 0 Male: 0 Female: 1 Male: 0 Female: 0 Male: 0 Female: 0
3. Summer College Interns	16	White Black Hispanic Asian Pacific Am Ind Alask Unknown	Male: 11 Female: 0 Male: 1 Female: 0 Male: 1 Female: 0 Male: 2 Female: 0 Male: 1 Female: 0 Male: 0 Female: 0
4. Summer Graduate Interns	87	White Black Hispanic Asian Pacific Am Ind Alask Unknown	Male: 40 Female: 0 Male: 28 Female: 1 Male: 13 Female: 1 Male: 0 Female: 0 Male: 0 Female: 0 Male: 4 Female: 0
5. Other (specify):	0		Male: 0 Female: 0

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are 39 55-a participants. During this Quarter, a total of 0 new applications for the program were received and 0 participants left the program due to n/a.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. Answered inquiries received via walk-ins, email or by phone.
3. Ensure that 55-a material is available to employees in new employee orientation packets, in the Office of EEO & Diversity Resource Center, etc.

VI. SELECTION (HIRING AND PROMOTION)

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

<p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)</p>	<p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p>	<p>Status Update</p>
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<p>Advising employees of opportunities for promotion and career development.</p>	<p>OD&HR and regularly disseminates current job vacancy announcements and training and development opportunities. The career counselor sends out similar announcements monthly and reminds DEP employees that he is available for discussions about career development.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>OD&HR in collaboration with OEEEO regularly reviews policies, procedures and practices related to hiring and promotions – i.e. structured interview questions, vetting in-service employees, arrange agency-wide notification of promotional and transfer opportunities.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Increasing the positions filled through civil service lists</p>	<p>OD&HR sends monthly civil service application schedule notifications agency-wide.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>DEP uses the DCAS procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons.</p> <p>The APO, EEO Officer and General Counsel will be involved in making layoff or termination decisions with the awareness that layoffs will be conducted by seniority in compliance with civil service law – for competitive titles and union contract – for non-competitive and labor class titles.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Other:</p>		<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>

VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

VIII. REASONABLE ACCOMMODATION

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

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

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

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

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace: EEO and HR will continue in the ongoing recruitment to identify qualified, diverse candidate slates from which to select diverse talent.

Risk 2: Cultural and Language Differences in the Workplace: Continue to deploy relevant training (e.g. for conflict resolution and management across lines of differences, implicit/unconscious bias training, as well as other diversity and inclusion training.) Also, increase opportunities for cultural recognition awareness, as well as employee engagement and job satisfaction through inclusive event planning.

Risk 3: Workplaces with Significant Power Disparities: Continued relevant workforce training for supervisors/managers and staff.

Risk 4: Isolated Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all employee at isolated worksites. Also, providing employee engagement events at these locations.

Risk 5: Decentralized Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all decentralized worksites. Targeted diversity recognition and inclusive events to bridge the geographic gaps between DEP's central office and isolated worksites.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

DEP continues to provide workforce training in the areas of EEO awareness, sexual harassment prevention, as well as diversity and inclusion training.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.

The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]

Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to ocei@dcas.nyc.gov. Thank you for your thoughts!

Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed.

Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?

The formatting of the updated Annual D/I & EEO Plan template as well as the quarterly reports can prove to be challenging when entering information into certain fields. For example, in section B of this report: Requesting Statistical Information About Interns/Fellowships, the template is incomplete, as it does not include "male and female" for each race/ethnicity, causing one to enter it manually, but the margins are not formatted.

APPENDIX: NYC DEP EEO PERSONNEL DETAILS

EEO PERSONNEL FOR _Q4_ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:	<input type="checkbox"/> No Changes	Number of Additions: 0	Number of Deletions: 2
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Employee's Name	Candice Clifford – <i>*Transferred to another bureau within the agency.</i>	Sean Hinds	
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date: 4/1/19	Start Date: OR Termination Date: May 13, 2019	Start Date: OR Termination Date:

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

For Current EEO Professionals:

Title	Danielle Barrett, Assistant Commissioner & EEO Officer	Darlene Martinez, Diversity Director/Reasonable Accommodation Coordinator	Gloria Rodriguez, EEO Diversity Liaison
EEO Function	<input checked="" 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 checked="" type="checkbox"/> Other: Reasonable Accommodation Coordinator	<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 checked="" type="checkbox"/> Other: Diversity Liaison
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other

Title	Brenda Thompson, EEO Training Specialist	Lana Yang, EEO Investigator	Zachery Taylor, EEO Investigator
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator

	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other
Title	Sandra Rhabb Campbell, EEO Office Manager – appointed on July 15, 2019		
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other		

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

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Danielle Barrett</u>	<u>Assistant Commissioner</u>	<u>EEO Officer/Director</u>	<u>100%</u>	Dbarrett@dep.nyc.gov	<u>718-595-5432</u>
		Deputy EEO Officer	<u>100%</u>		
<u>Darlene Martinez</u>	Strategic Initiative Specialist	ADA Coordinator ; Disability Rights Coordinator; Diversity Director; Disability Service Facilitator	<u>100%</u>	Dmartinez@dep.nyc.gov	<u>718-595-5742</u>
<u>Sandra Rhabb Campbell</u>	<u>PAA</u>	<u>55-a Coordinator</u>	<u>100%</u>	scampbell@dep.nyc.gov	<u>718-595-6558</u>
<u>Gloria Rodriguez</u>	<u>Community Coordinator</u>	<u>Diversity Liaison</u>	<u>100%</u>	grodriguez@dep.nyc.gov	<u>718-595-4549</u>
<u>Herbert Roth</u>	<u>Administrative Staff Analyst</u>	<u>Career Counselor</u>	<u>100%</u>	herbr@dep.nyc.gov	<u>718-595-3377</u>
<u>Lana Yang</u>	EEO Agency Attorney II	<u>EEO Investigator</u>	<u>100%</u>	lyang@dep.nyc.gov	<u>718-595-3451</u>
<u>Brenda Thompson</u>	Administrative Manager	<u>EEO Trainer</u>	<u>100%</u>	bthompson@dep.nyc.gov	<u>718-595-7592</u>
Alex Plackis	College Aide	EEO Support Clerk	<u>100%</u>	aplackis@dep.nyc.gov	<u>718-595-3400</u>
Zachary Taylor	College Aide	EEO Support Clerk	<u>100%</u>	ztaylor@dep.nyc.gov	<u>718-595-7301</u>
Alejandra Lamarche	EEO Liaison	EEO Liaison	<u>30%</u>	Alamarche@dep.nyc.gov	<u>718-595-5060</u>
Stanley Hughes	EEO Liaison	EEO Liaison	<u>30%</u>	Shughes@dep.nyc.gov	<u>718-595-5015</u>
Bridget Kundmueller	EEO Liaison	EEO Liaison	<u>30%</u>	Bkundmueller@dep.nyc.gov	<u>718-595-6239</u>
Charles Greene	EEO Liaison	EEO Liaison	<u>30%</u>	CharGree@dep.nyc.gov	<u>718-595-3494</u>
Judith Marshall	EEO Liaison	EEO Liaison	<u>30%</u>	JudiMars@dep.nyc.gov	<u>718-595-6740</u>
Steve Roldan	EEO Liaison	EEO Liaison	<u>30%</u>	Sroldan@dep.nyc.gov	<u>718-595-7106</u>
Christina Allen	EEO Liaison	EEO Liaison	<u>30%</u>	Callen@dep.nyc.gov	<u>718-595-5738</u>
Grace White	EEO Liaison	EEO Liaison	<u>30%</u>	Gwhite@dep.nyc.gov	<u>718-595-6603</u>
Diana Ricaurte	EEO Liaison	EEO Liaison	<u>30%</u>	Ricaurte@dep.nyc.gov	<u>718-595-7538</u>
Sharam Urena	EEO Liaison	EEO Liaison	<u>30%</u>	Surena@dep.nyc.gov	<u>718-595-5411</u>
Donna Hylton	EEO Liaison	EEO Liaison	<u>30%</u>	Dhylton@dep.nyc.gov	<u>718-595-5537</u>

Galina Dreyzina	EEO Liaison	EEO Liaison	<u>30%</u>	Gdreyzina@dep.nyc.gov	<u>718-595-3051</u>
Gavin O'Rourke	EEO Liaison	EEO Liaison	<u>30%</u>	GORourke@dep.nyc.gov	<u>718-595-5312</u>
Janet Singh	EEO Liaison	EEO Liaison	<u>30%</u>	Jansingh@dep.nyc.gov	<u>718-595-3321</u>
Jason Low	EEO Liaison	EEO Liaison	<u>30%</u>	JasonL@dep.nyc.gov	<u>718-595-3114</u>
Joanne Nurse	EEO Liaison	EEO Liaison	<u>30%</u>	Jnurse@dep.nyc.gov	<u>718-595-4675</u>
Rosanna Pullara	EEO Liaison	EEO Liaison	<u>30%</u>	Rpullara@dep.nyc.gov	<u>718-595-3231</u>
William Beers	EEO Liaison	EEO Liaison	<u>30%</u>	BeersW@dep.nyc.gov	<u>605-865-2910</u>
Yocanda Baez	EEO Liaison	EEO Liaison	<u>30%</u>	Ybaez@dep.nyc.gov	<u>718-595-5376</u>

* Please 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 Just indicate it on the chart.



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **Environmental Protection** **4th Qtr** **FY 2019**

NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

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

SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY

SUBMITTED BY [TITLE]: **Brenda Thompson, Administrative Manager**

DATE SUBMITTED: **30-Jul-19** E-MAIL: **brendat@dep** TEL #: **(718)595-7592**

1st & 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	0	5684	791	69	5409	11953

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	5504	691	69	4599	10863
1. EEO Awareness	0	37	336	8	32	413
Administered by DCAS [NOTE: DCAS will provide this information after the end of Q4]		4	2	8	32	46
Administered by Agency		33	334			367
2. D&I "Everybody Matters"	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information after the end of Q4]						0
Administered by Agency						0
3. IgbTq: The Power of Inclusion	0	16	5	24	4466	4511
Administered by DCAS [NOTE: DCAS will provide this information after the end of Q4]		16	5	24	4466	4511
Administered by Agency						0
4. Sexual Harassment Prevention	0	5451	350	37	101	5939
Administered by DCAS [NOTE: DCAS will provide this information after the end of Q4]		5451	350	37	101	5939
Administered by Agency						0
5. Disability Etiquette	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information after the end of Q4]						0
Administered by Agency					0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	0	180	100	0	810	1090
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		155	74		304	533
7. Structured Interviewing						
TOTAL PARTICIPANTS TRAINED		6	3		4	13
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED					1	1
9. Other Diversity/EEO Related	Specify topic:	Supervision In Action				
TOTAL PARTICIPANTS TRAINED		19	23		24	66
10. Other Diversity/EEO Related	Specify topic:	Conflict Resolution				
TOTAL PARTICIPANTS TRAINED					2	2
11. Other Diversity/EEO Related	Specify topic:	Inclusive Culture				
TOTAL PARTICIPANTS TRAINED					1	1
12. Other Diversity/EEO Related	Specify topic:	Semi Annual EEO Training				
TOTAL PARTICIPANTS TRAINED					474	474
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0