

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

### Part I: Narrative Summary

**Agency Name:** NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION

☒ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

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**Date Submitted:** 11-6-24

**FOR DCAS USE ONLY:**

***Date Received:***

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2025

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

**For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.**

**For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]**

1. Please save this file as **"XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): \_\_\_\_\_ ☒ 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:**

DEP hosted the following events recognizing employees contributions in the areas of DEI-EEO in FY 2025 Q1:

- **Employee Recognition Day, September 18, 2025:** DEP in collaboration with the unions held this ceremony to recognize DEP employees for their dedicated service to the City of New York based on their years of work and/or perfect attendance.
- **Hispanic Heritage Month, September 25, 2025 (rescheduled to October 2024):** In honor of Hispanic Heritage Month,

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DEP's Office of Equal Employment Opportunity & Diversity (EEO&D) hosted a workplace event, *Pioneers of Change – Shaping the Future Together*, to celebrate the rich histories, cultures, and contributions of Hispanic and Latino communities, at which agency employees and leadership from these communities were also recognized for their contributions to DEP.

## III. Workforce Review and Analysis

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

Q1 (9/30/2024): 5711 Q2 (12/31/2024): \_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_

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

☒ Yes On (Date): on a rolling basis \_\_\_\_\_ ☐ 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.

☒ Yes - on (Dates):

Q1 Review Date: 8-24-2024 Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

☒ Agency Head

☐ Human Resources

☐ Agency Head

☐ Human Resources

☐ Agency Head

☐ Human Resources

☐ Agency Head

☐ Human Resources

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☐ General Counsel  
☒ Other COO & COS  
☐ Not conducted

☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

#### A. Workforce:

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

**[Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]**

DEP's EEO and Human Resources offices will continue to collaborate with each other on strategies for addressing underutilization and improving workforce diversity in recruitment, training development, and talent retention.

1.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

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**Workforce Goal/Initiative #1 Update:** Partner with DEP leadership and city agencies such as the Equal Employment Practices Commission (EEPC) and the Department of Citywide Administrative Services (DCAS) to establish separate workforce composition dashboards for DEP's upstate and downstate work locations so as to more accurately assess underutilization and craft more targeted recruitment and retention strategies for each region.

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. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

**Workforce Goal/Initiative #2 Update:** Partner with DCAS, unions, and outside organizations on innovative strategies for increasing career advancement pathways and opportunities in DEP's underutilized titles (e.g. expanding DEP's apprenticeship program to include additional entry-level job titles, increasing the number of participants in the agency's existing apprenticeship/helper titles, waiving or absorbing the cost of civil service exams and test prep courses for certain underutilized titles, etc.).

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

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

### 3. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

**Workforce Goal/Initiative #3 Update:** Engage the services of a DEI vendor to assist DEP in creating a customized equity toolkit and appropriate orientation/training for the agency's decision-making personnel.

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

### 4. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

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

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should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

### Workforce Goal/Initiative #4 Update:

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

### 5. 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.

See workforce goals/initiatives 1, 2 and 3 above. In addition, the EEO&D Office reviewed DEP's workforce composition dashboard and trends with agency leadership, and established plans to also review this information with the agency's bureau heads so as to more effectively partner with them on addressing historic underutilization in various job groups, including laborers, craft, and managers.

### B. Workplace:

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

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

DEP strives to consistently identify, assess, and refine strategies for fostering a more inclusive workplace culture and environment based on *belonging*.

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

**Workplace Goal/Initiative #1 Update:** Engage the services of a DEI vendor to assist the EEO&D Office to design a training course for the agency's senior leadership for developing cultural competency for building and leading diverse teams, interrupting bias, and identifying privilege.

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

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

**Workplace Goal/Initiative #2 Update:** Design a comprehensive, best practices workforce training plan to compliment mandatory training, and that provides practical tools/competencies/resources for responding to today's workplace challenges in areas such as, cultural competency for sustaining diverse teams, neurodiversity, reasonable accommodations, unconscious bias and privilege, and disability etiquette.

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

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

**Workplace Goal/Initiative #3 Update:** Create and implement across all DEP job titles and levels a written standard with appropriate metrics for measuring workforce accountability in demonstrating EEO-DEI principles and values.

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

Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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

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

**Workplace Goal/Initiative #4 Update:**

Q1 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

### 5. Other Workplace Activities:

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**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.**

DEP hosted the following events and programs for improving/enhancing workplace diversity, inclusion and belonging in FY 2025 Q1:

- **CPR Awareness Program | July 14<sup>th</sup>, August 21<sup>st</sup> & September 13<sup>th</sup>:** The Employee Engagement and Wellness Team, in partnership with the Fire Department of New York, encouraged DEP employees to learn the most effective way to save lives by teaching compression only CPR with automated external defibrillation (AED) usage.
- **BIPOC Mental Health Awareness Month Webinar | July 16<sup>th</sup>:** July celebrates Black, Indigenous, People of Color (BIPOC) Mental Health Awareness Month. In honor of this awareness, the Employee Engagement and Wellness Team hosted an informational webinar and provided resources that can help raise awareness and support for anyone beginning their mental health journey.
- **Zumba Fitness Class | August 1<sup>st</sup> – September 12<sup>th</sup>:** The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, hosted a 6-week in person fitness series for a Zumba fitness class that is inspired by Latin and international music and dance moves! Routines incorporate combinations of fast and slow rhythms to improve cardiovascular health.
- **International Literacy Day | September 8, 2024:** The Department of Environmental Protection's Office of EEO & Diversity hosted a **Slam Poetry Event** in recognition of International Literacy Day, an annual celebration aimed at raising awareness and highlighting the importance of literacy in empowering individuals, communities, and societies worldwide.

### C. Community and Equity, Inclusion and Race Relations:

**Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).**

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

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DEP will continue to strengthen its commitment to public health and environmental justice through addressing disparities affecting underserved communities.

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

**Community/Equity/Inclusion Goal/Initiative #1 Update:** The EEO&D Office seeks to partner with DEP's Bureau of Public Affairs to extend its *Water on the Go* program to other City agencies hosting public-facing/community events to make clean drinking water available to New Yorkers via portable fountains.

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

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

**Community/Equity/Inclusion Goal/Initiative #2 Update:** DEP remains committed to fostering a safe and resilient New York City by actively listening to historically marginalized voices and disadvantaged populations so as to address legacies of discrimination/systemic inequities by implementing strategies that reduce/eliminate the burdens/harms on the most distressed communities (e.g. directly invest in environmental justice communities, build a workforce that more closely reflects New York's diversity, and build a robust relationship with minority and women-owned business enterprises).

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

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

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

#### Community/Equity/Inclusion Goal/Initiative #3 Update:

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

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

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

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## Community/Equity/Inclusion Goal/Initiative #4 Update:

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

### 5. 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.

DEP's EEO&D Office continues to partner with its regional neighbor, the Lefrak branch of the Queens Public Library to support programs/initiatives and networking opportunities for the Lefrak community.

## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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

The Agency is committed to fair and consistent employment practices, with DEP managers and supervisors actively promoting diversity and inclusion. During hiring and promotions, DEP's EEO&D and Organizational Development & Human Resources collaborate with each other to ensure processes align with City and Agency policies, reducing discrimination risk and ensuring top, diverse talent selection.

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?

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DEP publishes job vacancy notices for employees and shares openings with community partners and local schools. Hard-to-fill roles are promoted on DEP's LinkedIn, Facebook, Twitter, and various publications. Budget permitting, DEP also participates in college fairs, community events, and collaborates with DCAS on potential hiring hall initiatives.

### **Recruitment Initiatives/Strategies #1 Update:**

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

### **2. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**

**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?**

### **Recruitment Initiatives/Strategies #2 Update:**

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

### **3. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**

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

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do you evaluate the effectiveness of these actions?

### Recruitment Initiatives/Strategies #3 Update:

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

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

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?

### Recruitment Initiatives/Strategies #4 Update:

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

#### 5. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

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### B. Recruitment Efforts for Civil Service Exams

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

Quarter #	Event Date	Event Name	Borough
1	N/A	N/A	N/A

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	N/A			
Brooklyn	N/A			
Manhattan	N/A			
Queens	N/A			
Staten Island	N/A			

### C. Recruitment Sources

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## List recruitment sources used to fill vacancies in the current Quarter (include Q1)

1. Smart Recruiter
2. LinkedIn
3. MOPD

## D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

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

### 1. Urban Fellows:

Q1 Total:   2   Q2 Total:            Q3 Total:            Q4 Total:           

Race/Ethnicity\* [#s]: Black       Hispanic       Asian/Pacific Islander       Native American       White       Two or more Races      

Gender\* [#s]: M   1   F   1   N-B        O        U       

### 2. Public Service Corps:

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

Race/Ethnicity\* [#s]: Black       Hispanic       Asian/Pacific Islander       Native American       White       Two or more Races      

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

### 3. Summer College Interns:

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

Race/Ethnicity\* [#s]: Black       Hispanic       Asian/Pacific Islander       Native American       White       Two or more Races

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

### 4. Summer Graduate Interns:

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

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

### 5. Other (specify):

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

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

**Additional comments: No career fairs were held by the agency in Q1; however, we did attend a NYC Jobs Hiring Hall in July where we informed the public about CS exams.**

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 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 (9/30/2024): 22 Q2 (12/31/2024): \_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_

During the 1st Quarter, a total of 1 [number] new applications for the program were received.  
During the 1st Quarter 1 participants left the program due to [state reasons] retirement.

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] \_\_\_\_\_.

### The 55-a Coordinator has achieved the following goals:

#### 1. Disseminated 55-a information –

by e-mail: ☐ Yes ☒ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☒ Yes ☐ No

in agency newsletter: ☐ Yes ☒ No

Other: Targeted orientation/presentation for DEP's EEO Liaisons

2. \_\_\_\_\_  
3. \_\_\_\_\_

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## VI. Selection (Hiring and Promotion)

**Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:**

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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.

Through career counseling and related services, DEP employees were provided skills and resources for career growth and development in a civil service setting. This program also fosters transparency around available positions within the agency to meet future organizational needs.

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.

DEP continued to review the methods by which candidates were selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. A diverse panel—including bureau hiring managers, HR personnel, an EEO liaison, and EEO representatives—conducts structured interviews where each applicant is asked identical questions and scored to determine the best-qualified candidate for the position. If scores are tied, a second round of interviews is conducted.

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).

DEP's EEO Officer partners with the agency's Human Resources in the hiring/selection process by reviewing applicant

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

resumes and cover letters, ensuring a diverse talent pool, reviewing vacancy announcements, and structured interview questions, and verifying that structured interviews are conducted by a diverse selection panel.

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

DEP adheres to the DCAS Layoff Procedure as guidance for any necessary layoffs, terminations, or demotions due to legitimate business or operational reasons. The agency will assess the impact of these actions on racial, ethnic, gender, and age groups, as well as on individuals with disabilities. If a disproportionate impact is found, documentation will confirm that decisions were based on objective criteria and justified by business necessity. Layoff or termination decisions will involve the Agency Personnel Officer, EEO Officer, and General Counsel, and will adhere to seniority requirements per civil service law (for competitive titles) and union agreements (for non-competitive and labor class titles).

5. Other:

During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>2368</u>	# <u>77</u>	# <u>303</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

## VII. Training

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

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 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://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

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

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

#### A. Local Law 92: Annual Sexual Harassment Prevention training

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

#### B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☐ The agency ensures that complaints are closed within 90 days.

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

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

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

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☐ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: EEPC
  - ☐ Attach the audit recommendations by EEPC or the other auditing agency.
  - ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☒ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024 (by email dated September 12, 2024, DEP received the EEPC's determination of compliance dated September 5, 2024 in lieu of a certificate of compliance. The certificate of compliance was subsequently issued to DEP on October 31, 2024).

**Please attach a copy of the Certificate of Compliance from the auditing agency** (see enclosed)

# NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2025

Personnel Changes:

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>	1. Sheila Garvey, Employee Relations Counsel	2.	3.
<b>Nature of change</b>	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 7/1/24	Start Date or Termination Date:	Start Date or Termination Date:
<b>Employee's Name &amp; Title</b>	4.	5.	6.
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	1. N/A	2.	3.
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):

<b>Name &amp; Title</b>	4.	5.	6.
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</b>	<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 %):

<b>EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&amp;I Officers, Deputies, and all new EEO Professionals):</b>			
<b>Name &amp; EEO Role</b>	1. Danielle Barrett, Assistant Commissioner/ EEO & Diversity & Inclusion Officer	2. Tanika Thomas, Training and Compliance Manager	2. Artur Pogorzelski, EEO Attorney Investigator
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<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
2. 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
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<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
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

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>6. Microaggressions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. EEO Officer Essentials: Reasonable Accommodation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Essential Overview Training for New EEO Officers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>	<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

EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role	4. Zachary Taylor, EEO Intake Specialist	5. Sandra Rhabb Campbell, EEO Office Manager	6. Ricky Poon, Clerical Associate
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</b>	<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
<b>2. Sexual Harassment Prevention</b>	<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
<b>3. IgbTq: The Power of Inclusion</b>	<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
<b>4. Disability Awareness &amp; Etiquette</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Microaggressions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<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
<b>8. EEO Officer Essentials: Reasonable Accommodation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Essential Overview Training for New EEO Officers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>10. Understanding CEEDS Reports</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):				
Name & EEO Role	7. Cindy Singh, EEO Intake Specialist	8. Jaliyl Stokes, Clerical Associate		
<b>Completed EEO Trainings:</b>				
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. LGBTIQ: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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	

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

#### MAILING ADDRESS:

NYC Department of Environmental Protection  
59-17 Junction Boulevard 20<sup>th</sup> Floor  
Flushing, NY 11373

#### Diversity and EEO Staffing as of 1 Quarter FY 2025\*

<u>EEO\Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Danielle Barrett	Assistant Commissioner	<u>100%</u>	<a href="mailto:dbarrett@dep.nyc.gov">dbarrett@dep.nyc.gov</a>	718-595-3432
Deputy EEO Officer OR Co-EEO Officer	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	<a href="mailto:tthomas@dep.nyc.gov">tthomas@dep.nyc.gov</a>	718-595-7592
Chief Diversity & Inclusion Officer	Danielle Barrett	Assistant Commissioner	<u>100%</u>	<a href="mailto:dbarrett@dep.nyc.gov">dbarrett@dep.nyc.gov</a>	718-595-3432
Diversity & Inclusion Officer	N/A	N/A	N/A	N/A	N/A
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Santo Cimino	Administrative Staff Analyst	<u>100%</u>	<a href="mailto:scimino@dep.nyc.gov">scimino@dep.nyc.gov</a>	

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b>ADA Coordinator</b>	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	<a href="mailto:tthomas@dep.nyc.gov">tthomas@dep.nyc.gov</a>	718-595-7592
<b>Disability Rights Coordinator</b>	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	<a href="mailto:tthomas@dep.nyc.gov">tthomas@dep.nyc.gov</a>	718-595-7592
<b>Disability Services Facilitator</b>	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	<a href="mailto:tthomas@dep.nyc.gov">tthomas@dep.nyc.gov</a>	718-595-7592
<b>55-a Coordinator</b>	Sandra Rhabb Campbell	Principal Administrative Associate	<u>100%</u>	<a href="mailto:scampbell@dep.nyc.gov">scampbell@dep.nyc.gov</a>	718-595-6558
<b>Career Counselor</b>	Abigail Taylor	Administrative Staff Analyst	<u>25%</u>	<a href="mailto:ataylor@dep.nyc.gov">ataylor@dep.nyc.gov</a>	718 - 595-5142
<b>EEO Counselor</b>	N/A	N/A	N/A	N/A	N/A
<b>EEO Investigator</b>	Artur Pogorzelski Zachary Taylor	EEO Attorney Investigator Community Coordinator	<u>100%</u> <u>30%</u>	<a href="mailto:apogorzelski@dep.nyc.gov">apogorzelski@dep.nyc.gov</a> <a href="mailto:ztaylor@dep.nyc.gov">ztaylor@dep.nyc.gov</a>	718 - 595-4142 718 - 595-7301
<b>EEO Counselor\ Investigator</b>	N/A	N/A	N/A	N/A	N/A
<b>Investigator/Trainer</b>	N/A	N/A	N/A	N/A	N/A
<b>EEO Training Liaison</b>	Tanika Thomas	Executive Assistant to Commissioner	N/A	<a href="mailto:tthomas@dep.nyc.gov">tthomas@dep.nyc.gov</a>	718-595-7592
<b>Other (specify)</b>	N/A	N/A	N/A	N/A	N/A

## NYC DEP FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Other (specify)	N/A	N/A	N/A	N/A	N/A

\* 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 2025 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: NYC DEP

Quarter #1

FY 2025

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 2025 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Tanika Thomas

DATE SUBMITTED:

11/6/2024

E-MAIL:

Tthomas@dep.nyc.g

TEL #:

(718) 595-7592

1st Quarter (July-September) DUE November 6, 2024; 2nd Quarter DUE January 30, 2025;  
3rd Quarter (January-March) DUE April 30, 2025; 4th Quarter (April-June) DUE July 30, 2025.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	153	0	0	0	153

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	78	0	0	0	78
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	12	0	0	0	12
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	12				12
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. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
<b>2. Sexual Harassment Prevention</b>	59	0	0	0	59
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	59				59
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
<b>3. lgbTq: The Power of Inclusion</b>	7	0	0	0	7
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	7				7
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
<b>4. Disability Awareness &amp; Etiquette</b>	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	75	0	0	0	75
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	75				75
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	0				0
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	0				0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	0				0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	0				0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED	0				0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	0				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				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
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.					
ADDITIONAL TRAINING					
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0



Aldrin Rafael Bonilla, Ed.D., MPA  
Chair/Commissioner

Elaine S. Reiss, Esq.  
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.  
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Commissioners

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Executive Director

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212. 676. 2724 fax

BY EMAIL

September 5, 2024

Rohit T. Aggarwala  
Commissioner  
New York City Department of Environmental Protection  
59-17 Junction Blvd  
Flushing, New York 11373

Re: Resolution #2024AP/275-826-(2024)C16  
DETERMINATION: Compliance

Dear Commissioner Aggarwala:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the New York City Department of Environmental Protection's compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The New York City Department of Environmental Protection's successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Danielle Barrett for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the New York City Department of Environmental Protection to ensure equal employment opportunity in the City of New York.

Sincerely,

A handwritten signature in black ink, appearing to read "Aldrin A. Bonilla".

Aldrin Rafael Bonilla  
Chair/Commissioner

Enc.

c: Danielle Barrett, Principal EEO Professional, DEP

**Monitoring of Employment Practices with a Focus on Underutilization**  
**RESOLUTION NO.**

**2024AP/275-826-(2024)C16**

**New York City Department of Environmental Protection**

**Commissioner Rohit Aggarwala**

**DETERMINATION: COMPLIANCE**

**S Y N O P S I S**

<b>Corrective Action(s):</b>	Total: 3		
<b>Period Audit Covered:</b>	July 1, 2021 to December 31, 2023		
<b>Preliminary Determination Issued:</b>	July 18, 2024	Response Received	July 29, 2024
<b>Final Determination Issued:</b>	July 31, 2024	Response Received	August 15, 2024
<b>Compliance-Monitoring:</b>	Required	August 1, 2024 to November 30, 2024	
		without extension	

**Whereas**, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

**Whereas**, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, the EEPC conducted an audit, review, and evaluation of the New York City Department of Environmental Protection’s Employment Practices with a Focus on Underutilization; and

**Whereas**, pursuant to the audit, review, and evaluation of the New York City Department of Environmental Protection’s Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated July 18, 2024, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained on the use of uniform, job-related techniques (such as training on structured interviewing) and trained to consider EEO laws/policies (such as training on unconscious bias, diversity and inclusion, etc.) to identify, interview, and select the most capable candidates.
2. Document all reasonable accommodation requests and their outcomes.
3. Designate EEO or human resources professional(s) to annually assess the manner in which candidates are selected for employment in civil service (competitive) titles to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group by: 1.) identifying job groups experiencing underutilization and the competitive class job titles in those groups; 2.) reviewing the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure they are updated, job-related, and required by business necessity, including working with DCAS if applicable; and 3.) targeting efforts to inform and encourage entity employees to apply for upcoming civil service and promotional civil service examinations. Document each step the entity has taken to assess selection criteria and address adverse impact where identified.

**Whereas**, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on July 31, 2024, which indicated that no areas required corrective action and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2024 to November 30, 2024, to determine whether the entity eliminated areas of non-compliance, if any; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), on August 15, 2024, the entity issued a response to the EEPC's Final Determination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the New York City Department of Environmental Protection was exempt from monitoring on August 15, 2024; and

**Whereas**, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Commissioner recognized the EEPC's audit and reiterated commitment to the New York City Department of Environmental Protection's equal employment practices. **Now Therefore**,

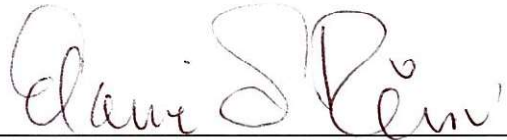
**Be It Resolved**, that the New York City Department of Environmental Protection has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

**Be It Resolved**, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Commissioner Rohit Aggarwala of the New York City Department of Environmental Protection.

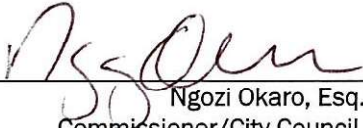
Approved unanimously on September 5, 2024.



Mynosca Alcantara, Ed.D.  
Commissioner/Mayoral Appointee




Elaine S. Reiss, Esq.  
Vice-Chair/Commissioner/Mayoral Appointee



Ngozi Okaro, Esq.  
Commissioner/City Council Appointee

Nicole Yearwood, MPA  
Commissioner/City Council Appointee



Aldrin Rafael Bonilla, Ed.D., MPA  
Chair/Commissioner/Joint Appointee

**The New York City Equal Employment Practices Commission**

hereby issues this

**Determination of Compliance**

to

*New York City Department of Environmental Protection*

for achieving compliance with the  
Equal Employment Practices Commission's audit:

**Evaluation of Employment Practices with a Focus on Underutilization**

From July 1, 2021, to this date.



*In care of Commissioner Rohit Aggarwala  
and Principal EEO Professional Danielle Barrett*

On this 5<sup>th</sup> day of September in the year 2024

  
Aldrin Rafael Bonilla, Chair/Commissioner

  
Jeanne M. Victor, Executive Director