

Commissioner's Statement Support and Commitment to Diversity and Equal Employment Opportunity

The EEO Office—in partnership with the Office of Environmental Health and Safety (OEHS) and the Department of Investigation (DOI)—has conducted joint presentations at various DEP work locations. In addition to the EEO presentation, these sessions include DOI's Anti-Corruption training and OEHS's Workplace Violence Prevention training. A significant number of employees have received this training and we will continue this effort to further clarify goals and responsibilities of each respective unit.

As has been our practice, the agency has an ongoing commitment to ensuring consistency, fairness and excellence in all of our employment practices. In furthering our efforts we have introduced a Structured Interviewing Program, which is a collaborative effort among various units, including EEO, Organizational Development, Human Resources, and bureau representatives. This initiative will be launched in FY 2013.

An EEO section has been added to Pipeline and the agency's SharePoint site to provide employees with readily accessible information regarding EEO policies and Reasonable Accommodations. This includes the necessary forms and contact information for EEO staff members and bureau EEO Liaisons. The EEO "Views" Newsletter will continue to provide EEO related information, including updates to the EEO laws and policies. The previous issue featured two new columns, Interviewing Tips and Partnership Profiles.

New procedures have been implemented to the complaint handling process to allow for processing EEO complaints more quickly. The EEO Office continues to make mediation resources available for resolution of workplace disputes to help promote better workplace relationships.

DEP is committed to maintaining a workplace where all employees are treated with respect. However, if anyone experiences discrimination, harassment, or retaliation at DEP—or if anyone witnesses, or has knowledge of such acts within the agency, immediate notification to DEP's Equal Employment Opportunity Office is strongly encouraged. Martha Osenni can be reached at (718) 595-3400. Additional contact information along with EEO information, policies and forms can be downloaded from [Pipeline](#).

I want to thank you all for your continued support of the agency's EEO mandates and programs, and I look forward to working together to create a better, and a more diverse workforce.



Lactation Program at Kingston Facility

As part of the agency's continued efforts to support working mothers who have returned from maternity leave or a new employee who is nursing, a Lactation Room has been established on the first floor of the Kingston Facility at 71 Smith Avenue. The program will be coordinated through BWS Lactation Program Coordinator Donna Nicholas, who can be reached at (845) 340 -7260 or via email at DNicholas@dep.nyc.gov, and overseen by the agency's EEO Officer, Martha Osenni.

Information and program registration forms can be found on Pipeline under the EEO Office subsection which can be accessed by [clicking here](#).

Employees may also contact the EEO Office directly for information about the program or to obtain registration information. The EEO Office can be reached at (718) 595-3400 or by email at EEOOffice@dep.nyc.gov.

The agency currently has two lactation rooms at Lefrak Headquarters and we will continue to work to expand the program.



Career Guidance for DEP Employees

The EEO Office would like to take this opportunity to remind DEP employees of the career counseling service available to you. The purpose and focus of this service is to prepare valued employees to meet future agency needs and provide employees with career growth and development tools in a civil service environment. The Career Counselor, Herb Roth, provides direction on civil service career opportunities; identifies advancement opportunities within the agency and provides information on civil service titles, salaries, upcoming examinations, current vacancies, job specifications and requirements, and training opportunities.

Employees seeking career counseling are encouraged to first contact their respective Bureau Administrator and if further information and guidance is needed, we encourage employees to contact the agency's representative, Herb Roth, at (718) 595-3377 or HRoth@dep.nyc.gov.

To discuss EEO related concerns or learn about the resources available through this office, contact the EEO Office at (718) 595-3400 or EEOOffice@dep.nyc.gov or visit us on [Pipeline](#).



Diversity Corner

The EEO Office has partnered with Organizational Development and Human Resources to reestablish the agency's Diversity Committee. As we all know, employees are the greatest resources in any organization and diversity is critical to its mission. The population of the City of New York is representative of more than 140 different national origins, each with their own distinct culture. Therefore, the Diversity Committee affords employees a wonderful opportunity to promote, honor, celebrate and embrace these many varied cultures and ethnicities within DEP. The committee hopes to invite guest speakers, announce city events, share historical information, and honor the men and women of diverse backgrounds who have been pioneers and significant influences in many fields—including legislature, education, science, medicine, music, literature, etc. However, to accomplish this goal we need your help and hope you can share information or volunteer to work with the committee to plan specific events.

If you are interested in participating on the Diversity Committee, or have suggestions or information that may be used to help us highlight and promote the kaleidoscope of cultures this agency represents, please contact the EEO Office at (718) 595-3400 or EEOffice@dep.nyc.gov. Any and all assistance provided is greatly appreciated.



March is Women's History Month

March is Women's History Month. In 1978 in California, the Sonoma County Commission on the Status of Women initiated a "Women's History Week" celebration focusing on March 8, the date used to observe International Women's Day since the beginning of the 20th century. However, it took almost 70 years, until February 1980, for the first Presidential Proclamation

declaring National Women's History Week to be made by former President Jimmy Carter.

From the first settlers who came to our shores, from the first American Indian families who befriended them, men and women have worked together to build this nation. Too often the women were unsung and sometimes their contributions went unnoticed. But the achievements, leadership, courage, strength and love of the women who built America was as vital as that of the men whose names we know so well. – President James Earl Carter

Spurred by this proclamation, by 1986 there were 14 individual states that had already proclaimed the month of March to be Women's History Month. A year later, in 1987, these state proclamations prompted Congress to declare the entire month of March 1987 as National Women's History Month.

Since that time, to honor those women who began the suffrage

movement demanding shorter working hours, better pay and voting rights, we continue to celebrate women and their contributions in every aspect of our modern lives. In 2013 we celebrate those women who have inspired innovation through imagination and their contributions to science, technology, engineering and mathematics.

Many of the most important thinkers, writers and advocates for women's suffrage called New York home and carried on their struggle here. In July of 1848, Elizabeth Cady Stanton, Lucretia Mott and more than 300 women and men gathered in Seneca Falls, NY for the nation's first women's rights convention. A Declaration of Sentiments modeled after the Declaration of Independence, was presented and passed by the convention. Among the resolutions included in the Declaration was a call for women's suffrage: the right to vote. [Click here](#) to learn more about this compelling time in history.



55-a Program

DEP is strongly committed to improving the representation of persons with disabilities within its workforce.

The 55-a Program was first instituted by the City of New York to allow qualified individuals with disabilities to be appointed to a non-competitive civil service status. This program allows current employees to have their positions converted to a 55-a status when certain criteria are met. In order to qualify for the 55-a Program, one must be certified by appropriate New York State agencies as being mentally or physically disabled.

We wish to take this opportunity to strongly encourage all employees to apply for and take civil service examinations, as you are able. Passing civil service examinations remains the best route to a permanent position. Notices of examinations are posted on the DCAS website—review these notices carefully.

If you need an accommodation to take an examination because of your disability, review and follow the DCAS guidelines for requesting an accommodation. These procedures are included in the Special Circumstances section noted under: [How to Apply in the Notice of Examination](#) for the particular exam you are planning to take.

We also strongly encourage you to learn about your rights by reading *About EEO: What You May Not Know*. This booklet is available in the EEO Office and also available on [Pipeline](#). If you are interested in applying for an accommodation, please contact the EEO Office.

If you feel that you meet the criteria for a 55-a designation, would like a brochure in enlarged print, or need additional information concerning this program, please contact DEP's 55-a Program Coordinator Cavita Lewis at (718) 595-3400 or (718) 595-5747 (TTY).