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

Part I: Narrative Summary

Agency Name: NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION					
	(July -September), due November 6, 2024, (January -March), due April 30, 2025,	 2nd Quarter (October – December), due January 30, 2025 4th Quarter (April -June), due July 30, 2025 			
Prepared by:					
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Name	Title	E-mail Address	Telephone No.		
Date Submitted: <u>1</u>	-31-2025				
FOR DCAS USE ONI	<u>Y:</u> Date Received:				

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].

<u>Core EEO Training:</u> 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). <u>Other Diversity, Equity, Inclusion and EEO Related Training:</u> 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.

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 web	site
□ 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:

 \boxtimes 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:

- <u>Employee Recognition Day, September 18, 2024</u>: 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,

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.

DEP hosted the following events recognizing employees' contributions in the areas of DEI-EEO in FY 2025 Q2:

<u>Always Creating Excellence (A.C.E.), December 19, 2024</u>: Award ceremony to recognize and celebrate the outstanding work and contributions of DEP employees. Nominations are made by peers, supervisors and leadership within the agency. It serves as an opportunity to inspire continued excellence across the organization.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): <u>5711</u> Q2 (12/31/2024): <u>5707</u> 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

 \boxtimes 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.

 \boxtimes Yes - on (Dates):

Q1 Review Date: <u>8-24-2024</u> Q2 Review Date: <u>10-16-2024 & 12-20-2024</u> Q3 Review date: <u>Q4 Review date:</u>

The review was conducted with:

oxtimes Agency Head	⊠ Agency Head	□ Agency Head	□ Agency Head
Human Resources	Human Resources	Human Resources	Human Resources
General Counsel	General Counsel	General Counsel	General Counsel
\boxtimes Other <u>COO & COS</u>	⊠ Other <u>COO</u>	□ Other	□ Other
□ Not conducted	□ Not conducted	Not conducted	□ Not conducted

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

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

A. Workforce:

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?

<u>Workforce Goal/Initiative #1 Update:</u> 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?

<u>Workforce Goal/Initiative #2 Update:</u> 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
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 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: [☐ Planned	□ Not started	□ Delayed	□ Deferred	□ Completed
Q2 Update:	☐ Planned	□ Not started	Delayed	□ Deferred	Completed
Q3 Update:	☐ Planned	□ Not started	□ Delayed	□ Deferred	□ Completed
Q4 Update:	Planned	□ Not started	Delayed	Deferred	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*.

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

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:

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 <u>FY 2025 Q1</u>:

- <u>CPR Awareness Program | July 14th, August 21st & September 13th:</u> 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.
- <u>BIPOC Mental Health Awareness Month Webinar | July 16th:</u> 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 1st September 12th: 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 8th: 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.

DEP hosted the following events and programs for improving/enhancing workplace diversity, inclusion and belonging in <u>FY 2025 Q2:</u>

- <u>Workforce Email Communications | October, November, December:</u> The Department of Environmental Protection's Office of EEO & Diversity issues monthly email communications sharing cultural designations to celebrate or honor, as well as events occurring within the agency, sister agencies and citywide when available.
- <u>Health Month Expo | October 2nd</u>: In recognition of October as Health Month, the Employment and Wellness Team collaborated with several city agencies and insurance providers, including Aetna, Cancer Care, DC37, EAP, OEHS, DCP, Emblem Health, MetroPlus, and others, to educate DEP employees on various aspects of health, wellness, fitness, and lifestyle improvements.
- <u>Pioneers of Change: Shaping the Future Together | October 8th:</u> The Department of Environmental Protection's Office of EEO & Diversity hosted <u>Un Asunto Cultural</u> (A Cultural Affair) in honor of <u>Mes de la Herencia Hispana</u> (Hispanic Heritage Month) to celebrate the history, cultures, and contributions of the Hispanic and Latino communities. The event featured a panel discussion with DEP employees who shared their personal experiences and traditions, along with opening remarks from the Deputy Chief Financial Officer, a PowerPoint presentation highlighting Hispanic Pioneers, followed by food, music, and dance.
- <u>Beyond the Surface: Empowering Invisible Disabilities & Employment | October 9th:</u> The Department of Environmental Protection's Office of EEO & Diversity collaborated with the Bureau of Customer Service during Customer Service Week to host a panel discussion featuring the Director of Programs for NYC: ATWORK and the Assistant Commissioner of Workforce Operations to explore the challenges and opportunities surrounding Invisible Disabilities in the workplace with a key focus on Supporting Employees with Invisible Disabilities and Serving Customers with Invisible Disabilities.
- <u>Mental Wellness and the Holidays Webinar | October 17th:</u> The Employee Engagement and Wellness Team partnered with DEP's Director of Staff Support and Assistance, Jonathan Glotzer, for a discussion on mental health during the holidays.

- <u>Art is Life Behind the Curtain American Sikh Screening and Filmmaker Q&A | October 17th:</u> The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, encouraged DEP employees to participate in the live screening of the short animated film "American Sikh" which tells the life story of an American-born, turban-wearing Sikh artist and activist, who after a lifetime of facing prejudice, self-doubt and violence, finally finds acceptance in a superhero costume.
- Naloxone Awareness Webinar | October 19th: The Employee Engagement and Wellness Team, in partnership with the Department of Mental Health and Hygiene, hosted a virtual Naloxone Awareness session which involved educating DEP employees on the current opioid epidemic in NYC, signs of overdose, and a demonstration on how to administer naloxone nasal spray.
- <u>CPR Awareness Program | October 23rd & November 20th:</u> 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.
- <u>World Diabetes Day Digital Dance Class | November 14th:</u> The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, encouraged DEP employees to participate in a digital dance class in honor of the World Diabetes Day 2024 theme of "Physical Well-Being".
- <u>The Magic of Gratitude Challenge | December 16th-20th:</u> The Employee Engagement and Wellness Team, in partnership with WorkWell NYC's program coordinators, encouraged DEP employees to participate in a 5-day gratitude challenge that focused on saying thank you and showing gratitude to oneself and others.

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]

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?

<u>Community/Equity/Inclusion Goal/Initiative #2 Update</u>: 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).

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?

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?

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:	ed 🛛 🗆 Not started	🛛 Ongoing 🛛 Delayed	□ Deferred	□ Completed
Q2 Update: 🗆 Plann	ed 🛛 🗆 Not started	🛛 Ongoing 🛛 Delayed	□ Deferred	□ Completed
Q3 Update: 🗆 Plann	ed 🛛 🗆 Not started	🗆 Ongoing 🛯 Delayed	Deferred	□ Completed
Q4 Update: 🗆 Plann	ed 🛛 🗆 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		□ 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 do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #3 Update:

Q1 Update: D P	lanned 🛛 🗆 Not	started 🛛 🗆 Ongoi	ng 🗆 Delayed 🛛	Deferred	Completed
Q2 Update: D P	lanned 🛛 🗆 Not	started 🛛 🗆 Ongoi	ng 🗆 Delayed 🛛	Deferred	Completed
Q3 Update: D P	lanned 🛛 🗆 Not	started 🛛 🗆 Ongoi	ng 🗆 Delayed 🛛	Deferred	Completed
Q4 Update: D P	lanned 🛛 🗆 Not	started 🛛 🗆 Ongoi	ng 🗆 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.

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
2	11/21/2024	Brooklyn Chamber of Commerce & Opportunities for a Better Tomorrow Job Fair (STW)	Brooklyn

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

C. Recruitment Sources

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

- 1. Smart Recruiter
- 2. LinkedIn
- 3. MOPD

List recruitment sources used to fill vacancies in the current Quarter (include Q2)

1. Water Use Inspector – Email campaign to elected officials in NYC. Workforce 1's and neighborhood organizations.

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: <u>2</u> Q2 Total: <u>0</u> Q3 Total: <u>Q4</u> Total: <u></u>
	Race/Ethnicity* [#s]: Black Hispanic Asian/Pacific Islander Native American White Two or more Races
	Gender* [#s]: M <u>1</u> F <u>1</u> N-B O U
2.	Public Service Corps:
	Q1 Total:0Q2 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: 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
4.	Summer Graduate Interns:
	Q1 Total: 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: Q2 Total:6 Q3 Total: Q4 Total:
	Race/Ethnicity* [#s]: Black_3_ Hispanic_2_ Asian/Pacific Islander_1_ Native American White Two or more Races Gender* [#s]: M _3 F _3 N-B O U
	Additional comments: <u>No career fairs were held by the agency in Q1; however, we did attend a NYC Jobs Hiring Hall</u> in July where we informed the public about CS exams.
E.	. 55-A Program
	The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. \square Yes \square No
	Currently, the agency employs the following number of 55-a participants:
	Q1 (9/30/2024): Q2 (12/31/2024): Q3 (3/31/2025): Q4 (6/30/2025):
	During the 1st Quarter, a total of <u>1</u> [number] new applications for the program were received. During the 1st Quarter <u>1</u> participants left the program due to [state reasons] <u>retirement.</u>
	During the 2nd Quarter, a total of <u>0</u> [number] new applications for the program were received. During the 2nd Quarter <u>0</u> participants left the program due to [state reasons] <u>******</u> .
	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:
	 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 orienta	ation/pres	entation	for DEP's EEO Liaisons	S	
2						
3.						

VI. Selection (Hiring and Promotion)

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

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

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 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 V	/acancies	# 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).

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: <u>https://mspwvactwapx02.csc.nycnet/Login.aspx</u>

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



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: \boxtimes Yes \square NoQ2: \boxtimes Yes \square NoQ3: \square Yes	es □ 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: \square Yes \square No Q2: \square Yes \square No Q3: \square Yes \square

 \Box 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: <u>https://mspwva-ctwapx02.csc.nycnet/Login.aspx</u>

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

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

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- □ The agency is <u>NOT</u> 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: <u>EEPC</u>

□ 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)

Appendix A: EEO Personnel Details

EEO Personnel For <u>2</u> Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: 🛛 No Changes			Number of Additions:		Number of Deletions:	
Employee's Name & Title	1. Sheila Garvey, Employee Relations Counsel		2. Luisa Martinez-Hernandez Strategic Initiatives Specialist		3.	
Nature of change	□ Addition	☑ Deletion	Addition	□ Deletion	□ Addition	□ Deletion
Date of Change in EEO Role Start Date or Termination Date: 7/1/24		Start Date or Termination Date: 10/2024		Start Date or Termination Date:		
Employee's Name & Title	4.		5.		6.	
Nature of change	□ Addition	□ Deletion	□ Addition	□ Deletion	□ Addition	Deletion
Date of Change in EEO Role Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:		

For New EEO Professionals:	For New EEO Professionals:								
Name & Title	1. Luisa Martinez-Hernandez	2.	3.						
EEO Function	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO □ Investigator □ 55-a Coordinator □ Other: (specify) 	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator □ 55-a Coordinator □ Other: (specify) 	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator □ 55-a Coordinator □ Other: (specify) 						
Percent of Time Devoted to EEO☑ 100% □ Other: (specify %):		□ 100% □ Other: (specify %):	□ 100% □ Other: (specify %):						
Name & Title	4.	5.	6.						
EEO Function	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator □ 55-a Coordinator □ Other: (specify) 	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator □ 55-a Coordinator □ Other: (specify) 	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator □ 55-a Coordinator □ Other: (specify) 						
Percent of Time Devoted to EEO	□ 100% □ Other: (specify %):	□ 100% □ Other: (specify %):	□ 100% □ Other: (specify %):						

EEO Training Completed within the Last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO **Professionals):** 2. Tanika Thomas, Training and Compliance 1. Danielle Barrett, Assistant 2. Artur Pogorzelski, EEO Attorney Manager Commissioner/ EEO & Diversity & Name & EEO Role Investigator Inclusion Officer Completed EEO Trainings: 🛛 Yes □ No 🛛 Yes □ No 🖾 Yes □ No 1. Everybody Matters-EEO and D&I 🛛 Yes □ No 🛛 Yes □ No 🛛 Yes □ No 2. Sexual Harassment Prevention 🛛 Yes □ No 🛛 Yes □ No 🛛 Yes □ No 3. IgbTq: The Power of Inclusion □ Yes 🛛 No 🛛 Yes □ No □ Yes □ No 4. Disability Awareness & Etiquette 🗆 No □ Yes □ No □ Yes 🗆 No □ Yes 5. Unconscious Bias

6. Microaggressions		□ Yes □ No	<u>□ Yes □ No</u>
7. EEO Officer Essentials: Complaint/Investigative	<u>⊠ Yes □ No</u>	□ Yes □ No	<u>⊠ Yes □ No</u>
Processes 8. EEO Officer Essentials:	□ Yes □ No	⊠ Yes □ No	□ Yes □ No
Reasonable Accommodation	□ Yes □ No	□ Yes □ No	□ Yes □ No
9. Essential Overview Training for New EEO Officers	□ Yes □ No		
10.Understanding CEEDS Reports	⊠ Yes □ 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, E	EO Intake Specialist	5. Sandra Rhabb	Campbell, EEO Office Manager	6. Ricky Poon, Clerical Associate	
Completed EEO Trainings: 1. Everybody Matters-EEO and Da	≩I⊠	Yes	🗆 No	⊠ Yes	□ No	🛛 Yes	🗆 No
2. Sexual Harassment Prevention		Yes	🗆 No	⊠ Yes	□ No	⊠ Yes	🗆 No
3. IgbTq: The Power of Inclusion	⊠	Yes	🗆 No	⊠ Yes	□ No	⊠ Yes	🗆 No
4. Disability Awareness & Etiquet	te _□ ·	Yes	□ No	□ Yes	🗆 No	□ Yes	🗆 No
5. Unconscious Bias		Yes	🗆 No	□ Yes	□ No	□ Yes	🗆 No
6. Microaggressions	□`	Yes	🗆 No	□ Yes	🗆 No	□ Yes	🗆 No
7. EEO Officer Essentials: Complaint/Investigative Proces	sses	Yes	□ No	□ Yes	🗆 No	□ Yes	□ No
8. EEO Officer Essentials: Reasonable Accommodation	רם	∕es	🗆 No	□ Yes	🗆 No	□ Yes	🗆 No
9. Essential Overview Training for New EEO Officers		Yes	□ No	□ Yes	□ No	□ Yes	🗆 No

□ No □ Yes	🗆 No	🛛 Yes	□ No

lame & EEO Role	7. Cindy Singh, EEO Intake Specialist		8. Jaliyl Stokes, G	8. Jaliyl Stokes, Clerical Associate		9. Luisa Martinez-Hernandez Investigator	
Completed EEO Trainings: 1. Everybody Matters-EEO and D&I	⊠ Yes	🗆 No	⊠ Yes	□ No	🛛 Yes	🗆 No	
2.Sexual Harassment Prevention	⊠ Yes	🗆 No	🛛 Yes	□ No	🛛 Yes	🗆 No	
3. LGBTIQ: The Power of Inclusion	⊠ Yes	□ No	⊠ Yes	□ No	🛛 Yes	🗆 No	
4. Disability Awareness & Etiquette	□ Yes	🗆 No	□ Yes	□ No	□ Yes	🗆 No	
5. Unconscious Bias	□ Yes	🗆 No	□ Yes	□ No	🗆 Yes	🗆 No	
6. Microaggressions	□ Yes	🗆 No	□ Yes	□ No	□ Yes	🗆 No	
7. EEO Officer Essentials: Complaint/Investigative Processes	□ Yes	🗆 No	□ Yes	□ No	⊠ Yes	□ No	
8. EEO Officer Essentials: Reasonable Accommodation	⊠ Yes	🗆 No	□ Yes	□ No	□ Yes	🗆 No	
9. Essential Overview Training for New EEO Officers	□ Yes	🗆 No	□ Yes	□ No	□ Yes	🗆 No	
10. Understanding CEEDS Reports	□ Yes	□ No	□ Yes	🗆 No	□ Yes	🗆 No	

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 20th Floor Flushing, NY 11373

Diversity and EEO Staffing as of <u>2</u> Quarter FY 2025*

EEO\Diversity Role	<u>Name</u>	Civil Service Title	<u>% of Time</u> Devoted to EEO & DEI	<u>Office E-mail</u> <u>Address</u>	<u>Telephone</u> <u>#</u>
EEO Officer/Director	Danielle Barrett	Assistant Commissioner	<u>100%</u>	dbarrett@dep.nyc.gov	718-595-3432
Deputy EEO Officer OR Co-EEO Officer	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	tthomas@dep.nyc.gov	718-595-7592
Chief Diversity & Inclusion Officer	Danielle Barrett	Assistant Commissioner	<u>100%</u>	<u>dbarrett@dep.nyc.gov</u>	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>	scimino@dep.nyc.gov	
ADA Coordinator	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	tthomas@dep.nyc.gov	718-595-7592

EEO\Diversity Role	<u>Name</u>	Civil Service Title	<u>% of Time</u> Devoted to EEO & DEI	<u>Office E-mail</u> <u>Address</u>	<u>Telephone</u> <u>#</u>
Disability Rights Coordinator	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	tthomas@dep.nyc.gov	718-595-7592
Disability Services Facilitator	Tanika Thomas	Executive Assistant to Commissioner	<u>100%</u>	tthomas@dep.nyc.gov	718-595-7592
55-a Coordinator	Sandra Rhabb Campbell	Principal Administrative Associate	<u>100%</u>	scampbell@dep.nyc.gov	718-595-6558
Career Counselor	Abigail Taylor	Administrative Staff Analyst	<u>25%</u>	ataylor@dep.nyc.gov	718 - 595-5142
EEO Counselor	N/A	N/A	N/A	N/A	N/A
EEO Investigator	Artur Pogorzelski Zachary Taylor	EEO Attorney Investigator Community Coordinator	<u>100%</u> <u>30%</u>	apogorzelski@dep.nyc.gov ztaylor@dep.nyc.gov	718 - 595-4142 718 - 595-7301
EEO Investigator	Luisa Martinez- Hernandez	Strategic Initiatives Specialist	<u>100%</u>	lmartinez- hernandez@dep.nyc.gov	718 - 595-3489
EEO Counselor\ Investigator	N/A	N/A	N/A	N/A	N/A
Investigator/Trainer	N/A	N/A	N/A	N/A	N/A
EEO Training Liaison	Tanika Thomas	Executive Assistant to Commissioner	N/A	tthomas@dep.nyc.gov	718-595-7592

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

EEO Bureau Liaisons

EEO Liaison	Bureau	Location	Contact Number	Email
Yocanda Baez	BWSO	3 rd Floor LR	(718) 595-5376	Ybaez@dep.nyc.gov
Hansil Bain	BEPA		(718) 595-3965	hbain@dep.nyc.gov
Nancy Barsoum	BPS		(718) 595-4817	NancyB@dep.nyc.gov
Carolyn Boice	BPS	Police Academy	(845) 334-7514	BoiceC@dep.nyc.gov
Crystal Carr	EHSC	14 th Floor	(718) 595-6407	CCar2@dep.nyc.gov
Efani Catlin	BWSO	3 rd Floor LR	(718) 595-4218	ecatlin@dep.nyc.gov
Latoya Clay	BWS	Upstate	(914) 749-5632	Lclay@dep.nyc.gov
Diana Dellafiora	BLA	19 th Floor	(718) 595-6413	DDellafiora@dep.nyc.gov

Ava George	BEC		(718) 595-4498	AvaG2@dep.nyc.gov
Farhana Hague	BEC	8 th Floor	(718) 595-3679	fhaque@dep.nyc.gov
Clayton Holness	BPS	7 th Precinct	(914) 663-9800	cholness@dep.nyc.gov
Stanley Hughes	BWT	2 nd Floor LR	(718) 595-5015	Shughes@dep.nyc.gov
Donna Hylton	ΟΙΤ	10 th Floor	(718) 595-5537	DonnaHy@dep.nyc.gov
Adrienne Johnson-Dyer	BWSO	3 rd Floor LR	(718) 595-5426	AJohnson@dep.nyc.gov
Bridget Kundmueller	BEPA	11 th Floor	(718) 595-6239	Bkundmueller@dep.nyc.gov
Jason K. Low	WB	8 th Floor	(718) 595-3114	JasonL@dep.nyc.gov
Sannie R. Lubin-Holder	ODHR		(718) 595-5957	SLubinHolder@dep.nyc.gov
Judith Marshall	BCS	Call Center	(718) 595-6740	JudiMars@dep.nyc.gov
Danielle Martire	BCS	Brooklyn Office		dmartire@dep.nyc.gov
Donald Mercado	BEDC	5 th Floor LR	(718) 595-4670	domercado@dep.nyc.gov
Antheya (Teya) Morales	BWS	Valhalla	(914) 749-5467	Amely@dep.nyc.gov
Desveroleth Nesbeth	BEDC	5 th Floor	(718) 595-4698	dnesbeth@dep.nyc.gov
Joanne Nurse	BPS	9 th Floor	(718) 595-4675	Jnurse@dep.nyc.gov
Michael Pinckney	BWT	2 nd Floor LR	(718) 595-4946	MPinckney@dep.nyc.gov

Leslie Pinto	BEC		(718) 595-6292	lpinto@dep.nyc.gov
Melissa Rhodes	Executive	18 th Floor	(718) 595-3717	RhodesM@dep.nyc.gov
Tawana Rivera	BEPA		(718) 595-4614	trivera@dep.nyc.gov
Steve Roldan	BCS	13 th Floor	(718) 595-7106	Sroldan@dep.nyc.gov
Nancy Rosenberg	BWS	Upstate	(914) 749-5630	NRosenberg@dep.nyc.gov
Jasmin Sabbs	BWT	2 nd Floor LR	(718) 595-5151	jsabbs@dep.nyc.gov
Denil Saju	BEPA	20 th Floor	(718) 595-5723	dsaju@dep.nyc.gov
Janet Singh	EAO	12 th Floor	(718) 595-3321	Jansingh@dep.nyc.gov
Sharon Urena	BEDC	5 rd Floor LR	(718) 595-6147	Surena@dep.nyc.gov
Hasan Zaman	BPS	6 th Precinct	(914) 593-7500	ZamanH@dep.nyc.gov
Desveroleth Nesbeth	BEDC		(718) 595-4698	dnesbeth@dep.nyc.gov

(Rev. 12/24)

*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



ALL EEO-RELATED TRAINING	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY 2025 YEAR
(ALL MODALITIES)	(July - Sept. 2024)	(Oct Dec. 2024)	(Jan Mar. 2025)	(April - June 2025)	TO DATE
TOTAL DIVERSITY & EEO TRAINING	153	1862	0	0	2015

CORE D	VERSITY AND	DEEO TRAININ	IG (All Modali	ties)	
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	78	1579	0	0	1657
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	12	1532	0	0	1544
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	12	1532			1544
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

DEP Q2 FY 2025 DEI-EEO Report Part II Training Summary.xlsx



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
2. Sexual Harassment Prevention	59	32	0	0	91
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	59	32			91
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.		0		
3. IgbTq: The Power of Inclusion	7	13	0	0	20
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	7	13			20
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	0	2	0	0	2
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	2			2
Administered by Agency [Enter data from internal training in this row]					0

DEP Q2 FY 2025 DEI-EEO Report Part II Training Summary.xlsx



ALL EEO-RELATED TRAINING	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	FY 2025 YEAR
	(July - Sept. 2024) /ERSITY AND EE((Oct Dec. 2024)	(Jan Mar. 2025)	(April - June 2025)	TO DATE
ALL OTHER DIVERSITY & EEO RELATED TRAINING	75	283	0	0	358
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not ma	ike entries here if new	employees received C	ORE EEO training as pa	irt of their onboarding
TOTAL PARTICIPANTS TRAINED	75	104			179
6. Structured Interviewing		FULL TITLE: Strue	ctured Interviewing	and Unconscious Bia	s
and Unconscious Bias TOTAL PARTICIPANTS TRAINED	0	0	.		0
7. Structured Interviewing		-			
and Unconscious Bias (Follow up)	FULL T	TLE: Structured Inte	rviewing: Utilizing Fo	ollow-Up and Probin	g Questions
TOTAL PARTICIPANTS TRAINED	0	0			0
8. Building an Inclusive Culture:	FULI	. TITLE: Building an I	nclusive Culture: Un	derstanding Unconso	ious Bias
Understanding Unconscious Bias TOTAL PARTICIPANTS TRAINED	0	0		[0
9. From Microaggressions					
to Microaffirmations	FULL TITLE:	Creating a Culture o	f Inclusion, From Mi	croaggressions to M	icroaffirmations
TOTAL PARTICIPANTS TRAINED	0	0			0
10. Managing the Multi-Generational	FULL TITLE: Man	aging the Multi-Gen	erational Workforce	: Leveraging the Tale	ents of 5 Generations
Workforce TOTAL PARTICIPANTS TRAINED	0	0			0
11. Bystander Training	FUI	L TITLE: Moving from	n Bystander to Upst	ander, What Would	You Do?
TOTAL PARTICIPANTS TRAINED	0	0			0
12. Reasonable Accommodation		FULL TITLE: Reason	able Accommodatio	n Procedural Guidel	ines
TOTAL PARTICIPANTS TRAINED	0	2			2
13. The Power of Words		FULL TITLE	The Power of Word	ls, Can We Talk?	
TOTAL PARTICIPANTS TRAINED	0	0			0
14. Other Diversity/EEO Related	Specify topic >	FULL TITL	E: EEO Semi-Annual	Briefing	
TOTAL PARTICIPANTS TRAINED	0	176			176
16. Other Diversity/EEO Related	Specify topic >	FULL TITLE:	EEO Fumdamentals	Training	
TOTAL PARTICIPANTS TRAINED	0	1			1
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED				Γ	0
					U
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
18. Other Diversity/EEO Related TOTAL PARTICIPANTS TRAINED	Specify topic >				0
	COPY AND			PACE TO REPORT ADDIT D RETURN THE REPORT T	ONAL TRAINING.
TOTAL PARTICIPANTS TRAINED	COPY AND				ONAL TRAINING.
TOTAL PARTICIPANTS TRAINED ADDITIONAL TRAINING	COPY AND DCAS/OCE				ONAL TRAINING.
TOTAL PARTICIPANTS TRAINED ADDITIONAL TRAINING Other Diversity/EEO Related	COPY AND DCAS/OCE				ONAL TRAINING. TO THE AGENCY.

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