

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: <u>NYC DEPARTMENT OF INVESTIGATION</u>		
<input type="checkbox"/> 1 st Quarter (July -September), due December 13, 2019		
<input type="checkbox"/> 2 nd Quarter (October - December), due January 30, 2020		
<input checked="" type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2020		
<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2020		
Prepared by:		
Chantal Senatus	Deputy General Counsel & EEO Officer	212-825-5928
Name	Title	Telephone No.
Date Submitted: <u>May 21, 2020</u>		
<u>FOR DCAS USE ONLY</u>		
Date Received:		

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' 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 and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by 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. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO 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.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): 11/19/19 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 Yes, On (Date): _____ No

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

Yes, On (Date): Q2/FY20 – on 2/13/20;for Q3, scheduled for 5/7/20 No

The review was conducted together with: Human Resources
 Agency Head

General Counsel
 Other First Deputy Commissioner, Deputy Commissioner/Chief of Investigations, and Deputy Commissioner for Operations

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Enhance internal and external applicant pools to address the underutilization	We use the quarterly workforce dashboard to identify specific job groups where underutilization exists to guide recruitment efforts.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.</p>	<p>We encourage agency employees to take promotional civil service examinations by sending e-mails with schedule of exams and providing link to specific DCAS exams.</p> <p>DOI also encourages staff to look at the OJ postings as promotional opportunities and circulates those postings through emails.</p> <p>DOI is conducting a job analysis of the Associate Inspector General title, among other investigative and promotional titles.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Developing a robust training program to encourage internal candidates to become informed and obtain experience that would make them the best prospects for promotion.</p>	<p>Through our Training Unit, we provide management and professional training opportunities to all DOI staff will enhance equal opportunity in career advancement.</p> <p>The Director of Training has developed a monthly bulletin providing staff with notice of the upcoming learning opportunities. The Director works closely with senior staff and the EEO Officer to continue to develop its training program to include management skills training, conflict resolution, and other relevant opportunities.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	The Director has also been working on on-line options in light for COVID-19 telework				
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
We recognized a continued underutilization within the agency with respect to Black employees in the Administrators job group, senior management. DOI continues to seek a more diverse applicant pool and works through its employees to seek additional qualified candidates.					

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Conduct the Citywide Exit Survey for Non-Represented Employees and Exit interview or surveys developed by the agency	The Human Resources Director continues to ensure that employees are aware of and participate in these surveys. The HR Director brings potential EEO issues to the attention of the EEO officer.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Engage in more management skills training for supervisors and publicize professional development opportunities on a regular basis.</p>	<p>Providing management and professional training opportunities to all DOI staff will enhance equal opportunity in career advancement. DOI will continue to develop its training program through its new Director of Training to include management skills training, conflict resolution, and other relevant opportunities.</p> <p>There is also a new and comprehensive Orientation Program for new staff to acclimate them to the agency's operations and practices.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Conduct a job satisfaction/engagement survey</p>		<p><input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>The Commissioner launched the idea of having a robust hiring process for entry level Confidential Investigators through a formal Hiring Committee and to have, once on-boarded, a comprehensive training period for incoming classes.</p>					

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Engage in Outreach that will publicize the mission of the agency as well as encourage diverse applicants for open positions.	The agency has retained a Director of Intergovernmental Affairs & Outreach. She has become involved in the recruitment process, first through our intern program	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continue to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).	The ACCO team attends courses through DCAS regarding the program. Our ACCO actively encourages the use of MWBE businesses. We continue to identify best practices for creating and disseminating Requests for Proposals.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

V. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review policies, procedures, and practices related to targeted outreach and recruitment.	Assessment taking place with new administration. A new hiring process for Confidential Investigators is in the development stage.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Post ALL vacancies on NYC Careers and distributing postings more broadly- college and universities, minority organizations, associations and specialized organizations.	<p>DOI disseminates the intern postings with schools including John Jay College, Cardozo, New York Law School, Baruch, Pace University, Monroe College, and St. John’s University.</p> <p>DOI also disseminates to minority organizations, associations and “specialized discipline” organizations including: Asian American Bar Association, The LGBT Bar Association of Greater New York, National Latino Officers Association, National Association of Black Accountants, 100 Blacks in Law Enforcement Who Care, the Association of Inspectors General, National Association of African</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Americans in Human Resources, Discover Policing, City & State, and the New York Law Journal.				
Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.	DOI currently has its own Interview Logs and does not use the NYCAPS eHire Interview Logs. We are in the process of evaluating when and how the agency will make the shift to using the eHire Interview Logs in the future.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Share job vacancy notices with the Mayor's Office for People with Disabilities and ACCES VR so they can share it with their clients.		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2020,Q1 (Fall 2019): [Demographic information is based on self-identification data]
Spring Intern information also provided as part of FY20,Q2 statistics

Type of Internship/Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Spring College Interns	11	White-9; Black- 2; Asian-2; 2 or more races - 0 (Hispanic-2)	M 1 F 10 N-B ___ O ___ U ___
4. Spring Graduate Interns	4	White-1; Black- 1; Asian-2; 2 or more races - 0 (Hispanic-0)	M 0 F 4 N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___
6. None <input type="checkbox"/>			
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

Currently, there are 0 [number] 55-a participants.

During this Quarter, a total of 0 [number] new applications for the program were received.

During this Quarter participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

- e-mail Yes No
- training sessions Yes No
- agency website Yes No
- agency newsletter Yes No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants Yes No

VI. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	<p>DOI post all positions internally and notify employees of open positions, including whether a position represents a promotional or transfer opportunity.</p> <p>Agency staff are provided with citywide vacancy announcements, civil service exams notices and other career development information.</p> <p>Our Career Counselor’s door is always open for a consultation regarding career options.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;</p>	<p>The agency will be working with the EEO Officer and HR to develop a training plan which would include a structured interviewing, review of standard questions and EEO/APO observation of interviews.</p>	<p><input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>Current employees who applied for the vacancies and meet the minimum qualification requirements are interviewed.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>The agency is in the process of developing a Hiring Process and training program for incoming employees and the EEO Officer is part of that taskforce. The EEO Officer currently reviews interview logs and NYCAPS static reports.</p>	<p><input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Encourage the use of training and development programs to improve skills, performance and career opportunities.</p>	<p>Employees are provided with information on both internal and external Professional Development training sources.</p> <p>DOI encourages staff to take developmental/skills courses offered through the DCAS Citywide Training Center.</p> <p>Additionally, the agency has offered</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	writing courses and training on an ad hoc basis.				
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

VIII. REASONABLE ACCOMMODATION

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

- There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace:

The diversity of our staff may be achieved through broadly distributing our job postings to staff (including a directive to senior staff to think of diverse candidates) and minority organizations, among other measures. – Ongoing

Risk 2: Cultural and Language Differences in the Workplace:

To address perceived cultural differences, we could embrace them through awareness events (i.e. a multicultural potluck, recognizing cultural and religious holidays throughout the year). N/A

Risk 3: Workplaces with Significant Power Disparities:

In order to decrease feelings of power disparity, managers should be encouraged to maintain an open door policy- N/A

Risk 4: Isolated Workplaces:

In order to mitigate feelings of isolation in our more remote offices, EEO staff can visit each site periodically. Additionally, DOI has consolidated its offices into 180 Maiden Lane so that should mitigate this issue as well.

Risk 5: Decentralized Workplaces:

Same as above. Agency has moved to 180 Maiden Lane as of August 2019

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

<p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates as they occur.</p> <p><input type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p>

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

<p><i>Describe any follow-up measures taken to address the results of the climate survey:</i></p> <p><u>The agency has circulated information regarding the complaint process and refreshed postings that list the DOI EEO Contacts.</u></p> <hr/>
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X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC- Commenced January 2020.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: DOI EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals:				
Title	Chantal Senatus	Ajay Seeban	Lynette Wade	
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Proportion of Time Spent on EEO Duties (see chart below)	<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 %):	
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Took 5 day EEO course in 2016	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Took 4/26 and 5/3 course -1 st time DCAS offered	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Took 5/10 and 5/17 course -1 st time DCAS offered	
Completed Trainings: EEO	<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	
Diversity & Inclusion	<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	
lgbTq: The Power of Inclusion	<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	
Structured Interviewing and Unconscious Bias	<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	
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	
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	

Title		Celeste Sharpe (SCA OIG)	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" 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)
Proportion of Time Spent on EEO Duties (see chart below)	<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 %):
Attended EEO Professional On-Boarding at DCAS (N/A- only being offered to senior EEO staff)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (N/A- only being offered to senior EEO staff)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:			
EEO	<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
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<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
Structured Interviewing and 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
Sexual Harassment Prevention	<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
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other

Title	Amy Young	Shayvonne Nathaniel	Mark McGuigan
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Career Counselor, Disability Rights Coordinator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Disability Services Facilitator
Proportion of Time Spent on EEO Duties (see chart below)	<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 %):
Attended EEO Professional On-Boarding at DCAS (N/A- only being offered to senior EEO staff)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (N/A- only being offered to senior EEO staff)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (N/A- only being offered to senior EEO investigative staff)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (N/A- only being offered to senior EEO investigative staff)
Completed Trainings:			
EEO	<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
Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

IgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency(EEO) <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency (EEO) <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency (EEO) <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN DOI AS OF QUARTER (1 & 2) FY 2019 *					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Chantal Senatus	<u>Examining Attorney</u>	<u>EEO Officer/Director</u>	<u>65%</u>	csestatus@doi.nyc.gov	(212) 825-5928
		<u>Deputy EEO Officer</u>			
Shayvonne Nathaniel	<u>HR Director</u>	<u>ADA Coordinator</u>	<u>10</u>	snathaniel@doi.nyc.gov	(212) 825-5939
Shayvonne Nathaniel		<u>Disability Rights Coordinator</u>	<u>5</u>		
Mark McGuigan	<u>Facilities Director</u>	<u>Disability Services Facilitator</u>	<u>5</u>	MMcGuigan@doi.nyc.gov	(212) 825-5974
Shayvonne Nathaniel		<u>55-a Coordinator</u>	<u>5</u>		
Shayvonne Nathaniel		<u>Career Counselor</u>	<u>10</u>		
Celeste Sharpe	<u>Deputy Counsel-SCA</u>	<u>EEO Counselor</u>	<u>5</u>	CSharpe@doi.nyc.gov	718-901 6675
Amy Young	<u>Examining Attorney</u>	<u>EEO Investigator</u>	<u>5</u>	AYoung@doi.nyc.gov	212-825-2869
Ajay Seeban	<u>Confidential Investigator</u>	<u>EEO Counselor\ Investigator</u>	<u>10</u>	ASeeban@doi.nyc.gov	(212) 825-5596
Lynette Wade	<u>Confidential Investigator</u>	<u>Investigator/Trainer</u>	<u>10</u>	LWade@doi.nyc.gov	(212) 825-2177
		<u>EEO Training Liaison</u>			

* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO Diversity role that your staff performs that is not on the list above Just indicate it on the chart.

**FY 2020
QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY**

INSTRUCTIONS

REMINDERS AND REQUESTS:

- * Please fill out identifying information on lines 8, 13 and 14.
- * Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- * Do not change the formatting and layout of the worksheet.
- * To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- * If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

GUIDELINES:

- * Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- * Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2020 DEEO TRAINING SUMMARY**
- * Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **NYC Department of Investigation** **3rd Qtr** **FY 2020**

NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

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

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

SUBMITTED BY [TITLE]: **Chantal Senatus, Deputy General Counsel & EEO Officer**

DATE SUBMITTED: **5/21/2020** E-MAIL: **csenatus@doj** TEL #: **212-825-5928**

1st Quarter (July-September) DUE December 13; 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th; 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	0	173	388	67	0	628

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	141	383	48	0	572
1. EEO Awareness	0	1	0	0	0	1
Administered by DCAS [NOTE: DCAS will provide this information]		1				1
Administered by Agency						0
2. D&I "Everybody Matters"	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency						0
3. IgbTq: The Power of Inclusion	0	46	12	6	0	64
Administered by DCAS [NOTE: DCAS will provide this information]		46	12	6		64
Administered by Agency						0
4. Sexual Harassment Prevention	0	94	371	42	0	507
Administered by DCAS [NOTE: DCAS will provide this information]		94	371	42		507
Administered by Agency						0
5. Disability Etiquette	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	0	32	5	19	0	56
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		32	5	19		56
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED						0
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED						0
9. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
10. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
11. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
12. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0