

## FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>NYC DEPARTMENT OF INVESTIGATION</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2020	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2021		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2021	<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2021		
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> <u>July 30, 2021</u>			
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021**

**[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]**

1. Please save this file as '**XXXX Quarter X FY 2021 DEEO 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 and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), 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 2021 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): 12/11/20  No  
 By e-mail  
 Posted on agency intranet  
 Other

**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 Headcount as of the last day of the quarter was:

Q1 (9/30/2020): 350 Q2 (12/31/2020): 347

Q3 (3/31/2021): 340 Q4 (6/30/2021): 329

- Please note that DOI has approximately 167 on-loan staff in addition to the number noted above.

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

Yes , On (Date): 3/25/21  No

3. 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 (Dates): November 5, 2020 February 11, 2021 May 11, 2021 Scheduled August 10, 2021

The review was conducted with:	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input checked="" type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input type="checkbox"/> Other <u>See Listing below*</u>	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

\*First Deputy Commissioner, Deputy Commissioner/Chief of Investigations, and Deputy Commissioner for Operations

Not conducted  Not conducted  Not conducted  Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Expand 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 checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.	Staff are encouraged to apply for promotional positions through Human Resources agency emails advertising new postings.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Implement initiatives to improve the personal and professional development of employees.	Through our Training Unit, we provide management and professional training opportunities to all DOI staff will enhance equal opportunity in career advancement.  There is also a comprehensive Orientation Program for new staff to acclimate them to the agency’s operations and practices.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.				
<p>We recognized a continued underutilization within the agency with respect to Black and Asian 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. With the loosening of the hiring pause/freeze, we are hoping to restart projects that have previously been dormant.</p> <p>The Director of Training has developed an updated intranet page, which includes a Training Request portal, a list of available Webinars, and access to the DCAS Training Catalog.</p>				

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>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.</b>	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 checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" 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 Director of Training to include management skills training, conflict resolution, and other relevant opportunities.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</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 checked="" 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>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>To the extent that the agency has started to develop more robust tasks and standards for investigative titles, the Director of Training is working on a management development course designed to develop management skills associates with the demands of these titles.</p>					

**COMMUNITY:**

<p>Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.</p> <ul style="list-style-type: none"> <li>○ <b>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.</b></li> </ul>	<p><b>Q1 Update</b></p>	<p><b>Q2 Update</b></p>	<p><b>Q3 Update</b></p>	<p><b>Q4 Update</b></p>
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Promote diversity and EEO community outreach by publicizing the agency mission as well as encourage diverse applicants for open positions.	However, the Director of Training now supervises the Intern Program – which is in the process of re-conceptualizing our internship program for COVID times and the future.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" 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 agency appointed the Deputy Commissioner of Operations as the Diversity Officer who attends all mandatory Citywide meetings. The ACCO team attends courses through DCAS regarding the program. Our ACCO actively encourages the use of MWBE businesses.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					
We will continue to identify best practices for creating and disseminating Requests for Proposals, remaining cognizant of the requirements under the City’s MWBE programs.					

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 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 <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review policies, procedures, and practices related to targeted outreach and recruitment.	Assessing our current process, it was determined that a new hiring process for Confidential Investigators be developed.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	We provide current employees who applied for the vacancy and met the minimum qualification requirements with the opportunity to interview for the job, unless the employee does not have the listed qualifications. DOI disseminates all vacancies broadly, including through NYC Careers.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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. In the interim, we are	<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



	updating our interview guide and the log to be consistent with Citywide practices.				
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 checked="" type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021: Summer 2021  
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. College Interns	0		M ___ F ___ N-B ___ O ___ U ___
4. Graduate Interns	4	Ethnicity: Hispanic or Latino- 2 Race: White-3; Asian- 0; Black-1 ; Two or More Races- 0	M _1_ F _3_ N-B ___ O ___ U ___
5. Other (specify):	0		M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

Yes

No

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

During the 1st Quarter, a total of   0   [number] new applications for the program were received.  
 During the 1st Quarter   0   participants left the program due to [state reasons] \_\_\_\_\_.

During the 2nd Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.  
 During the 2nd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.  
 During the 3rd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.  
 During the 4th Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail:  Yes  No  
     in training sessions:  Yes  No  
     on the agency website:  Yes  No  
     through an agency newsletter:  Yes  No
2. \_\_\_\_\_
3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	<p>DOI posts all positions internally and notifies employees of open positions, including whether a position represents a promotional or transfer opportunity.</p> <p>Agency staff receives 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 checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	The agency will be working on a management training plan that will include training regarding structured interviewing and what should be included with promotional recommendations.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists	Most of the agency positions are not filled through Civil Service lists (Original Jurisdiction titles). However, employees are made aware of when such opportunities arise.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO Officer currently reviews interview logs and NYCAPS static reports. The agency is piloting a structured interview process where the EEO Officer is more integrated into the process.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups	There have been no layoffs or terminations; however, an analysis was performed during Q1.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
During this Quarter the Agency activities included: The number of vacancies are in flux at this time given the budgetary constraints made on the agency.	# of Vacancies  # of New Hires  # of New Promotions	# ____  # __1__  # __2__ (title only)__	# ____  # _0_  # _0_	# ____  # _2_  # _4_	# ____  # _1_  # _5_

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND 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: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

*Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.							
Q1	<input checked="" type="checkbox"/>	Q2	<input checked="" type="checkbox"/>	Q3	<input checked="" type="checkbox"/>	Q4	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates the information as they occur.							
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days where practicable.							
<b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mspwwa-dcslnx01.csc.nycnet/Login.aspx">https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</a></b>							

**D. LOCAL LAW 101: CLIMATE SURVEY**

**Please 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> <hr/> <p>We do not have the results of the Climate Survey yet. It was circulated to the agency on October 28, 2020 and DCAS allowed extensions of time to participate through January 2021. DCAS has indicated that they expect to share the data sometime during Summer 2021.</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 EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach the audit recommendations by NYC EEPD or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: DOI EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b> 1	<b>Number of Deletions:</b> 2
<b>Employee's Name &amp; Title</b>	Chantal Senatus, EEO Officer	Amy Young, EEO Officer	Amy Young, EEO Investigator
<b>Nature of change</b>	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: June 3, 2021	Start Date or Termination Date: June 3, 2021	Start Date or Termination Date: June 3, 2021
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	Amy Young, EEO Officer		
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 75%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Completed Trainings:</b>			
<b>EEO Awareness</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other



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

**DOI - DIVERSITY AND EEO STAFFING AS OF 4th QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Diversity & Inclusion Officer	Wesley Gibson	Deputy Commissioner (Office Title Deputy Commissioner of Operations)	5%	<a href="mailto:WGibson@doi.nyc.gov">WGibson@doi.nyc.gov</a>	(212) 825-2848
EEO Officer/Director*	Amy Young	Examining Attorney (Office Title: Associate General Counsel)	75%	<a href="mailto:AYoung@doi.nyc.gov">AYoung@doi.nyc.gov</a>	(212) 825-2869
Deputy EEO Officer	N/A				
ADA Coordinator Disability Rights Coordinator 55-a Coordinator Career Counselor	Shayvonne Nathaniel	Administrative Manager (Office Title: HR Director)	10%	<a href="mailto:SNathaniel@doi.nyc.gov">SNathaniel@doi.nyc.gov</a>	(212) 825-5939
Disability Services Facilitator	Mark McGuigan	Inspector General (office title; Executive Director)	5%	<a href="mailto:MMcGuigan@doi.nyc.gov">MMcGuigan@doi.nyc.gov</a>	(212) 825-5974
EEO Counselor	Celeste Sharpe	Deputy Counsel (SCA-OIG)	5%	<a href="mailto:CSharpe@doi.nyc.gov">CSharpe@doi.nyc.gov</a>	(718) 901 6675
EEO Counselor Investigator/Trainer	Lynette Wade	Assistant Counsel (NYCHA-OIG)	15%	<a href="mailto:LWade@doi.nyc.gov">LWade@doi.nyc.gov</a>	(212) 306-3586
EEO Training Liaison	Laura Bowman	Inspector General (Office title, Director of Training)	5%	<a href="mailto:LBowman@doi.nyc.gov">LBowman@doi.nyc.gov</a>	(212) 825-2469

\* 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.