

SCI FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: SPECIAL COMMISSIONER OF INVESTIGATION FOR THE NYC SCHOOL DISTRICT (SCI)

☐ 1st Quarter (July -September), due November 17, 2023

☐ 2nd Quarter (October – December), due February 16, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☒ 4th Quarter (April -June), due July 30, 2024

Prepared by:

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Date Submitted: 7/29/2024

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 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 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 10/30/2023 ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

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

- ☐ Diversity, equity, inclusion and EEO Awards
- ☐ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☒ Other (please specify): Periodic Agency breakfast coffee/bagel events wherein general productivity, and team accomplishments are recognized.

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

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 50 Q2 (12/31/2023): 49 Q3 (3/31/2024): 54 Q4 (6/30/2024): 50

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

☒ Yes On (Date): 10/17/2023 ☒ Yes again on (Date): 3/18/2024 ☐ No

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☐ Agency's intranet site

☐ On-boarding of new employees

☐ Newsletters and internal Agency Publications

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

The employees of SCI are paid through the DOE and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. As such, we do not receive any CEEDS Dashboard. For the reasons more fully explained below, DCAS has developed a substitute ad hoc report identifying our demographics and has provided DOE utilization reports for identified job groups.

SCI is a small agency, and DCAS advised that we might not be able to draw any statistically significant conclusions based upon a job group/job title, race/ethnicity/gender utilization analysis. As such, DCAS advised that the ad hoc report should be used as one factor. Therefore, and pursuant to SCI's requests, DCAS provides the ad hoc demographic report at least semi-annually, and the information provided is reviewed and analyzed by the EEO Officer and then discussed with the agency head and human resource personnel at SCI semi-annually during the second and fourth quarters. Note that some job groups (i.e., attorneys, for example) are too small to determine if underutilization, if any, is statistically significant.

☒ Yes - on: Q1 Review Date: N/A Q2 Review Date: 11/29/2023 Q3 Review date: N/A Q4 Review date: 5/15/24

The review was conducted with:

☐ Agency Head

☒ Agency Head

☐ Agency Head

☒ Agency Head

☐ Human Resources

☒ Human Resources

☐ Human Resources

☐ Human Resources

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☐ General Counsel
☐ Other _____
☒ Not conducted

☐ General Counsel
☒ Other: EEO Officer
☐ Not conducted

☐ General Counsel
☐ Other _____
☒ Not conducted

☐ General Counsel
☒ Other: EEO Officer
☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

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 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, human resource staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Please describe the steps that your agency has taken to meet this goal. 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?

Over the last few years, we have added various affinity groups, including The National Association of Woman in Law Enforcement, The National Organization of Black Woman in Law Enforcement, Inc., The Haitian American Law Enforcement Fraternal Organization, The Asian Jade Society, and the National Association of Black Law Enforcement Officers to our recruitment efforts and will continue to periodically review the information provided by applicants (i.e., concerning how they heard of the job opportunity) to evaluate the various recruitment sources which are available. During the second and fourth quarters, we reviewed and analyzed the demographic trends as well as the information applicants and hires provided regarding recruitment efforts (i.e., how applicants,

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for example, learned about the employment opportunity). Such a review was conducted in November 2023 and in May 2024.

We will continue to review and expand internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment. To evaluate the effectiveness, we also monitor the hiring data on a semi-annual basis to look for improvement.

Workforce Goal #1 Updates:

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

2. This year, we will again endeavor to source professional development opportunities for all available staff. We regularly forward DCAS's monthly OCR newsletter which usually includes job announcements, civil service exam alerts, and information sessions to all staff.

Please describe the steps that your agency has taken to meet this goal. 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?

SCI is a small Agency. Several professional development opportunities were made available in the following areas: Conflicts of Interest training; procurement, contracts and purchasing training; investigative interviewing technique training, including question strategies which are designed to elicit admissions, dealing with adversity in interactions, minimizing denials and handling interviewee questions, and ethical investigations and interviewing; and Employee Misconduct investigations and testifying; and grooming cases. In the third quarter, an SCI investigator was selected to and began to attend peace officer training which started in late March and was completed in the fourth quarter. We evaluate the effectiveness of professional development by evaluating how employees develop or improve their skill sets.

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We forwarded OCR NYC Jobs Newsletter in July and August 2023; and in March and June 2024; and the OCR NYC Civil Service Exam schedule for September, October, November 2023; and January, February, March, May and June 2024. We evaluate the effectiveness if an employee seeks an internal promotion, or if the employee seeks employment outside of SCI.

Workforce Goal #2 Updates:

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

3. 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.

We receive the ad hoc report containing our demographic data from DCAS, upon request, twice a year during the second and fourth quarters. No new employees joined SCI in the fourth quarter, and there were 4 separations. There is only one category that includes enough staff to be statistically significant: Job group 10 – the Technician Category – which contains various investigative titles including the field and intake investigators. According to an analysis of the report during the second and fourth quarters of this fiscal year, there is underrepresentation or underutilization as to the Technician Category. The EEO Officer will continue to review the data and meet with human resources personnel and the agency head twice a year to discuss workforce composition and demographic trends and the effectiveness of our recruitment sources. This year, we again provided professional development opportunities for all available staff.

Workforce Goal #3 Updates:

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

B. Workplace:

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Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Agency will inform employees of their rights and protections under the New York City EEO Policy and ensure that its workplaces post anti-hate or anti-discrimination posters. Each year, we circulate the City's EEO Policy to inform staff of their rights and protections under that policy. We also circulated the revised Reasonable Accommodation Process at a Glance and EEO Complaint Process at a Glance flyers. Those documents and other documents, such as, the DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodation Guidelines, are posted on the office shared drive.

Please describe the steps that your agency has taken to meet this goal. 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?

Although no new employees started during the first, second or fourth quarters, there were seven new hires in the third quarter, and all new employees attend an in-house EEO and diversity training and receive the City's EEO Policy, the recently revised Reasonable Accommodation Policies, the EEO Complaint Process and Reasonable Accommodations *At a Glance* flyers, the recently revised lactation policy and a copy of the Commissioner's Commitment and Accountability Statement. They also take Sexual Harassment and Prevention, lgbTq-The Power of Inclusion, Disability Awareness and Etiquette and Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees. Anti-hate and anti-discrimination posters are posted in the office pantry and a copy rooms. Those employees who started late in the third quarter, completed the mandatory trainings in the fourth quarter.

Additionally, the City's EEO Policy and a listing of the agency's EEO related personnel were attached to the Commissioner's Commitment and Accountability Statement that was disseminated agency-wide in October. The EEO Officer also disseminated the Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers, agency-wide, in June 2024, and posted same in the designated common spaces (office pantry and copy rooms).

Workplace Goal #1 Updates:

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

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

2. In connection with holidays and heritage months, SCI will distribute email information and links to city-wide events and resources relevant to the heritage activity or celebration. Such emails are sent on a rolling basis, at least three times a year. We will also continue to review completed exit surveys to glean sufficient information to support possible new initiatives. All of these goals were completed in the 4th quarter.

Please describe the steps that your agency has taken to meet this goal. 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?

In September 2023, the EEO Officer sent an agency-wide email about National Hispanic Heritage month containing information and links to further information and events. In February 2024, the EEO Officer distributed an agency-wide email about Black History month, containing information and links to further information and events. In March 2024, the EEO Officer sent an agency-wide email about Woman's History month containing information and links to further information and events. Regarding the exit surveys, no one separated during the first quarter, one person separated during the second quarter, two people separated in the third quarter, and 4 people separated in the fourth quarter. Thus far, the surveys completed and reviewed have not provided sufficient information to support any new initiatives. The EEO Officer will continue to review any completed surveys to determine if they support any new initiatives.

Workplace Goal #2 Updates:

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

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.

No additional EEO-related activities were scheduled.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. The SCI website includes a “Community Involvement” section, which is located underneath the *contact us* tab. Last year, our goal was to create opportunities for community outreach in line with SCI’s mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system, and we disseminated our updated brochure to the DOE for its employees at trainings and for new employees. During the second quarter of FY 23, we were notified that it was added to the DOE InfoHub site. Our SCI website also has an online complaint form through which employees and the public can file complaints.

Please describe the steps that your agency has taken to meet this goal. 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?

The SCI website includes a “Community Involvement” section, which is located underneath the *contact us* tab. Last year, our goal was to create opportunities for community outreach in line with SCI’s mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system, and we disseminated our updated brochure to the DOE for its employees at trainings and for new employees. During the second quarter of FY 23, we were notified that it was added to the DOE InfoHub site. Our SCI website also has an online complaint form through which employees and the public can file complaints.

Evaluating effectiveness: Last year, we received the most complaints in the agency’s history.

Community Goal #1 Updates:

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

2. Promote participation with minority and women owned business enterprises (MWBES)

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Please describe the steps that your agency has taken to meet this goal. 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?

Given the small size of our agency and limited opportunities for procurement, the Chief Diversity/MWBE Officer is focusing on how to set goals and implement the methods to achieve those participation goals.

Community Goal #2 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<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

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.

There are no additional community-directed activities planned.

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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1. Provide staff with information about programs, resources, and activities where staff can learn more about different demographic groups and participate in events with affinity groups that have similar interests or backgrounds.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

On September 21, 2023, the EEO Officer sent an agency wide email about National Hispanic Heritage month providing information and links to information about the history of the observation and some events taking place in New York City. On February 9, 2024, the EEO Officer distributed an agency-wide email about Black History month, containing information and links to further information and events. On March 8, 2024, the EEO Officer sent an agency-wide email about Woman's History month containing information and links to further information and events. On June 17, 2024, the EEO Officer sent an agency-wide email about Juneteenth containing further links and information.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 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. SCI will continue to seek to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of potential candidates. The EEO Officer will continue to review the demographics of the applicants to assess whether the recruitment sources are yielding sufficiently diverse applicant pools and to expand them if necessary.

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There is only one job group which contains enough employees to determine if recruitment efforts have statistical significance. We use and will continue to use the ad hoc report to identify underrepresentation or underutilization in that group to guide recruitment efforts. As to all job groups, diversity will be a factor to be considered. A member of human resources periodically sends office wide emails reminding staff to check the agency website for current job postings. The DCAS recruitment newsletter and notifications of civil service exams are periodically forwarded to agency staff.

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?

During the second and fourth quarters, we obtained, reviewed and analyzed the ad hoc reports as well as information applicants provided. According to an analysis of report, there is underrepresentation or underutilization as to the Technician category, job group 10, which includes our field and intake investigative titles. During the fourth quarter, no new employees started at SCI and 4 employees separated. A review and analysis of the ad hoc reports took place on May 15, 2024, along with a meeting with agency personnel and human resources to discuss workforce composition and demographic trends.

Over time, we have added several affinity organizations to our hiring efforts including the National Association of Women Law Enforcement Executives; National Organization of Black Women in Law Enforcement; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and the National Association of Black Law Enforcement Officers. As a result of this augmented reach, our SCI information was distributed to more than 150 law enforcement recruiters in over eight states.

During this fiscal year, the EEO Officer has reviewed data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. We are hopeful that this larger outreach will yield better results. However, so far this year, applicants have not identified these affinity organizations, but we will continue to utilize these sources, and add others as necessary, to obtain a larger pool of prospective candidates.

Recruitment Initiatives/Strategies #1 Updates:

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

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

2. 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.

The recruitment process which involved 2 titles, concluded during the fourth quarter and 0 internal candidates were promoted.

B. Recruitment Efforts for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current or anticipated opening(s) for a competitive class position.

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

Quarter	Event Date	Event Name	Borough
# 1	None		
# 2	None		
# 3	None		
# 4	None		

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	0	0	0	0
Brooklyn	0	0	0	0
Manhattan	0	0	0	0

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Queens	0	0	0	0
Staten Island	0	0	0	0

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C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

There were two positions posted and ads run on April 15, 2024, and no vacancies filled in the fourth quarter and zero promotions. Below is a list of our recruitment sources:

1. Monster.com (Q1, Q2, Q3, Q4)
2. Email to NYC APOs with a request that they post job vacancy notices (Q1, Q2, Q3, Q4)
3. The Chief-Leader (Q1)
4. Internal email (Q1, Q2, Q4)
5. City & State (Q2, Q3, Q4)
6. ACFE (Q2, Q3, Q4)
7. AIG (Q2, Q3, Q4)
8. Various law enforcement affinity groups (Q2, Q3)
9. LinkedIn (Q1, Q2, Q4)

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. **[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 Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total: 0

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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 Total: 0

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 Total: 0

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) Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

Additional comments:

We are a small agency with limited staff to supervise and direct interns as well as limited resources and do not intend to offer internship opportunities at this time.

E. 55-A Program

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

☐ Yes

☒ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 0

Q2 (12/31/2023): 0

Q3 (3/31/2024): 0

Q4 (6/30/2024): 0

During the 1st Quarter, a total of 0 new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] N/A.

During the 2nd Quarter, a total of 0 new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] N/A.

During the 3rd Quarter, a total of 0 new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] N/A.

During the 4th Quarter, a total of 0 new applications for the program were received.

During the 4th Quarter 0 participants left the program due to [state reasons] N/A.

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

Other: _____

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2. If a competitive job becomes available, the job vacancy notice will include the following language:

NOTE: This position is open to qualified persons with a disability for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program.

Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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.

Staff is periodically notified to check the website for job vacancy notices which includes notices that could be promotion opportunities. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement. Thus far, two individuals were promoted this fiscal year.

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.

All staff involved (or expected to become involved) with hiring have taken structured interviewing courses; and/or are scheduled to take the course. Two additional individuals who are expected to become involved are scheduled to take and/or to complete the requisite courses during the first quarter of the next fiscal year. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and

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post-appointment).

The EEO Officer reviews the job postings and will assist the Office Manager/HR Generalist if any request for a reasonable accommodation is made during the interview process. On occasion when asked, the EEO Officer has been on an interview panel. The EEO Officer receives and analyzes, on a regular basis, the demographics of those who receive promotions and salary raises and shares that information with the agency head and the Office Manager/HR Generalist who is the personnel officer.

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

SCI, which has an authorized head count of 69 and is not fully staffed, has not had any layoffs as of this date. Should there be any layoffs, the agency will use the DCAS Layoff Procedure as guidance and the EEO Officer will analyze the impact of layoffs or terminations on racial, gender and age groups.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1 #	19	# 0	# 2
Q2 #	20	# 0	# 0
Q3 #	15	# 7	# 0
Q4 #	19	# 0	# 0

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: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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SCI does not have access to the tracking system. SCI tracks any requests internally.

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

Q1: ☐ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

SCI does not have access to the tracking system. SCI tracks any requests internally.

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 ☐

Q2 ☐

Q3 ☐

Q4 ☐

SCI does not have access to the tracking system. If there is sexual harassment complaint data to report, SCI will use DCAS’s sexual harassment reporting template to submit it to DCAS.

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

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occur.

- ☒ The agency ensures that complaints are closed within 90 days.

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

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

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

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 4th Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title	1. Ann Ryan Special Counsel and EEO Officer	2. Catherine Murphy Garcia Special Counsel and EEO Officer	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Termination Date: 6/24/24	Start Date: 6/24/24	Start Date or Termination Date:
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:
For New EEO Professionals:			
Name & Title	4. Catherine Murphy Garcia	5.	6.
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 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)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: 50 % (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
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 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)

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Percent of Time Devoted to EEO	<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 %):
---------------------------------------	--	--	--

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Catherine Murphy Garcia, EEO Officer	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<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
2. 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
3. IgbTq: The Power of 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
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:	<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
1. Everybody Matters-EEO and D&I	<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
2. 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
3. lgbTq: The Power of 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
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS: SCI, 80 Maiden Lane, 20th Floor, New York, NY 10038

Diversity and EEO Staffing as of 4rd Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Catherine Murphy Garcia	Agency Attorney	50%	cmurphygarcia@nycsci.org	212-510-1423
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	N/A				
Diversity & Inclusion Officer	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Valerie Batista	Executive Agency Attorney	Less than 5%	vbatista@nycsci.org	212-510-1417
ADA Coordinator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212-510-1420

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Disability Rights Coordinator	Whitley Privette				
Disability Services Facilitator	Whitley Privette				
55-a Coordinator	Whitley Privette				
Career Counselor	Whitley Privette				
EEO Counselor	Richard Marin	Computer Systems Manager	Less than 5%	rmarin@nycsci.org	212-510-1436
	Jessica Villanueva	Confidential Investigator		jvillanueva@nycsci.org	212-510-1424
EEO Investigator	N/A				
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Catherine Murphy Garcia	<u>Special Counsel and EEO Officer</u>	<u>Less than 5%</u>	cmurphygarcia@nycsci.org	<u>212-510-1423</u>
	Valerie Batista	<u>Special Counsel</u>		vbatista@nycsci.org	<u>212-510-1417</u>
Other (specify)					
Other (specify)					

* 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.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: Special Commissioner of Investigation

Quarter # 4

FY 2024

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

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

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Catherine Murphy Garcia, EEO Officer and Special Counsel

DATE SUBMITTED:

7/29/2024

E-MAIL:

Cmurphygarcia@nyc

TEL #:

212-510-1423

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	6	95	28	13	142

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	6	89	18	12	125
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	2	43	5	3	53
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2	43	5	3	53
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	0	0		0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
2. Sexual Harassment Prevention	2	45	5	3	55
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2	45	5	3	55
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. lgbTq: The Power of Inclusion	1	1	4	3	9
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	1	4	3	9
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	0	0	0	0
4. Disability Awareness & Etiquette	1	0	4	3	8
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	0	4	3	8
Administered by Agency [Enter data from internal training in this row]	0	0	0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	6	10	1	17
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	0	0	7	0	7
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	0	3	0	0	3
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	0	3	1	0	4
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	0	0	1	1	2
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >	New EEO Officer training			
TOTAL PARTICIPANTS TRAINED	0	0	1		1
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0