

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: THE NEW YORK CITY BUSINESS INTEGRITY COMMISSION

☐ 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th

☒ 3rd Quarter (January -March), due April 30th

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

Prepared by:

Pamela P. Peralta _____ Executive Agency Counsel _____ 212-437-0587 _____
Name Title Telephone No.

Date Submitted: _____

FOR DCAS USE ONLY

Date Received: _____ Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2019 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): _____ ☒ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

☐ Diversity & EEO Awards

☒ Public Notices

☐ Diversity and EEO Appreciation Events

☒ Positive Comments in Performance Appraisals

☐ Other (please specify): _____

III. WORKFORCE REVIEW AND ANALYSIS

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

☒ Yes, On (Date): 5/14/2019 _____ ☐ No

The agency informed employees that the revised self-ID form now includes new race categories.

☒ Yes, On (Date): 5/14/19 _____ ☐ No

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

☒ Yes, On (Date): 4/15/19 ☐ No

The review was conducted together with: ☒ Human Resources

☐ Agency Head

☐ General Counsel

☐ Other _____

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
	BIC continues to review the CEEDS reports to identify areas where the Agency can improve its diversity. BIC has encouraged staff to update self-ID information regarding race/ethnicity, gender, and veteran status through the agency's intranet site.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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.		

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Status Update
	BIC has held internal trainings for new staff to increase understanding and therefore, staff retention.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	BIC staff are notified of all postings and positions available internally and are encouraged to take promotional civil service examinations via email.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Deferred <input type="checkbox"/> Delayed <input type="checkbox"/>
	BIC continues to provide mentoring and cross training for all staff, but most importantly, new staff and or interns to ensure that they are properly equipped with the necessary information to have a prosperous internship/employment.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Deferred <input type="checkbox"/> Delayed <input type="checkbox"/>
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.			

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ 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. 	Status Update
---	--	----------------------

	BIC offers translation services in several different languages in accordance with Executive Order 120.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
	BIC continues to hold meetings with leaders from the trade waste industry as a forum for companies to discuss current events, issues and concerns. Additionally, BIC is committed to providing updates via email which include Commission policy, rules and other relevant information related to the industry to all BIC registered companies.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

V. RECRUITMENT

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Status Update
	BIC's posting include appropriate diversity, inclusion and equal opportunity employer messaging.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
	BIC posts all vacancies on NYC careers.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:			
Type of	Total	Race/Ethnicity [#s]	Gender [#s]

Internship\Fellowship			
1. Urban Fellows	0		Male: ____ Female: ____
2. Public Service Corps	0		Male: ____ Female: ____
3. Summer College Interns	21	White, Asian, Hispanic, African American	Male: 8 Female: 13
4. Summer Graduate Interns	3	White, Asian	Male: 1 Female: 2
5. Other (specify):	3	White, Asian	Male: 3 Female: ____
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

☐ Yes

☒ No

Currently, there are ____ [number] 55-a participants. During this Quarter, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] ____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and 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 Selection Strategies and Initiatives which you set/declared in your FY 2019 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 Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	BIC continues to email all staff when vacancies become available.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Reviewing the methods by which candidates are selected for new hiring and promotion	The EEO officer and HR department have met to discuss the candidates for positions.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Increasing the positions filled through civil service lists	BIC continues to hire staff from the civil service list.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Analyzing the impact of layoffs or terminations on racial, gender and age groups	BIC continues to review and analyze the impact of layoffs or terminations on racial, gender and age groups.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
--------	--	---

VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:
<https://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 the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the "DIVERSITY AND EEO TRAINING SUMMARY" attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace:

BIC proposes increasing the gender diversity in the units, where possible and appropriate. Accordingly, BIC's Human Resources is actively looking at a wider pool of candidates. Moreover, BIC has considered and hired current staff who are qualified for promotions to help diversify the units. This approach will not only help BIC commit to its internal hiring policy, but also promotes workplace diversity and staff morale.

Risk 2: Cultural and Language Differences in the Workplace:

BIC is committed to promoting a culturally diverse workplace environment with staff from different cultures who communicate in various languages other than English. Presently, we do not see any issues leading to segregation of employees of different cultures and/or nationalities within the agency.

Risk 3: Workplaces with Significant Power Disparities:

Since BIC does not have a significant disparity in the workplace with regard to senior and non-senior positions, we will continue our commitment to diversity between the various units and levels of management by promoting internally and, to the extent permissible, hiring replacement staff in a way that promotes the existing balance in the male to female ratio.

Risk 4: Isolated Workplaces:

BIC continues its commitment to reducing isolated workplaces by frequently reassessing staff placement and work areas.

Risk 5: Decentralized Workplaces:

Since the staff persons who are not interacting with executive staff are primarily outside the main office location, BIC has ensured that all staff attend sexual harassment training and ensure managers and supervisors with frequent interactions with those staff persons in remote locations remind staff regarding BIC policies and workplace norms.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- ☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- ☒ The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- ☐ The agency ensures that complaints are closed within 90 days.

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:

Following the Climate survey, we have circulated a reminder to all staff on contact information for the EEO officer and counselor. Moreover, staff have been provided with a copy of complaint process and reminded that they may make complaints anonymously. Even though most staff indicated that they were aware of the process, as recommended BIC wants to remind staff and apprising new staff at onboarding of the complaint process.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.

☒ The agency is involved in an audit; please specify who is conducting the audit: EEPC_____.

☐ Attach or list below audit recommendations.

☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input type="checkbox"/> No Changes	Number of Additions: 1	Number of Deletions: 1
Employee's Name			Johnnie Davis	Ivette Escobar
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion

Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: 5/21/2019 OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %):15	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %):15
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input 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)

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
		<u>EEO Officer/Director</u>	<u>100%</u>		
		<u>Deputy EEO Officer</u>	<u>100%</u>		
		<u>ADA Coordinator</u>			
		<u>Disability Rights Coordinator</u>			
		<u>Disability Services Facilitator</u>			
		<u>55-a Coordinator</u>			
		<u>Career Counselor</u>			
		<u>EEO Counselor</u>			
		<u>EEO Investigator</u>			
		<u>EEO Counselor\</u> <u>Investigator</u>			
		<u>Investigator/Trainer</u>			
		<u>EEO Training Liaison</u>			

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