

Department of Environmental Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

☒ 1st Quarter (July -September), due November 4, 2022

☒ 2nd Quarter (October – December), due January 30, 2023

☒ 3rd Quarter (January -March), due May 1, 2023

☐ 4th Quarter (April -June), due July 31, 2023

Prepared by:

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FOR DCAS USE ONLY:

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 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 2023 DEI-EEO 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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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): _____ ☒ No

☐ By e-mail

☐ Posted on agency intranet

☐ 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): _____

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

Employee Recognition Day was held on September 21, 2022 recognizing 802 honorees for dedicated service to DEP and the public.

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 5636 Q2 (12/31/2022): 5502 Q3 (3/31/2023): 5571 Q4 (6/30/2023): _____

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

☐ Yes On (Date): _____ ☐ Yes again on (Date): _____ ☐ No

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

☐ Agency's intranet site

☐ Newsletters and internal Agency Publications

☐ On-boarding of new employees

III. 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):

Q1 Review Date: 8/10/22 Q2 Review Date: 11/14/22 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☐ Human Resources

☐ Human Resources

☐ Human Resources

☐ Human Resources

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☒ Other Strategic Counsel to Agency Head _____

☐ Other _____

☐ Other _____

☐ Other _____

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☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

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 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 1.[The Office of EEO & Diversity is currently working with Senior Advisors to DEP's Agency Head/Commissioner to expand innovative strategies to attract, advance and retain diverse talent while building/improving workforce morale.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

The Commissioner's Office has established a multi-faceted workforce morale improvement plan based on a root cause analysis. Utilizing workforce data, including a recent employee morale survey, DEP has created a robust strategic plan based on 5 primary pillars through which to improve employee morale: i) *Support Work-life Balance* by ensuring all employees have flexibility to handle occasional personal issues that arise during the business day; ii) *Enhance Professional Development Opportunities* to keep and grow all employees; iii) *Promote Employee Recognition* by rewarding high performing employees; iv) *Improve Facilities* to create a more welcoming and satisfying work environment; and v) *Strengthen workplace culture* to foster respect, understanding, and belonging in the workplace.

These 5 core objectives were further mapped to strategic initiatives, evaluated based on their application to field/office/managerial

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personnel, and bureau sponsors/ambassadors were appointed to drive each initiative, as well as provide updates/report-outs on implementation progress.

Regarding the core pillar – *Strengthen workplace culture*, the following strategic initiatives were identified for implementation, all of which are either ongoing or planned for launch: a) rollout/deployment of combination sensitivity and cultural competency training, toolkits and other resources; b) increase workplace engagement on diversity and inclusion topics; and c) relaunch of initiatives that were previously paused because of the COVID-19 pandemic, including agency-wide conversations on crucial diversity and inclusion themes.

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

2.[DEP will partner with the Commission on Gender Equity (CGE) to, among other things, identify and leverage resources for promoting a more expansive diversity and inclusion program and workforce engagement, including but not limited to attracting/advancing/retaining diverse talent, and addressing systemic underutilization in gender and race/ethnicity and other gaps.]

❖ **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. What steps were taken to evaluate effectiveness of these actions?**

An initial information and strategic planning meeting was held with CGE on 9/20/22 to discuss DEP's critical areas for impact and partnership. DEP express interest in expanding in the areas of creating a DEI council and equity toolkits. Additional discussions and action plans for interagency partnerships are anticipated.

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On October 4, 2022, CGE relaunch its interagency partnership program. As a part of this relaunch, CGE is surveying agencies to identify additional resources and further support current partnerships with Catalyst and Seramount. DEP is currently looking to expand use of these recourses as it relates to our DEI strategic goals, including but not limited to diversity events and underutilization reports.

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

3. [Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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Q3 Update:	<input 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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4. [Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ Please 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.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. DEP will leverage and/or expand its existing workforce engagement, including but not limited to its *Reflections on Diversity and Inclusion* platform, to work directly with agency leadership in facilitating crucial conversations agency-wide and setting action plans for further strategic planning and engagement, as well as identify partners for creating toolkits and related strategies for ensuring workplace equity, respect, and belonging.]

❖ **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. What steps were taken to evaluate effectiveness of these actions?**

DEP's Office of EEO&D has created a 2-year Strategic Initiatives & Training Plan based on a holistic needs assessment and restructuring model, so as to identify and prioritize its core deliverables, more efficiently engage human capital and other resources, identify areas for vendor/contractor partnerships, and set a timetable for implementing action plans/objectives.

DEP's DEI initiatives include but are not limited to agency-wide messages and events. On November 21, 2022, the Office of EEO&D issued an agency-wide email blast advising of appropriate guidelines to ensure inclusion in the workplace for Thanksgiving and the upcoming holiday season. Additionally, resources from Tanenbaum, Seramont, and the Anti-Defamation League were also shared with the workforce to foster inclusive workplace practices.

DEP's EEO Officer, AC Barrett, participated on a panel scheduled November 1, 2022, and hosted by The Diversity, Equity, Inclusion, and Belonging Office along with the Environment and Planning Division Presents of Parks on the topic: **Diverse Environmentalism: A Candid Conversation for Sustainable Change**. The panel discussed diversifying our workforce, creating safe spaces for our employees and the public, increasing accessibility to environmental services, and identifying ways of being more inclusive in our community engagement.

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DEP's EEO Officer, AC Barrett, participated on a panel scheduled November 22, 2022, and hosted by the Office of Citywide Recruitment and the Office of Citywide Equity and Inclusion of DCAS on the topics: **We Support Our Veterans**. The panel discussed resources, recruitment, and retention for the workforce.

DEP's Office of EEO & Diversity hosted a lunch and learn for Black History Month on February 28, 2023. The event description: Black History month is another opportunity to highlight the collective Black experience, while bringing awareness to the continued adversity that that community face. Through a 6-part videos we discuss ways to collectively rise and overcome the wrongs of the past.

DEP's Office of EEO & Diversity hosted a lunch and learn Women's History Month on March 30, 2023. The event description: March marks Women's History month. A month to highlight the contributions women have made throughout history. Through the many contributions from women, there is still an issue in regard to gender equity, more specifically, in the workplace. Join the office of EEO & Diversity as we have a crucial conversation on gender equity in the workplace, while coming up with possible solutions.

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

- 2. [DEP will work closely with its leadership, training coordinators, and relevant bureau-level personnel to increase training participation with the Citywide Training Center (CTC) and other training/development opportunities for target populations, including but not limited to hiring managers/supervisors, employees in public-facing roles, EEO Liaisons, and Bureau Administrators/bureaus' HR business partners, and other 'gatekeeper' personnel. This office will also continue to liaise or partner with agency leadership and management to provide target populations with the appropriate competencies to build and lead diverse teams.

❖ 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. What steps were taken to evaluate effectiveness of these actions?

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DEP's Office of EEO&D has utilized a 2-year Strategic Initiatives & Training Plan to establish a comprehensive schedule of personnel training needs so as to better identify existing training opportunities or gaps in curricula, and more effectively match target populations with opportunities for competency development.

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

- 3. [DEP will continue to leverage and customize workforce training to directly underscore key diversity and inclusion principles and competencies in the workplace.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

DEP will leverage existing training courses, specifically its *Managing for Excellence (MFE)* and *Supervision in Action (SIA)*: *Mastering the Basics* for managers and supervisors, respectively to inculcate these target populations with the competencies and dexterity to lead diverse teams. DEP is in the process of enhancing both training courses to better reflect guidance based on current trends/data, and promote or reinforce fundamental management strategies and techniques to motivate and inspire, create accountability, and improve morale across the agency. Course revisions will also include an expanded EEO, diversity and inclusion module underscoring the value of these topics to overall leadership competencies.

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DEP trained 38 supervisors in Quarter 2 and anticipate training 400+ supervisors in Quarter 3.

Similarly, DEP will also continue to leverage or customize its New Hire Orientation (NHO) training and bureau level semi-annual trainings to ensure that all titles are directly informed about and engaged in helping to ensure a respectful and safe work environment that values everyone.

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

○ 4. [Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

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○ 4. [.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [DEP will encourage current and recent students to consider City Government as employers of choice, and expose students to the civil service process to increase college applicants for City careers. DEP will increase community awareness by educating the community on career choices and job opportunities at DEP or City government in general, while emphasizing career opportunities for currently underutilized, diverse populations, such as veterans and people with disabilities.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

DEP is continuing its outreach to fortify partnerships with other City agencies, such as the Mayors Office for People With Disabilities (MOPD), Mayors Office of Veterans Affairs (MOVA), the Department of Citywide Administrative Services (DCAS), and CGE to encourage active and prospective job seekers to apply for relevant careers or job opportunities in DEP and across City government. DEP has also identified relevant training curricula to help build supervisors' and managers' competencies/skillset for recruiting, developing, and retaining diverse talent, while creating a plan for deploying an applicable training plan.

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- 2. [DEP will continue to partner with MOPD to expand accessibility to DEP services and facilities where applicable, particularly in DEP's borough offices that directly service the public, and further promote awareness of the agency's Disability Service Facilitator and related programs/initiatives.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

The Office of EEO&D continues to work closely with MOPD and DEP's relevant contractors to ensure access to DEP's facilities and services, and compliance with Local Law 51 regarding the agency's assistive devices.

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

- 3. [DEP will continue to identify opportunities or leverage current community partnerships/relationships to further advance the agency's diversity and inclusion goals. DEP is scheduled to host our first Mentor/Mentee session with City Tutors. City Tutor is a great program that offers free tutoring, mentoring services, and career development services for a wide range of ages]
- DEP is in on-going talks with City Tutors to schedule another Mentor/Mentee and will partner with ODHR to discuss creating a talent pipeline and recruitment strategy with the organization.

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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. What steps were taken to evaluate effectiveness of these actions?

DEP is scheduled to host its first mentor/mentee session with its community-based partner, City Tutors, which offers free tutoring and mentoring services, and career development services for a wide range of ages.]

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 type="checkbox"/> Completed
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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 type="checkbox"/> Completed

4. [DEP will continue to promote community awareness about environmentally conscious/sustainable career or job opportunities so as increase workforce diversity in historically underrepresented groups across various titles/positions.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

DEP has identified for interagency partnerships other City agencies, such as the Department of Parks and Recreation (DPR) and Department of Design and Construction (DDC), with similar or overlapping missions and/or job titles to conduct focus group discussions and other engagement geared towards root cause analyses for current diversity gaps in environmental/sustainability

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fields and strategies for correcting these gaps. DEP's Office of EEO&D will also participate in a DPR initiative, a panel discussion on diverse environmentalism, to further both agencies' commitment to promoting diversity in the sustainability field.

Assistant Commissioner & EEO Officer Danielle Barrett participated in a panel discuss in DPR initiative on November 1, 2022, to discuss diversity gaps in sustainability fields and fostered a conversation regarding strategies for closing these gaps.

Assistant Commissioner & EEO Officer Danielle Barrett also participated in a panel discussion with DCAS Recruitment Office to discuss recruitment and retention strategies along with other strategies to supports for veterans in the workplace. That panel was held on November 22, 2022. DEP is currently planning to initiate an Employee Resource Group related to these initiatives.

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 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 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 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 type="checkbox"/> Completed

- ❖ 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 the activities, including the dates when the activities occurred.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

- 1. [DEP will develop and implement strategic goals based on the recent Climate Survey findings shared with the agency.]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

DEP's Office of EEO&D will utilize its 2-year Strategic Initiatives & Training Plan to continue to deploy mandated, remedial, and best practices training, including customized guidance to ensure knowledge/awareness and competencies in the areas of significant trends from the agency's climate survey findings. EEO&D is also in the process of assessing a more integrated training model that more effectively merges mandatory training deliverables with best practices or practitioner-oriented training more suited to today's unique workplace challenges and climate.

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 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 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 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 type="checkbox"/> Completed

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2. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

3. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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- ❖ **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.**

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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. [DEP will continue to liaise with City agency and community-based partners to identify apprenticeship opportunities and career pipelines so as to further and achieve DEP's diversity and inclusion goals/commitments.]

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

DEP is continuing to partner with local high schools, colleges/universities, and other institutions for continuing education to establish or expand partnerships for identifying 'ready for work' talent for agency internships/apprenticeship or job opportunities. DEP has also embarked on a partnership with New York State Department of Labor and State University of New York at Ulster (SUNY Ulster) to offer 2 apprenticeship programs for *Water Systems Operations Specialist* and *Wastewater Systems Operation Specialist* in the agency's upstate facilities/work locations. This partnership, which will directly support DEP's recruitment/succession planning and other diversity and inclusion commitments, will feature continuing education training for certified Water/Wastewater Operators and DEP on-the-job training for more than a dozen apprentices over a 2-year period with the hope of recurring cycles and replicating this or a similar model for DEP's downstate facilities/work locations.

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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 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 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 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 type="checkbox"/> Completed

2. [Insert goal]

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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3. [Insert initiatives/strategies]

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. [Insert initiatives/strategies]

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- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

Q1 Update:	<input 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 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 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please specify any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[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:

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

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

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2. Public Service Corps Total:

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

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

3. Summer College Interns Total:

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

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

4. Summer Graduate Interns Total:

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

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

5. Other (specify) Total:

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:

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C. 55-A Program

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 (9/30/2022): ____25____ Q2 (12/31/2022): ____23____ Q3 (3/31/2023): ____23____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of _0_ [number] new applications for the program were received.

During the 1st Quarter _1_ participants left the program due to [state reasons] ____.

During the 2nd Quarter, a total of __0__ [number] new applications for the program were received.

During the 2nd Quarter _2_ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of __0__ [number] new applications for the program were received.

During the 3rd Quarter __0_ 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

Other: _____

2. _____

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3. _____

V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
4. Analyzing 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	# _____	# _____	# _____
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. 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://mispwva-dcslnx01.csc.nycnet/Login.aspx>

VIII. 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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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☒ 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 ☐

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

☐ The agency ensures that complaints are closed within 90 days. [The agency ensures that complaint investigations, where applicable, are commenced as soon as possible and complaint parties are provided appropriate updates, including awareness of delays in completing complaint investigations.]

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.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 "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in

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your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees' familiarity with the EEO Policy.

- ❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

DEP's Office of EEO&D utilizes its Strategic Initiatives & Training Plan to deploy mandated, remedial, and best practices training, including customized guidance to ensure knowledge/awareness and competencies in the areas of significant trends from the agency's climate survey findings. DEP continues to deliver in-person NHO training and in-person/virtual competency training, as well as virtual or other in-service and specialized training/orientation to target populations, such as the agency's EEO Liaisons so as to support familiarity/awareness about employees' rights and responsibilities under the City's EEO Policy and DEP's diversity and inclusion commitments.

2. Improve the EEO Office's visibility to the workforce.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

[Same response as stated in no. 1, above.]

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

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- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

[Same response as stated in no. 1, above.]

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

[Same response as stated in no. 1, above.]

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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[Same response as stated in no. 1, above.]

6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

[Same response as stated in no. 1, above.]

7. Other:

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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.

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- ☐ 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 2022.
- ☐ The agency received a Certificate of Compliance from the auditing agency.

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 ___3rd__ Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		Number of Additions:		Number of Deletions:	
		<input type="checkbox"/> No Changes			
Employee's Name & Title	1. Ricky Poon	2.	3.		
Nature of change	<input checked="" 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: 3/24/23	Start Date or Termination Date:	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. Ricky Poon, Clerical Associate	5.	6.		
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 checked="" type="checkbox"/> Other: (specify)	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)		
Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	Percent of Time Devoted to EEO	<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)	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)		

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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 %):
--------------------------------	--	--	--

Name & EEO Role	1. Danielle Barrett, Assistant Commissioner/EEO & Diversity & Inclusion Officer	2. Tanika Thomas, Training Compliance Manager/ADA Coordinator/DRC/DSF	3. Artur Pogorzelski, EEO Attorney/Investigator
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):			
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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. Candice Sylvester, EEO Attorney Intern/Investigator	5. Zachary Taylor, EEO Specialist/Analytics Coordinator/Reasonable Accommodations Case Coordinator.	6. Sandra Rhabb Campbell, EEO Office Manager/55-a & Lactation Room Coordinator	
Completed EEO Trainings:				
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. IgbTq: The Power of Inclusion	<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	
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Department of Environmental Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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	7. Sheila Garvey, Director Labor Relations and Investigation/Investigator	8. Jaliyl Stokes, Clerical Associate	9. Jasmin Whitten, College Aide	
Completed EEO Trainings:				
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

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

Department of Environmental Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Diversity and EEO Staffing as of ____Quarter FY 2023*

<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	Danielle Barrett	Assistant Commissioner	100%	Dbarrett@dep.nyc.gov	(718) 595-3400
Deputy EEO Officer OR Co-EEO Officer	Tanika Thomas	Executive Assistant to the Commissioner	100%	Tthomas@dep.nyc.gov	(718) 595-3400
Chief Diversity & Inclusion Officer	Danielle Barrett	Assistant Commissioner	100%	Dbarrett@dep.nyc.gov	(718) 595-3400
Diversity & Inclusion Officer	Danielle Barrett	Assistant Commissioner	100%	Dbarrett@dep.nyc.gov	(718) 595-3400
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Santo Camino	Chief Diversity Officer & Deputy Agency Chief Contracting Officer	Unknown	scimino@dep.nyc.gov	(718) 595-3211
ADA Coordinator	Tanika Thomas	Executive Assistant to the Commissioner	100%	Tthomas@dep.nyc.gov	(718) 595-3400
Disability Rights Coordinator	Tanika Thomas	Executive Assistant to the Commissioner	100%	Tthomas@dep.nyc.gov	(718) 595-3400
Disability Services Facilitator	Tanika Thomas	Executive Assistant to the Commissioner	100%	Tthomas@dep.nyc.gov	(718) 595-3400

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55-a Coordinator	Sandra Rhabb Campbell	Principal Administrative Associate	100%	scampbell@dep.nyc.gov	(718) 595-6558
Career Counselor	Abigaile Taylor	Administrative Staff Analyst	20%	Ataylor@dep.nyc.gov	(718) 595-5142
EEO Counselor	<u>See</u> attached EEO Liaisons list	-----	-----	-----	-----
EEO Investigator	Candice Sylvester	Attorney Intern	100%	Csylvester@dep.nyc.gov	(718) 595-3489
EEO Investigator	Artur Pogorzelski	EEO Attorney	100%	Apogorzelski@dep.nyc.gov	(718) 595-4142
EEO Counselor\ Investigator	n/a	-----	-----	-----	-----
Investigator/Trainer	n/a	-----	-----	-----	-----
EEO Training Liaison	Tanika Thomas	Executive Assistant to the Commissioner	100%	Tthomas@dep.nyc.gov	(718) 595-3400
Other (specify) Reasonable Accommodations Case Coordinator/Analytics Coordinator/EEO Specialist	Zachary Taylor	Community Associate	100%	Ztaylor@dep.nyc.gov	(718) 595-3400
Other (specify) Director Labor Relations and Investigations/Investigator	Sheila Garvey	Director Labor Relations and Investigations/Investigator	Unknown	Sgarvey@dep.nyc.gov	(845) 340-7877

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* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.

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EEO Liaisons

Bureau	Name	Telephone	Email
1. ODHR	Allen, Christina	718-595-5738	ChristinaAl@dep.nyc.gov
2. BWSO	Baez, Yocanda	718-595-5376	ybaez@dep.nyc.gov
3. BPS- 4 th Pct	Barratt, Kelly	845-657-8433	KBarratt@dep.nyc.gov
4. BPS- 1 st Pct	Bauer, Kelly	607-588-8191	KKilpatrick@dep.nyc.gov
5. BPS- Academy	Boice, Carolyn G.	845-334-7514	BoiceC@dep.nyc.gov
6. BPS- 7 th Pct	Callamari, Richard	914-663-9800	RCallamari@dep.nyc.gov
7. BWSO	Catlin, Efani		ecatlin@dep.nyc.gov
8. BWS	Clay, Latoya	914-749-5632	lclay@dep.nyc.gov
9. BWT	Clifford, Candice	718-595-5853	CClifford@dep.nyc.gov
10. BPS- 6 th Pct	Duran, Panwarat	914-593-7500	pduran@dep.nyc.gov
11. BPS- 7 th Pct	Holness, Clayton	914-663-9800	cholness@dep.nyc.gov
12. BWT	Hughes, Stanley	718-595-5015	shughes@dep.nyc.gov
13. BIT	Hylton, Donna	718-595-5537	DonnaHy@dep.nyc.gov
14. BWSO	Johnson-Dyer, Andrene	718-595-5426	AJohnson@dep.nyc.gov
15. BLA	Lewis-Williams, Sharon	718-595-6549	SLWilliams@dep.nyc.gov
16. WB	Low, Jason K.	718-595-3114	JasonL@dep.nyc.gov

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17. BCS	Marshall, Judith	718-595-6740	JudiMars@dep.nyc.gov
18. BEDC	Mercado, Donald	718-595-4670	domercado@dep.nyc.gov
19. EXEC	Moore-Straw, Sandrine	718-595-3302	smoore-straw@dep.nyc.gov
20. BWS	Morales, Anthea (Teya)	914-749-5467	amely@dep.nyc.gov
21. BPS/DERTA	Nurse, Joanne	718-595-4675	jnurse@dep.nyc.gov
22. BPS- Academy	Patch, Frank	845-334-7512	FPatch@dep.nyc.gov
23. BWSO	Perrin, Emily	718-595-5854	EPerrin@dep.nyc.gov
24. BWT	Pinckney, Michael	718-595-4946	MPinckney@dep.nyc.gov
25. BCS	Primus, Elson	718-595-6728	eprimus@dep.nyc.gov
26. ACCO	Pullara, Rosanna	718-595-3231	Rpullara@dep.nyc.gov
27. EXEC	Rhodes, Melissa	718-595-3717	RhodesM@dep.nyc.gov
28. BCS	Roldan, Steve	718-595-7106	sroldan@dep.nyc.gov
29. OACE	Saju, Denil	718-595-5723	dsaju@dep.nyc.gov
30. OEA	Singh, Janet	718-595-3321	jansingh@dep.nyc.gov
31. BEDC	Urena, Sharon	718-595-6147	SUrena@dep.nyc.gov



FY 2022 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

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 X FY 2022 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE):

DATE SUBMITTED: E-MAIL: TEL #:

1st Quarter (July-September) DUE October 31, 2022; 2nd Quarter DUE January 30, 2023;
3rd Quarter (January-March) DUE May 1, 2023; 4th Quarter (April-June) DUE July 31, 2023.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	5922	2265	2295	0	10482

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	5724	2196	2097	0	10017
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees	372	2135	1834	0	4341
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	372	2135	1643		4150
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.			191		191

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
2. Sexual Harassment Prevention	5122	53	17	0	5192
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	5122	53	17		5192
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgbTq: The Power of Inclusion	120	4	165	0	289
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	120	4	165		289
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	110	4	81	0	195
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	110	4	81		195
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	198	69	198	0	465
7. 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	186	69	198		453
8. Structured Interviewing and Unconscious Bias	NOTE: Including Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	4				4
9. Building an Inclusive Culture: Understanding Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities					
TOTAL PARTICIPANTS TRAINED					0
11. From Microaggressions to Microaffirmations					
TOTAL PARTICIPANTS TRAINED					0
12. Bystander Training	FULL TITLE: What Would You Do? An Experiential Approach to Being a Bystander				
TOTAL PARTICIPANTS TRAINED					0
13. Other Diversity/EEO Related	Specify topic >	Overview of the City Human Rights Law			
TOTAL PARTICIPANTS TRAINED	4				4
14. Other Diversity/EEO Related	Specify topic >	EEO Officer Essentials: Complaint Investigative Process			
TOTAL PARTICIPANTS TRAINED	4				4
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
19. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
20. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 90-91 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