

# SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

☐ 1<sup>st</sup> Quarter (July -September), due November 10, 2022

☐ 2<sup>nd</sup> Quarter (October – December), due February 3, 2023

☐ 3<sup>rd</sup> Quarter (January -March), due May 4, 2023

☒ 4<sup>th</sup> Quarter (April -June), due August 7, 2023

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Telephone No.

**Date Submitted:** 8/7/2023

**FOR DCAS USE ONLY:**

***Date Received:***

# SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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# SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 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): 11/1/2022 ☐ 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:**

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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): 50 Q2 (12/31/2022): 52 Q3 (3/31/2023): 50 Q4 (6/30/2023): 50

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

☒ Yes On (Date): 10/7/2022 ☒ Yes again on (Date): 3/2/2023 ☐ 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): SCI obtains and reviews the ad hoc report semiannually during the second and fourth quarters. Our office manager is the agency human resources generalist and attends the meetings.

Q1 Review Date: \_\_\_\_\_ Q2 Review Date: 12/20/2022 Q3 Review date: \_\_\_\_\_ Q4 Review date: 5/8/2023

#### The review was conducted with:

☐ Agency Head  
☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_

☒ Agency Head  
☐ Human Resources  
☐ General Counsel  
☒ Other: Personnel Officer  
Senior Legal Counsel

☐ Agency Head  
☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_

☒ Agency Head  
☒ Human Resources  
☐ General Counsel  
☐ Other:

☒ 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. Continue to review and expand internal and external applicant pools.

❖ **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?**

We continue to review and, on occasion, expand internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment. Over the last few years, we have added various affinity groups to our recruitment efforts and will continue to periodically review the information provided by applicants concerning how they heard of the job opportunity to evaluate the various recruitment sources.

During December 2022 and in late April/early May 2023, the EEO Officer reviewed data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. The EEO Officer met with agency personnel including human resources and the agency head on December 20, 2022 and with human resources and the agency head on May 8, 2023 to review and discuss workforce composition data to assess demographic trends; the EEO Officer will continue to analyze trends and will hold these meetings semi-annually. To evaluate the effectiveness, we also monitor the hiring data on a semi-annual basis to look for improvement.

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

2. Encourage employees to take promotional civil service exams.

- ❖ **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?**

Although we are a small agency with very few competitive class employees, we regularly forward DCAS's monthly OCR newsletter which usually includes job announcements, civil service exam alerts, and information to all staff. During this fiscal year, that newsletter was forwarded to all staff on July 20, 2022, August 23, 2022, September 16, 2022, October 19, 2022, November 7, 2022, December 5, 2022, January 10, 2023, February 13, 2023, March 16, 2023, April 11, 2023, May 5, 2023, and June 9, 2023.

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

- ❖ **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.**

SCI obtains and reviews the ad hoc report semiannually during the second and fourth quarters. This fiscal year, we received the ad hoc report from DCAS on December 13, 2022 and May 3, 2023. According to an analysis of report, there is underutilization as to the Technician category, job group 10, which includes our field and intake investigative titles. The EEO Officer met with agency personnel including human resources and the agency head on December 20, 2022 and with human resources and the agency head on May 8, 2023 to discuss workforce composition and demographic trends. We evaluate the effectiveness of these steps if there is no underutilization or underrepresentation or if there is a reduction in underutilization or underrepresentation to the extent that it exists.

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Over time, we have added several affinity organizations to our hiring efforts including the National Association of Women Law Enforcement Executives; National Organization of Black Women in Law Enforcement; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and the National Association of Black Law Enforcement Officers. The last organization has indicated that given their strong belief that the more widely known the information is, the larger the pool of qualified candidates will become, they forwarded our information to more than 150 law enforcement recruiters in over eight states.

During this fiscal year, the EEO Officer has reviewed data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. The EEO Officer met with agency personnel including human resources and the agency head on December 20, 2022 and with human resources and the agency head on May 8, 2023 to discuss demographic trends. This year, applicants have not identified most of the affinity organizations but we have decided to continue posting on them to obtain a larger sample.

### 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. Foster an environment of inclusion and provide ongoing training to SCI employees.

❖ **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?**

During the fiscal year, all new employees attended an in-house diversity and inclusion and EEO presentation for new employees and (with the exception of the final new employee to be hired who took them at the beginning of FY 24) took three computer based EEO trainings. All staff not on a long-term leave took a Disability Awareness and Etiquette course this year. A professional development training session for all available staff was conducted during August 2022 on Conflicts of Interest issues. Additionally, during the first quarter, professional development training sessions for all available staff was conducted on Advanced Investigative Interviewing techniques, forensic interviewing of children, and Autism Awareness for Law Enforcement Officers.



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

2. SCI will inform all employees of their rights under the NYC policy.

❖ **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?**

All new employees attend an in-house EEO and diversity training and receive the City's EEO Policy, Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers and the office's lactation policy. Those training sessions were held on August 4, 2022, September 20, 2022, October 24, 2022, November 10, 2022, December 5, 2022, January 26, 2023, January 31, 2023, April 20, 2023 and May 30, 2023. They also take Sexual Harassment and Prevention, lgbTq-The Power of Inclusion and Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees. Anti-hate and anti-discrimination posters were posted on bulletin boards located in the office copy rooms and pantry.

Additionally, the City's EEO Policy and a listing of the agency's EEO related personnel were attached to the Commissioner's Commitment and Accountability Statement that was disseminated agency-wide in early November. The EEO Officer also disseminated the Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers agency wide. On May 31, 2023, the EEO Officer disseminated agency-wide an updated listing of the agency's EEO related personnel and replaced the listings on the bulletin boards and in the copy rooms and the pantry.

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

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3. Review completed exit interview surveys in an attempt to discern patterns to develop initiatives based an analysis of the results.

❖ **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?**

We are a small agency. The surveys which have been completed and reviewed thus far have not provided sufficient information to support any new initiatives. The EEO Officer will continue to review any completed surveys to determine if they support new initiatives.

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

On February 2, 2023, the EEO Officer sent an agency wide email about Black History month attaching a document prepared by DCAS about Black History Month, the story of Black Resistance, and some cultural events taking place in New York City. There are also links to additional information. On June 12, 2023, the EEO Officer sent agency wide emails about Juneteenth and some events being held as well as some Pride month events.

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

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

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

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

2. Create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct and conflicts of interest within the public school system.

- ❖ 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?

During the last fiscal year, we updated our brochure. This year, it was disseminated to the DOE for distribution for its employees at trainings and for new employees. During the second quarter, we were notified that it was added to the DOE infohub site. For new employees, it is being added to the updated onboarding process which has not yet been rolled out, but the DOE is finalizing the production and expects it will be added for the upcoming hiring season.

Once fully implemented, we will evaluate the effectiveness by reviewing whether there is a change in the number of complaints we received.

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

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- ❖ 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.

### C. 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. Individuals involved in or anticipated to become involved in the interview process will take the DCAS provided Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses. Additionally, all staff will take the Disability Awareness and Etiquette training course this fiscal year.

- ❖ 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?

Three individuals who were promoted were registered to take the Unconscious Bias course offered by DCAS in November. After that session was cancelled, they took it during the 3<sup>rd</sup> quarter. Two other individuals who will be included in the hiring panel took the DCAS provided Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses during the 3<sup>rd</sup> quarter. During the 4<sup>th</sup> quarter, the new personnel officer took both Structured Interviewing courses as well as the Unconscious Bias course. All staff involved in the interviewing process have completed both Structured Interviewing courses. As of July 6, 2023, all staff not on a long-term leave have taken Disability Awareness and Etiquette training.

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

- ❖ 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. Review policies, procedures and practices related to targeted outreach and recruitment.

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

The EEO Officer reviews the recruitment efforts and discusses them with the agency head and the personnel officer twice a year. Over the last few years, we have added various affinity groups to our recruitment efforts for investigators. At least twice a year, the EEO Officer reviews the information provided by applicants concerning how they heard of the closed job opportunity to evaluate the various recruitment sources. To evaluate the effectiveness, we monitor the hiring data on a semi-annual basis to look for improvement.

The EEO Officer will continue to review and analyze trends and will meet with human resources and the agency head semi-annually to review and discuss workforce composition data to assess demographic trends. This year, applicants have not identified most of the affinity organizations as their source of information about a job posting but we have decided to continue posting on them to obtain a larger sample.

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

2. Ensure that agency personnel involved in the hiring process have taken Structured Interviewing training and Everyone Matters: EEO and Inclusion for NYC employees.

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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?

Everyone involved in the hiring process has taken Structured Interviewing training as well as Everybody Matters: EEO and Diversity and Inclusion for NYC Employees e-learning course.

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

- ❖ 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: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

#### 2. Public Service Corps Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

3. Summer College Interns Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

4. Summer Graduate Interns Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

5. Other (specify) Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

**Additional comments:**

### 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):   0   Q2 (12/31/2022):   0   Q3 (3/31/2023):   0   Q4 (6/30/2023):   0

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

During the 1st Quarter   0   participants left the program due to [state reasons] \_\_\_\_\_.

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

During the 2nd Quarter   0   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   0   [number] new applications for the program were received.

During the 4th Quarter   0   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. If a competitive title job becomes available, the job vacancy notice will include the following language:

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

## **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:**



## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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?**

Staff is periodically notified to check the website for job vacancy notices which includes notices that could be promotion opportunities. During the fourth quarter of FY 2022, three internal candidates were promoted; two of them did not begin their new duties until the first quarter of FY 2023. During FY 2023, three other internal candidates were promoted to posted positions. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement.

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?**

All staff involved (or expected to become involved) with hiring have taken structured interviewing courses. Two more individuals, who are expected to become involved, took the courses during the third quarter. To evaluate the effectiveness, we monitor the hiring/promotion data on a semi-annual basis to look for improvement.

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

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

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>19</u>	# <u>2</u>	# <u>0</u>
Q2	# <u>17</u>	# <u>4</u>	# <u>3</u>
Q3	# <u>19</u>	# <u>2</u>	# <u>0</u>
Q4	# <u>19</u>	# <u>2</u>	# <u>0</u>

## 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://mspwva-dcslnx01.csc.nycnet/Login.aspx>

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

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 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

☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 ☐

Q2 ☐

Q3 ☐

Q4 ☐

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

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

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

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-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).*

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 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.

While SCI was included in the 2020 Climate Survey, our results were included within the Department of Education's results. Therefore, in August 2022, DCAS confirmed that SCI will not be required to submit a separate action plan for Local Law 101.

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

☐ The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

☐ Attach the audit recommendations by EEPC or the other auditing agency.

☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 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.**

# SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For 4<sup>th</sup> Quarter, FY 2023

#### Personnel Changes

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions: 1</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>	1. Whitley Privette	<b>2.</b>	<b>3.</b>
<b>Nature of change</b>	<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
<b>Date of Change in EEO Role</b>	Start Date: 5/31/2023	Start Date or Termination Date:	Start Date or Termination Date:
<b>Employee's Name &amp; Title</b>	4.	5.	6.
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	Whitley Privette		
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: Career Counselor; ADA Coordinator; Disability Rights Coordinator; and Disability Services Coordinator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: less than 5%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Name &amp; Title</b>			

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<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 %):

<b>EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&amp;I Officers, Deputies, and All New EEO Professionals):</b>			
Name & EEO Role	1. EEO Officer Ann Ryan	2. Career Counselor, ADA Coordinator, Disability Rights Coordinator, and Disability Services Coordinator Whitley Privette	3.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<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
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 type="checkbox"/> No
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

80 Maiden Lane – 20<sup>th</sup> Floor

New York, NY 10038

### Diversity and EEO Staffing as of 4th Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Ann Ryan	Executive Agency Attorney	50%	annryan@nycsci.org	212-510-1493
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	N/A				
Diversity & Inclusion Officer	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Valerie Batista	Executive Agency Attorney	Less than 5%	vbatista@nycsci.org	212-510-1417
ADA Coordinator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212-510-1420
Disability Rights Coordinator	Whitley Privette				

## SCI FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Disability Services Facilitator</b>	Whitley Privette				
<b>55-a Coordinator</b>	Whitley Privette				
<b>Career Counselor</b>	Whitley Privette				
<b>EEO Counselor</b>	Richard Marin	Computer Systems Manager	Less than 5%	rmarin@nycsci.org	212-510-1436
<b>EEO Counselor</b>	Jessica Villanueva	Confidential Investigator	Less than 5%	jvillanueva@nycsci.org	212-510-1424
<b>EEO Counselor\Investigator</b>	N/A				
<b>Investigator/Trainer</b>	N/A				
<b>EEO Training Liaisons</b>	Ann Ryan Valerie Batista				
<b>Other (specify)</b>					
<b>Other (specify)</b>					

\* 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.





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

AGENCY NAME: Special Commissioner of Investigation

4th Quarter

FY 2023

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): EEO Officer and Special Counsel Ann Ryan

DATE SUBMITTED:

8/7/2023

E-MAIL:

annryan@nycsci.org

TEL #:

212-510-1493

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	9	151	28	9	197

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	6	145	18	3	172
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees	1	5	2	0	8
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	5	2	0	8
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.	0	0	0	0	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
2. Sexual Harassment Prevention	2	49	3	1	55
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2	49	3	1	55
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgBTq: The Power of Inclusion	2	48	3	1	54
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2	48	3	1	54
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0	0	0	0	0
4. Disability Awareness & Etiquette	1	43	10	1	55
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	43	10	1	55
Administered by Agency [Enter data from internal training in this row]	0	0	0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	3	6	10	6	25
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	2	5	2	2	11
8. Structured Interviewing and Unconscious Bias	NOTE: Including Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	0	0	4	2	6
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	0	3	1	4
10. Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities					
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
11. From Microaggressions to Microaffirmations					
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
12. Bystander Training	FULL TITLE: What Would You Do? An Experiential Approach to Being a Bystander				
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
13. Other Diversity/EEO Related	Specify topic >	EEO Essentials: The Complaint and Investigative Process			
TOTAL PARTICIPANTS TRAINED	1	1	0	0	2
14. Other Diversity/EEO Related	Specify topic >	CEEDS Report Training			
TOTAL PARTICIPANTS TRAINED	0	0	1	0	1
15. Other Diversity/EEO Related	Specify topic >	Intersectionality & EEO Investigations			
TOTAL PARTICIPANTS TRAINED	0	0	0	1	1
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