

**FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT**

<b>AGENCY NAME:</b> <u>NYC POLICE PENSION FUND</u>			
<input checked="" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021		<input checked="" type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 29, 2022	
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> <u>February 1, 2022</u>			
<b><i>FOR DCAS USE ONLY:</i></b>		<b><i>Date Received:</i></b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

**[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. 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 2022 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): 04/07/2021  No  
 By e-mail  
 Posted on agency intranet  
 Other \_\_\_\_\_

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2021): 139 Q2 (12/31/2021): 135 Q3 (3/31/2022): \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

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

Yes , On (Date): 01/31/2019  Yes , again on (Date): 12/16/2021  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

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

Yes , On (Dates):

Q1 Review Date: 11/12/2021 Q2 Review Date: 2/1/2022 Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

The review was conducted with:

<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
<input checked="" type="checkbox"/> Other <u>Chief of Staff</u>	<input checked="" type="checkbox"/> Other <u>Chief of Staff</u>	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"><li>• <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li></ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Ensure that there will be a diverse applicant pool for the anticipated vacancies	<ul style="list-style-type: none"> <li>• Job postings are posted on multiple platforms such as Indeed, NYC Careers, and internally within the agency’s intranet and bulletin boards. Some positions are posted on LinkedIn. DCAS’ civil service lists are also used to fill vacancies within the agency.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Encourage agency employees to take promotional civil service examinations	<ul style="list-style-type: none"> <li>• Email blasts of scheduled open examinations available for filing are sent on a monthly basis to employees.</li> <li>• Initiate pick-up and transfers using DP-72 for employees who receive a notice of hiring pool.</li> <li>• Targeted emails are sent to employees permanently serving in underlying titles to apply for promotional civil service examinations.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Using the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment efforts</p>	<ul style="list-style-type: none"> <li>The agency analyzes and interprets the workforce reports to guide recruitment efforts based on the results of those reports.</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					
<p>Upon reviewing the quarter two (2) workforce report, there was an underutilization imbalance indicated for the Technical Job group where the White Demographic ethnic group was not being utilized enough. Moving forward, the EEO Officer will ensure efforts are taken to reduce underutilization of this ethnic group within the Technical Job group by taking into consideration the applicant pool.</p>					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Implemented Exit WISE Survey for Non-Represented Employees	<ul style="list-style-type: none"> <li>• Emailed WISE survey to all managerial staff who retired, thus far.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Implemented the Citywide Onboarding Survey	<ul style="list-style-type: none"> <li>• Emailed Citywide onboarding survey to all new hires, thus far.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Climate Survey	<ul style="list-style-type: none"> <li>• Was sent out to all staff on 10/29/2020</li> <li>• Based on results of the previous Climate Survey, increased employee familiarity with the EEO complaint process by posting the process on the Agency Intranet.</li> <li>• EEO Officer will conduct refresher EEO training to all agency employees in FY 22.</li> </ul>	<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	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>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 briefly the activities, including the dates when the activities occurred.</p>					
<p>Emails blasts are sent to employees to recognize key months/dates that relate to promoting diversity and inclusion (e.g., Pride Month 6/14/2021; Hispanic American Heritage Month 9/29/2021; Veterans Day 11/10/2021; Martin Luther King Jr. Day 1/18/2022). Dates are aforementioned in which emails were sent, essentially during the respective month in which the event took place.</p>					

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (M/WBE's)	<ul style="list-style-type: none"> <li>• The Agency Contract Compliance Analyst will participate in the annual M/WBE training, increasing knowledge of understanding the City's M/WBE program requirements.*</li> <li>• Outreach and utilization of many M/WBE vendors.</li> <li>• Agency Contract Compliance Analyst intends to attend conference/forum to network and increase agency's M/WBE utilization.*</li> </ul> *Delays are due to COVID-19	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed* <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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 briefly the activities, including the dates when the activities occurred.

Typically, during the year we host several educational programs such as Pension Seminars, Military Seminars and an Orientation for the new recruits of the NYPD to promote the agency's services. During October – December 2021, due to COVID-19, no seminars were hosted.

**D. EQUITY and RACE RELATIONS INITIATIVES:**

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

There are no specific Equity and Race Relations Initiatives embarked on or continued from previous years other than what DCAS hosts. There were no events hosted for the FY 2022 2<sup>nd</sup> quarter.

**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers	<ul style="list-style-type: none"> <li>As an eHire agency, all vacancies are posted on NYC Careers.</li> <li>Vacancies are posted on Indeed.</li> <li>Vacancies are posted on agency intranet for promotional opportunities.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging  Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received training	<ul style="list-style-type: none"> <li>Incorporate updated EEO tag line in all job postings.</li> <li>For Competitive class titles, include 55-a Program eligibility information.</li> <li>All hiring managers attended structured interviewing training in FY 21. They are scheduled to attend structured interviewing training again in FY 23.</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.					

The agency will use the Applicant Interview Log Report to track applicant sources and identify the best sources of applicants to address recruitment efforts and initiatives since underutilization of the White demographic ethnic group was identified within the Technical job group in quarter two (2).

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	0		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):	0		M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

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

Q1 (9/30/2021):   1   Q2 (12/31/2021):   1   Q3 (3/31/2022): \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

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]   N/A  .

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]   N/A  .

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

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

The 55-a Coordinator has achieved the following goals:

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

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

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<ul style="list-style-type: none"> <li>• Inform employees of promotional and transfer opportunities via agency intranet and email blasts.</li> <li>• Encourage the use of training and development programs to improve skills by sending out DCAS' Citywide Training Center seasonal training catalog via email.</li> <li>• Provide agency staff with civil service exams notices and other career development information via email.</li> <li>• Inform employees of Citywide vacancies via email blasts.</li> <li>• Assist employees with assessing and developing career paths.</li> </ul>
<p>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</p>	<ul style="list-style-type: none"> <li>• Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.</li> <li>• Submit the resumes for the second- and third-choices for the position.</li> <li>• Use a diverse panel of interviewers to conduct the interview. Identify at least two or three people to conduct the interview.</li> <li>• Develop specific, job-related qualification standards based on the DCAS title specifications website.</li> <li>• The agency will use the Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.</li> <li>• Use the structured interview approach, where the same questions are asked of all applicants for a particular job.</li> <li>• Reach out to DCAS for certified civil service lists to be used in filling vacancies.</li> <li>• Participate in DCAS-hosted citywide hiring pools to fill vacancies.</li> <li>• Use promotional lists to promote employees based on prior performance evaluations, including completing DP-72's for pick-up and transfers.</li> </ul>

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	<ul style="list-style-type: none"> <li>• The EEO Officer reviews the interview questions.</li> <li>• The EEO Officer sits in on interviews, when possible.</li> <li>• Compare the demographics of current employees to the placements.</li> </ul>				
Analyzing the impact of layoffs or terminations on racial, gender and age groups	<ul style="list-style-type: none"> <li>• The Agency plans to look at candidates who were laid off, terminated or resigned, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.</li> </ul>				
Other:					
During this Quarter the Agency activities included:		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	# of Vacancies	# <u>3</u>	# <u>8</u>	# _____	# _____
	# of New Hires	# <u>1</u>	# <u>4</u>	# _____	# _____
	# of New Promotions	# <u>3</u>	# <u>6</u>	# _____	# _____

**VII. TRAINING**

*Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**VIII. REASONABLE ACCOMMODATION**

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS****A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

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

**B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: Latonia Harris, Director of Procurement

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

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

**D. 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**

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.

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**Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>**

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

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

*Describe any follow-up measures taken to address the results of the 2018 Climate Survey:*  
The EEO Complaint Process at-a-glance has been posted on the agency intranet to ensure employees are aware of this procedure.

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*Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):*  
No analysis has been done since we have not received the results of 2020 Climate Survey.

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC 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 NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 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.**

**APPENDIX: NYC POLICE PENSION FUND EEO PERSONNEL DETAILS**  
 EEO PERSONNEL FOR 2<sup>nd</sup> QUARTER, FISCAL YEAR 2022

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b>		<input checked="" type="checkbox"/> No Changes	<b>Number of Additions: 0</b>	<b>Number of Deletions: 0</b>
<b>Employee's Name &amp; Title</b>	1.	2.	3.	
<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>Employee's Name &amp; Title</b>				
<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>	4.	5.	6.	
<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>Name &amp; Title</b>	Alana Bassit, HR Generalist	Wen Song Wang, Administrative Management Auditor	Michael Ragone, HR Director	
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" 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 checked="" 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: (specify %): 10%	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 2%	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 2%	

EEO Training Completed within the Last <u>TWO</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):			
Name & EEO Role	1. Alana Bassit, EEO Officer	2. Wen Song Wang, EEO Counselor	3. Michael Ragone, HR Director
<b>Completed EEO Trainings:</b> 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Completed OCEI Trainings:</b> A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name & EEO Role	4.	5.	6.
<b>Completed EEO Trainings:</b> 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b> A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

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

**DIVERSITY AND EEO STAFFING IN NYC Police Pension Fund AS OF 2<sup>nd</sup> QUARTER FY 2022 \***

<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>
<u>EEO Officer/Director</u>	Alana Bassit	<u>Community Coordinator</u>	<u>10%</u>	<a href="mailto:abassit@nycppf.org">abassit@nycppf.org</a>	212-693-5126
<u>Deputy EEO Officer OR Co-EEO Officer</u>					
<u>Chief Diversity &amp; Inclusion Officer</u>					
<u>Diversity &amp; Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Latonia Harris</u>	<u>Administrative Procurement Analyst</u>	<u>5%</u>	<a href="mailto:lharris@nycppf.org">lharris@nycppf.org</a>	212-693-5068
ADA Coordinator	<u>Michael Ragone</u>	<u>Administrative Staff Analyst</u>	<u>5%</u>	<a href="mailto:mragone@nycppf.org">mragone@nycppf.org</a>	212-693-5127
Disability Rights Coordinator	<u>Wen Song Wang</u>	<u>Administrative Management Auditor</u>	<u>5%</u>	<a href="mailto:wwang@nycppf.org">wwang@nycppf.org</a>	212-693-5617
Disability Services Facilitator	<u>Michael Ragone</u>				
55-a Coordinator	<u>Michael Ragone</u>				

Career Counselor	<u>Alana Bassit</u>				
EEO Counselor	<u>Wen Song Wang</u>				
EEO Investigator	<u>Wen Song Wang</u>				
EEO Counselor\ Investigator	<b><u>Alana Bassit</u></b>				
Investigator/Trainer					
EEO Training Liaison	<b><u>Alana Bassit</u></b>				
Other (specify)					
Other (specify)					

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