

# NYC Department of Probation FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

<b>Agency Name:</b> <u>NEW YORK CITY DEPARTMENT OF PROBATION</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 4, 2022		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October – December), due January 30, 2023	
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due May 1, 2023		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31, 2023	
<b>Prepared by:</b>			
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<b>Date Submitted:</b> <u>5/5/2023</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b>Date Received:</b>	

# NYC Department of Probation FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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# NYC Department of Probation 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.

## Part I: Narrative Summary

### I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?  Yes, On (Date): 3/06/22  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): \_\_\_\_\_ Q2 (12/31/2022): 961 Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

Yes On (Date): \_\_\_\_\_  Yes again on (Date): \_\_\_\_\_  No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes On (Dates): \_\_\_\_\_

Q1 Review Date: \_\_\_\_\_ Q2 Review Date: 10/26/22 Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

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. Promote employee engagement in training, civil service examinations, working groups, and other educational opportunities to increase employee retention professional and development.

❖ 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?

- **Unlocking Employment Training:** DOP Staff were invited to register for *Unlocking Employment: How to Partner with Job Seekers Impacted by the Legal System* a 90-minute, online course designed to enhance skills and build capacity for working with job seekers who have legal-system involvement. *Unlocking Employment* is targeted to NYC workforce providers, with information about legal protections in NYC (e.g. NYC's Fair Chance Act) as well as relevant NYS law

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

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## 2. Promote workforce & succession planning opportunities.

❖ 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?

- **NYCERS Seminar:** All staff received an invitation to the January 2023 NYCERS seminar for prospective Members of the New York City Employees' Retirement System (NYCERS) to learn the Top 10 Reasons to join NYCERS and hear all about the benefits a membership offers, including lifetime pension, death benefits, buyback, loans, and more.

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

## 3. Increase a diverse applicant pool.

❖ 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?

- **Casting for 2023 Probation Officer Recruitment Campaign:** As part of DOP's preparation for the 2023 Ad Campaign DOP solicited volunteers from all employees including a specific recognition that DOP is an equal employment opportunity employer and encouraging employees of diverse background to participate including LGTQBQI+ and with disabilities.
- **2023 NYC Government Job Fair:** DOP staff recruited at the job fair held on Saturday, February 11, 2023.

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

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❖ 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.

- The EEO Officer reviewed the agency’s underutilization identified through quarterly workforce reports with the Associate Commissioner of Human Resources and Deputy Commissioner of Administration.
- “Managers” and “Paraprofessionals” of Asian ethnicity continues to be the only categories of underutilization identified in the Q3 Workforce Report.
- The EEO Officer and Human Resources staff continued to brainstorm ways to address underutilization in this category. Efforts to address underutilization in these categories will be the focus of Q4 actions.

## 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. Supporting employee led activities that embrace diversity, equity and inclusion

❖ 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?

- DOP hosted a three-day Branch Chief and Supervisor Probation Officer Onboarding training where the EEO Officer presented on equal employment opportunity resources. The training took place March 7 – March 9.
- The following events were employee led activities that embraced diversity, equity, and inclusion.
  - Community Resource Unit’s Women’s History Month Presentation featuring treatment programs and specialized services for women.
  - Queens “Post-Valentine’s Positive Affirmation Day Celebration” led by Investigations PO Lisa Davis and PO Doreen Crum
  - Staten Islan ACE Unit’s weekly “Black History Month Celebration” led by Director Kevin Reeves, SPO Antico, PO Forrester, PO



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Cambridge, and PO Waite Holiday

- DOP’s Nutrition Kitchen’s staff distributed kosher food for Passover in Brooklyn and Staten Island in March.
- Staten Island NeON staff hosted a Black History Month Dinner and Movie as well as a “Ladies First” workshop in recognition of Women’s History Month.
- Bronx Adult Services

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

## 2. Recognizing staff achievements and years of service.

❖ **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?**

- The following staff received agency recognition for their achievements
  - Community Resource Unit staff including Mario Perez and Aure Moore, SPO Wright, and PO Pena were recognized for going above for their service to 7 refugees from Guatemala including providing food and clothing.
  - Bronx Adult Operations’ Intel Unit was recognized for their work in seizing 5 illegal firearms in less than on week and their continued dedication to keeping our city safe.
  - South Bronx NeON staff including PO Baez, PO Luyanda, and PO Stewart were recognized for recovering stolen credit cards and 7 out of state driver’s licenses while conducting a home visit.

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

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3. Ensuring that all staff are trained and adhere to Equal Employment Opportunity policies and practices.

❖ 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?

- EEO, APO, Personnel and other staff were invited and/or attended the following EEO meetings and trainings:
  - CGE Gender Equity Interagency Partnership Meeting
  - ADR Coordinator Quarterly Meeting 2023
  - MOPD Community Updates
  - 55-a Program and Procedures Training

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

3. Informing employees of their rights and protections under the New York City EEO 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?

- **Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees:** The EEO Officer worked with Human Resources and other managers to increase compliance.
- **LGBTBQI+ Power of Inclusion Training:** This training provides all City employees with a framework to understand Transgender Diversity and Inclusion. The EEO Officer worked with Human Resources and other managers to increase compliance.

As a result of this effort, DOP over 300 staff took the training before March 31.

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

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Q4 Update:       Planned     Not started       Ongoing     Delayed     Deferred     Completed

❖ 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.

The agency Intranet featured the postings and messages

- **Ramadan Mubarak Recognition:** Featuring information on the holy month of Ramadan. Staff were encouraged to be mindful of colleagues observing the month and fasting. (Mar. 2023)
- **St. Patrick’s Day Recognition:** Featuring information on the cultural and religious celebration of St. Patrick’s Day (Mar. 2023)
- **Chinese New Year Recognition:** Featuring information on the Chinese New Year, the Year of the Rabbit, and the Lantern Festival including the message “Gong hay fat choy or in other words Happiness and prosperity!” (Jan 2023)

## C. Community:

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

1. Continuing to work collaboratively with and within NeON communities to find good solutions to complex problems.

❖ 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?

- **NeON Cooks Program Launch:** DOP began recruitment for its forthcoming “NeON Cooks” program which provides culinary classes free of charge to the community. Through NeON Cooks, community members will have the opportunity to gather in a safe and welcoming environment, learn new cooking skills and nutritional information, cultivate community with one another, and break bread over the shared meals that they create. The program launches in April.

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- **NeON Nutrition Kitchen Partnerships:** The Nutrition Kitchens partnered with NYC Veterans, Affinity Health Care, and Met Council to distribute food to NeON communities.
- **NeON Scholars Program Launch:** DOP began recruitment for its forthcoming “NeON Scholars” program. Through NeON Scholars, young adults will be able to join in-person Regents Preparation Classes in each neighborhood with a NeON. Members will receive a stipend for each week they attend, as well as meals and metro cards. NeON Scholars will also host free online tutoring for all high school level and GED related academic subjects, and individuals who join on any given day will also have the opportunity to win gift cards through a raffle.
- **Bed-Stuy NeON EdFest:** DOP’s Bedford Stuyvesant NeON office hosted an education event in collaboration with community-based organization including RiseBoro, CASES, The HOPE Program, John Jay College Institute for Justice and Opportunity, CUNY Fatherhood Initiative, Emergent Works, Kingsborough CC’s Center for Economic and Workforce Development. The event featured registration and information for GED classes, adult education, vocational training, and more.
- **NeON Work’s Trainings:** DOP’s NeON Works initiative hosted free trainings all month for probation youth and communities including *Professionalism and Your Job Search*, *Earn and Learn: Getting Qualified Without Putting a Pause on Your Finances*, *Life Skills: Resume review/ Mock Interview* and more.

- **YouthWRAP:** DOP’s launched the Spring session of the YouthWRAP (Weekend Restoration Assistance Project), a eight-weekend program designed to provide clients with community service in their communities. In Q3 YouthWRAP participants program where clients and Probation officers spent 8 weekend restoring city parks, gardens, and food pantries including Tehuti Ma’at Community Garden, New Hope Church Pantry, and Riverbank State Park Greenhouse and Education Center

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

2. Ensuring that community events are inclusive and accessible to the public.

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

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- Ensured that all events were accessible and/or accessibility services were available.
- Ensured that agency sponsored-event flyers included instructions to contact DOP’s Disability Rights Facilitator regarding requests for accessibility or language interpretation services.

Q1 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q2 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q3 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

### 3. Engaging M/WBEs with DOP services and community events.

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

- An M/WBE vendor was awarded the agency’s contract for NeON Scholars and NeON Cooks.
- DOP continued to include M/WBE vendors in procurement practices.

Q1 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q2 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q3 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
 Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

❖ Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.

- Staten Island NeON hosts “Bridging the Gap”: On 1/25/2023, DOP’s Staten Island NeON Stakeholder Group held their first annual

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Community Resource Fair at the Central Family Life Center! The event had 65 providers and partners readily available to connect our clients and other members of the community with services and recreational opportunities.

- **Annual Re-Entry Resource Fair and Suit Give away:** On 02/11/23 DOP's Harlem NeON staff attended the 3rd Annual Re-entry Resource Fair and Suit Giveaway organized by One Hundred Black Men Inc. The event was held at the Union Baptist Church located at 240 west 145<sup>th</sup> Street in Harlem. Community members were able to speak and network with major organizations that provide training, employment opportunities, and other wraparound services that are necessary to achieve success with employment or vocational goals.

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## D. Equity, Inclusion and Race Relations Initiatives:

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

1. DOP will continue to share events related to race and inclusion including age inclusivity, non-traditional minority inclusion initiatives, disability rights, and engagement of traditional and older employees in inclusion efforts and discussion forums.

- ❖ **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?**

DOP continues to partner with the Commission on Gender Equity and the Gender Equity Interagency Partnership to identify ways to meet this goal.

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

- ❖ **Please specify 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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## 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 underutilization in job groups to inform recruitment efforts.

❖ 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 discussed the agency's Q3 Workforce Report underutilization data with the Associate Commissioner of Human Resources and Deputy Commissioner of Administration.
- "Managers" and "Paraprofessionals" of Asian ethnicity are the only categories of underutilization identified in the Q2 Workforce Report.
- The EEO Officer and Human Resources staff continued to brainstorm ways to address underutilization in this category.

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

#### 2. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity 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?



# NYC Department of Probation FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- DOP continued incoming college level interns and existing college aides as a source of potential applicants who may increase the agency’s diversity.

**Q1 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q2 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q3 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q4 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed

### 3. Put in place an operating, up-to-date, accessible website related to EEO protection and rights.

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

- DOP updated the agency’s website with the most recent copy of the NYC EEO policy.

**Q1 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q2 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q3 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q4 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed

### 4. Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.

- ❖ 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 ensured job posting included the agency’s equal employment opportunity statement.

**Q1 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q2 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q3 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
**Q4 Update:**  Planned  Not started  Ongoing  Delayed  Deferred  Completed

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## 5. Post ALL vacancies on NYC Careers.

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

- Human Resources ensured all vacancies were posted to NYC Careers.

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

## 6. Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received EEO training including, Structured Interviewing Training, Unconscious Bias Training, and Everybody Matters EEO and Diversity and Inclusion Training.

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

- DOP is in the process of ensuring that personnel involved in both the discretionary and the civil service hiring process have received EEO training including, Structured Interviewing Training, Unconscious Bias Training, and Everybody Matters EEO and Diversity and Inclusion Training.

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

❖ Please specify any 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.

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## 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\_\_\_

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 \_\_\_

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5. Other (Fall Interns) Total: 17

Race/Ethnicity\* [#s]: Black 4 Hispanic 7 Asian/Pacific Islander 2 Native American 1 White 3 Two or more Races     

Gender\* [#s]: M 4 F 13 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):      Q2 (12/31/2022):     0     Q3 (3/31/2023):      Q4 (6/30/2023):     

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

During the 1st Quarter      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      [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

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on the agency website:  Yes  No  
through an agency newsletter:  Yes  No  
Other: \_\_\_\_\_

2. Job Postings
- 3.

## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

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

- All employment opportunities were posted externally and internally staff received email announcements of civil service exams notices and other career development information.
- The EEO Officer reviewed employment logs.
- DOP's Career Counselor remains available to staff for consultations regarding career options.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

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

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- The Assistant Commissioner for Human Resources continued to monitor the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants.

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).

**Pre-Selection:**

- The EEO Officer ensured that all vacancy announcements include the revised NYC EEO and Anti-Discrimination Statement.
- The EEO Officer actively monitored agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.

**Post Selection:**

- The EEO Officer received and reviewed candidate evaluation forms.

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

- N/A

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# _____	# _____	# _____
Q2	# <u>115</u>	# <u>65</u>	# <u>25</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

## VI. Training

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

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

## VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

### B. Local Law 97: Annual Sexual Harassment Reporting

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.

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

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**Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).**

## **D.Local Law 101: Climate Survey**

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

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

### **1. Increase employees’ familiarity with the EEO Policy.**

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

- The EEO Officer developed a Myth & Fact worksheet including citations to the EEO policy.

### **2. Improve the EEO Office’s visibility to the workforce.**

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

- The EEO Officer presented to the Senior Managers on EEO policies and followed up with copies of the policy during the March onboarding session.
- The EEO Officer created a dedicated reasonable accommodations email.

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



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- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**
  - The EEO Officer distributed the EEO Complaint Process at Glance to senior management.
- 4. **Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
  - The EEO Officer, Human Resources and/or Communications team continued sent weekly reminders of EEO trainings including EEO Everybody Matters and the LGTBQI+ Power of Inclusion trainings. The EEO Officer reported on compliance, provided technical support.
- 5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
  - The EEO Officer ensured that all DCAS training materials related to reporting any violations under the EEO Policy, including discrimination and sexual harassment were posted online and available to supervisors and managers.
- 6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

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- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?
  - The EEO Officer, Human Resources and/or Communications Unit ensured that all managers and supervisors review and share the agency's EEO Office page including information of who and where to direct employees who may want to discuss a complaint(s) under the EEO Policy.

## 7. Other:

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

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

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

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

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## Appendix A: EEO Personnel Details

### EEO Personnel For 2 Quarter, FY 2023

#### Personnel Changes

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

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<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. Kenya Lee, EEO Officer, ADA Coordinator	2. Katherine Spaulding	3. Suzette Mapp
<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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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## EEO Personnel Training Continued:

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

# NYC Department of Probation 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:

33 Beaver Street, 23<sup>rd</sup> Floor  
New York NY, 10001

Diversity and EEO Staffing as of 3 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	Kenya M. Lee	Community Coordinator	65%*	klee@probation.nyc.gov	212.510.3862
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Katherine Spaulding	Administrative Public Information Specialist	5%	kspaulding@probation.nyc.gov	212.510.3730
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					
ADA Coordinator	Kenya M. Lee	Community Coordinator	5%	klee@probation.nyc.gov	212.510.3862

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<b>Disability Rights Coordinator</b>	Kenya M. Lee	Community Coordinator	15%	klee@probation.nyc.gov	212.510.3862
<b>Disability Services Facilitator</b>	Kenya M. Lee	Community Coordinator	15%	klee@probation.nyc.gov	212.510.3862
<b>55-a Coordinator</b>	Kenya M. Lee	Community Coordinator	5%	klee@probation.nyc.gov	212.510.3862
<b>Career Counselor</b>	Suzette Mapp	Admin Staff Analyst	25%	SMapp3@probation.nyc.gov	212.510.3840
<b>EEO Counselor</b>	Shannon Motley	PAA	5%	SMotley@probation.nyc.gov	212.510.3712
<b>EEO Counselor</b>	Kim Mabry	Community Associate	5%	KimMabry@probation.nyc.gov	212 510 3714
<b>EEO Counselor</b>	John Altre	Procurement Analyst	5%	JAltre@probation.nyc.gov	212 510 3798
<b>EEO Counselor</b>	Geneva Elder	Admin Staff Analyst	5%	Gelder@probation.nyc.gov	212 510 3833
<b>EEO Investigator</b>					
<b>EEO Counselor\ Investigator</b>					
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>	Kimberly Irby		25%	Kirby@probation.nyc.gov	212.510.3869
<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.