

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION

- 1st Quarter (July -September), due December 13, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due April 30, 2020
- 4th Quarter (April -June), due July 30, 2020

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Title

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Date Submitted: May 15, 2020

FOR DCAS USE ONLY

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 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): August 26, 2019 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- 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:

- Always Creating Excellence Award (“A.C.E. Award”): December 13, 2019 – see attached
- See additional D&EEO events in Workplace, section B below.

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 Yes, On (Date): April 23, 2019 No

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

Yes, On (Date): January 3, 2020 No

The review was conducted together with: Human Resources
 Agency Head

General Counsel
 Other Executive Deputy Commissioner and Chief Administrative Officer

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The Office of EEO & Diversity works with OD&HR and agency managers to ensure that the interview process for hiring and promotion are EEO compliant and consistent with D/I best practices, as well as appropriately considers underutilization and other relevant demographic data.	Using the CEES underutilization report, DEP will continue to strive for increasingly diverse applicant pools and talent acquisition. The Office of EEO & Diversity along with the Office of Organizational Development and Human Resources offices continues to provide managers/supervisors and relevant agency	<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"/> Ongoing <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 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"/>

	<p>personnel with the appropriate leadership competencies, across all facets of their tasks and responsibilities including, but not limited to training in structured interviewing, unconscious bias, reasonable accommodation, conflict resolution strategies, and cross-cultural awareness and etiquette.</p>				
<p>The agency has implemented strategies to address the impending retirement of employees and possible loss or gap in talent.</p>	<ul style="list-style-type: none"> ▪ Job analysis and skills audit. ▪ Conduct workforce planning and forecasting. ▪ Use the DCAS Retirement Predictor Tools to address the impending retirement of employees and possible loss or gap in talent. ▪ Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service. ▪ Work to ensure that there will be a diverse applicant pool for the anticipated vacancies. - Encourage agency employees to take promotional civil service examinations by: <ul style="list-style-type: none"> ✓ Sending emails with schedule of exams; ✓ Providing link to specific DCAS exams; and ✓ Posting schedules and exam announcements at the agency intranet. - DEP's coaching, counseling, mentoring and cross training programs. 	<ul style="list-style-type: none"> <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"/> Ongoing <input type="checkbox"/> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/>

	<ul style="list-style-type: none"> - Identify best practices to retain advanced employees. - Implement initiatives to improve the development and training of underrepresented employees. 				
<p>Attract and hire highly qualified, diverse talent.</p>	<p>The Agency continues its commitment to promoting and encouraging consistency and fairness in our employment practices. DEP’s managers and supervisors are charged with promoting diversity and encouraging inclusion in all aspects of our business. When presented with the opportunity to hire or promote individuals, the Office of EEO and Diversity, as well as Organizational Development & Human Resources, are included in the process to ensure that the recruitment, selection, and leadership development processes are applied consistently and in accordance with established City and Agency policy and procedures. This minimizes the potential for discrimination and bias, and guarantees the selection of the best and brightest that our City’s diverse population has to offer.</p>	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<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>In FY’20, DEP continues to increase outreach efforts to the Mayor’s Office for People With Disabilities (MOPD) and ACCESS VR. The Disability Rights Coordinator/Disability Services Facilitator is tasked with collaborating with Organizational Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools. DEP participated in two 55A career fairs in FY 18 hosted by DCAS in conjunction with MOPD. Currently both MOPD and ACCESS utilize the DEP webpage and NYC.gov/careers page.</p> <p>For vacancies that require special skills and abilities that are deemed ‘hard to recruit’ the Agency will continue to forward posting notices and job ads to national professional organizations. DEP will continue to widen its candidate pool by advertising and partnering with organizations such as NYWEA (NY Water Environment Association), AWWA (American Water Works Association), and WEF (Water Environment Federation).</p>					

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort?
1. College Career Fairs	1. Encourage current and recent students to consider City government as choice employers. Expose those students to the civil service process. Increase collage applicants.
2. Community Job Fairs	2. Educate the community on career choices at DEP and job opportunities. Increase community awareness.
3. Veterans Joh Fairs	3. Encourage and actively seek veterans to apply and be considered for applicable positions. Increase awareness and applicants.
4. CUNY LEADS for the Disabled	5. Engage the disabled community as well as educate staff on benefits the disabled community provides. Increase awareness and applicants.
5. Specialized Recruitment Events	6. Highlight green jobs, entry level, and EPO positions. Increase awareness and applicants.

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Training	The Office of EEO & Diversity continues to engage DEP senior and bureau-level staff in identifying specific areas for training delivery and support.	<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 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"/>

<p>DEP has established two training courses, Managing for Excellence (MFE) and Supervision in Action (SIA): Mastering the Basics, for supervisors and managers.</p>	<p>MFE and SIA are geared towards reinforcing fundamental management strategies and techniques that will help motivate and inspire, create accountability, and improve morale across the agency. Each course also includes and EEO and D/I module, underscoring the value of these topics to overall leadership competencies.</p> <p><u>Managing for Excellence (MFE)</u> Essential goals of the MFE Program are:</p> <ul style="list-style-type: none"> ▪ Focus new managers, and to refocus seasoned managers, on fundamental management skills to increase productivity, improve performance and engage our workforce to greater heights. ▪ To capitalize on the diversity of our managers by creating this opportunity to share, commiserate, strategize and bond so there are stronger ties across the enterprise. Much can be gained by appreciating different, and also same perspectives on management tools and approaches that work – or don't. ▪ To give each of our managers some much deserved and desired space to take a deep breath, to contemplate some next steps, to recharge their management batteries and to have some fun. ▪ To level the playing field by placing the same tools in everybody's tool box 	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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	<p>– meaning management tools. These are the ones Executives and Sr. Staff endorsed as necessary to drive our values and culture in a positive direction.</p> <ul style="list-style-type: none"> ▪ To respond to feedback from our OHI Survey in July 2012 and our recent 42 sessions with over 3,000 employees. The feedback suggested we needed more accountability, greater engagement and better morale. ▪ To create more trust among our managers. We told you in our first annual Managerial Professional Development Day that we were investing in you, our managers, and this is only the beginning. We know we need to build greater trust as we go forward by supporting you on the other side of this initial investment. <p><u>Supervision in Action (SIA): Mastering the Basics</u> Provides supervisory skills that will help hone leadership abilities in a 3-day Blended Learning program. Introducing proven supervisory techniques through pre-class online modules, instructor led classroom course work and real-life case study group discussions and activities.</p>				
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<p>Always Creating Excellence (A.C.E.) Awards: DEP's appreciation program, A.C.E.</p>	<p>The A.C.E. program recognizes DEP staff members that have exhibited outstanding effort, and have gone above and beyond the call of duty to serve the people of New York City. A.C.E. ceremonies are held on a quarterly basis and includes a wide variety of recognition categories: Leadership, Environmental Health & Safety, Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration and Support, Engineering), and the Commissioner's Award.</p> <p>Awardees for the third and fourth quarters of 2019, featured in this Weekly Pipeline Extra edition: A.C.E Employee Award , were honored at a ceremony on December 13th with Commissioner Sapienza, P.E., during which they received certificates, and A.C.E. Awards branded lapel pins, picture frames, and duffle bags. Some award recipients also won a ticket to take DEP Employee Experience tour and will receive excused time to visit and learn about an interesting operation within DEP.</p> <p>Awardees for the first quarter was announced on April 9, 2020.</p>	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>OCTOBER</p> <ul style="list-style-type: none"> - October 8, 2019: Heritage Month Quiz sent out agency-wide, via email, to celebrate Polish, German, Italian and Hispanic heritage. - October 9, 2019: Email blast sent out agency-wide to promote NYC Access and Employment Week hosted by NYC MOPD. - October 18, 2019: 7th Annual Diversity Celebration Cultural Extravaganza event held for DEP employees to celebrate diversity with a carnival theme. Jeopardy, carnival games and an escape room were some highlights of the event. 					

- **October 29, 2019:** DEP hosted a Diversity Day celebration at our upstate Kingston location. Employees were invited to share items and stories that represent their culture. Employees displayed and shared photos, instruments, flags, books, jewelry, garments, etc.

NOVEMBER

- **November 1, 2019:** The Office of EEO & Diversity sent out an email blast to the agency listing events hosted by City Council in the month of November: Puerto Rican Heritage and Albanian Independence Celebration.
- **Upstate Veterans Event**
- **November 11, 2019:** NYC Veterans Day Parade: DEP marched in the parade to honor veterans and salute members who are currently serving in the military.
- **November 14, 2019:** DEP's veterans were honored with a special ceremony at our Kingston upstate location. Guest speakers from NYS and Ulster County discussed numerous benefits that Veterans and their families are entitled to. DEP's senior leadership provided opening remarks and lead in a moment of silence for those who served and are currently serving in the military.
- **November 15 & 16, 2019:** The Office of EEO & Diversity hosted IDNYC at DEP's headquarters. IDNYC is the New York City municipal identification program. The program grants access to All New York City residents 10 years and older who reside in New York City's boroughs are eligible for the ID, regardless of immigration status. IDNYC gives access to exclusive benefits and discounts across the City. The IDNYC program also offers Veteran Designation on the card for those who provide documentation to support their veteran status.

DECEMBER

- **December 26, 2019:** The Office of EEO & Diversity sent out a holiday card to the agency in recognition and celebration of the holiday season.

FEBRUARY

- **February 19, 2020:** The Office of EEO & Diversity held a virtual "Black History Month Quiz". Winners of the quiz entered into a raffle to win a prize.
- **February 28, 2020:** The Office of EEO and Diversity had an annual Black History Event entitled, "Food for the Soul". This event featured interactive activities, a Djembe – a drum played with bare hands that originates from West Africa - performance, and impressive spread of refreshments that included candied yams, cold pasta with shrimp, BBQ wings, chicken and waffles, coconut rice, mac and cheese, plantains and sweet potatoes cheese cake pie, and so much more. Additionally, participants were treated to more fun and information about Black History Month through the Spin the Wheel and Family Feud. Approximately 117 employees attended this event.

MARCH

- **March 4, 2020:** DEP collaborated with IDNYC on March 4, 2020 to provide IDNYC cards to DEP employees and members of the community. IDNYC is the New York City municipal identification program that allows NYC residents the opportunity to receive an identification card that gives access to exclusive benefits and discounts across the City, regardless of immigration status.
- **March 17, 2020:** The Office of EEO & Diversity held a virtual St. Patrick's Day Photo Contest. Employees were encouraged to participate by submitting a "selfie" wearing cultural green-themed items in honor of St. Patrick's Day.

- **March 20 and 25, 2020:** The Office of EEO & Diversity held a virtual ‘*lunch and learn*’ series. DEP employees were viewed a short 4-part film entitled, “The Vanguard: Women in Media”, produced by NYC Media. Each of the half hour film segment profiled a notable woman who is considered a pioneer in her particular industry, and featured her career-defining moments, as well as gems of wisdom and inspiration to others seeking to follow in her path.

WEEKLY PIPELINE:

DEP Publishes an informal newsletter, *Weekly Pipeline*, for its employees and environmental stakeholders. The newsletter features updates on current news, safety reminders, agency accomplishments and milestones, and interesting agency statistics and historical facts. More information regarding the *Weekly Pipeline* Volume X is available in the links below:

[October 1, 2019](#)

[October 8, 2019](#)

[October 15, 2019](#)

[October 22, 2019](#)

[October 29, 2019](#)

[November 6, 2019](#)

[November 12, 2019](#)

[November 19, 2019](#)

[November 26, 2019](#)

[December 3, 2019](#)

[December 10, 2019](#)

[A.C.E Employee Award](#)

[December 17, 2019](#)

[December 24, 2019](#)

[December 31, 2019](#)

[January 7](#)

[January 14](#)

[January 21](#)

[January 28](#)

[February 4](#)

[February 11](#)

[February 18](#)

[February 25](#)

[March 3](#)

[March 10](#)

[March 17](#)
[March 24](#)
[March 31](#)

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Increase outreach to improve recruitment strategies across New York City and upstate New York.	DEP continues to email 18 update and 40 downstate potential recruitment partners to increase and diversity our candidate pool for selected positions as they become available. A similar recruitment email gets sent to 25 student engineering/science affinity groups at nearby universities highlighting DEP’s internship and employment opportunities. At the beginning of the fall recruitment season, we will send an email blast to selected organizations, identifying our agency.	<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"/> Ongoing <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 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"/>
Vacancies that require special skills and abilities that are deemed ‘hard to recruit’.	DEP continues to forward posting notices and job ads to national professional organizations. We have widened the candidate pool by advertising and partnering with organizations such as	<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"/> Ongoing	<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 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"/>

	NYWEA (NY Water Environment Association), AWWA (American Water Works Association), and WEF (Water Environment Federation).	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Job Fairs	DEP continues to participate in job fairs held at various organizations and schools across the city to educate the community on career choices at DEP and job opportunities that are available.	<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"/> Ongoing <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 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"/>

V.

VI. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruit a diverse group of interns to develop a pipeline of future talent.	Our internship program includes transformation tours, seminars, brown bags and information sessions with our emerging leaders and young professionals. Interns are afforded the opportunity to interact with our Executive staff and seasoned professionals who serve as mentors and provide sound professional	<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"/> Ongoing <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 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"/>

	<p>guidance and experience. At the conclusion of our summer internship program, a closing ceremony is held to congratulate students on the completion of the program with a breakfast, distribution of certificates and a parting gift. A yearbook is created to commemorate the summer activities and friendships forged. An internship fair (open to all employees) is held to showcase what students learned during the summer. DEP's Summer Internship Program will continue to be a core strategy for attracting diverse talent for future employment opportunities.</p>				
<p>Expansion of DEP's Technical Internship Program.</p>	<p>The interns of the Technical Internship Program will shadow DEP trades' employees such as Sewage Treatment Workers, Watershed Maintainers and Air Pollution Inspectors. This internship targets high school graduates who are looking for a career path after high school that does not require immediate college attendance. In FY'18 DEP began our pilot program with 10 interns (1 Black Female, 6 Black Male, 3 Male White) for the title of Water Use Inspector with the Bureau of Customer Services. In addition, we plan to re-establish our partnership with DCAS to participate in the Public Service Corps Internship Program.</p>	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>In FY'20, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR.</p>	<p>The Diversity Director/Reasonable Accommodation Coordinator will continue to collaborate with Organizational</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools.	<input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <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"/>
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B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] <small>[N-B=Non-Binary; O=Other; U=Unknown]</small>
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	117	43 Asian 16 Black 13 Hispanic 45 White	Male: 26 Female: 17 Male: 9 Female: 7 Male: 3 Female: 10 Male: 20 Female: 25
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are 37 55-a participants.

During this Quarter, a total of 2 new applications for the program were received.

During this Quarter 5 participants left the program due to 4 under code A (ceased) and 1 under code Q (Child Care LWOP).

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

- e-mail Yes No
- training sessions Yes No
- agency website Yes No
- agency newsletter Yes No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants Yes No

3. _____

VII. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	<ul style="list-style-type: none"> - Each week, OD&HR sends out a list of job vacancies and exam schedules to the workforce. - A list of promotional and transfer opportunities are posted at each facility and central locations. - OD&HR routinely distributes training and development programs to improve skills, performance and career opportunities. - OD&HR hold information sessions where employees are provided information on civil service and what it means to become a permanent civil servant. - OD&HR provides technical assistance in filing for upcoming civil service exams. 	<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"/> Ongoing <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 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	Each quarter, the Office of EEO & Diversity reviews CEEDS data with OD&HR to address underutilization. A review of policies, procedures, and practices related to hiring, which also includes vacancy announcements, use of certification lists, and the selection process for mission critical occupations, are also reviewed.	<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"/> Ongoing <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 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"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<ul style="list-style-type: none"> - The agency’s EEO Officer ensures that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process; - Reviews questions for structured interviews; and - Participates in interview panels and reviews promotional packages. 	<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"/> Ongoing <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 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"/>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>The agency analyzes the impact of layoffs and terminations on racial, gender and age groups.</p>	<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"/> Ongoing <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 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"/>
<p>Other Selection Strategies and Initiatives: Ongoing collaboration with OD&HR</p>	<p>The Office of EEO & Diversity continues to work alongside OD&HR to recruit and train a diverse workforce. EEO participates in recruitment strategies, interview panels and new hire orientation training sessions to ensure that new employees are equipped with information on their rights and responsibilities under the EEO Policy and the diversity programs</p>	<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"/> Ongoing <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 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"/>

	and initiatives that are at their reach.				
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VIII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

IX. REASONABLE ACCOMMODATION

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

There were no new R/A requests in the current quarter.

X. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace: EEO and HR will continue in the ongoing recruitment to identify qualified, diverse candidate slates from which to select diverse talent.

Risk 2: Cultural and Language Differences in the Workplace: Continue to deploy relevant training (e.g. for conflict resolution and management across lines of differences, implicit/unconscious bias training, as well as other diversity and inclusion training.) Also, increase opportunities for cultural recognition awareness, as well as employee engagement and job satisfaction through inclusive event planning.

Risk 3: Workplaces with Significant Power Disparities: Continued relevant workforce training for supervisors/managers and staff.

Risk 4: Isolated Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all employee at isolated worksites. Also, providing employee engagement events at these locations.

Risk 5: Decentralized Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all decentralized worksites. Targeted diversity recognition and inclusive events to bridge the geographic gaps between DEP's central office and isolated worksites.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

XI. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC_____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: NYC DEP EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ____ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	Brenda Thompson, EEO Training Manager		
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 10/7/19	Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Name & Title	Danielle Barrett, Assistant Commissioner	Darlene Martinez, Diversity Director, Reasonable Accommodation Coordinator	Sandra Rhabb Campbell
EEO Function	<input checked="" 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 checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: RA Coordinator	<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: EEO Office Manager
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<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
Completed Trainings:			
EEO	<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
Diversity & 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
lgbTq: 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
Structured Interviewing and Unconscious Bias	<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
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

Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other
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B. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO/Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Danielle Barrett	Assistant Commissioner	Assistant Commissioner/EEO Officer	100%	dbarrett@dep.nyc.gov	718-595-3432
Darlene Martinez	Executive Assistant to the Commissioner	Diversity Director/Reasonable Accommodation Coordinator	100%	dmartinez@dep.nyc.gov	718-595-5742
Sandra Rhabb Campbell	Principal Administrative Associate	EEO Office Manager/55-a Coordinator	100%	scampbell@dep.nyc.gov	718-595-6558
Lana Yang	Agency Attorney	EEO Investigator	100%	lyang@dep.nyc.gov	718-595-3451
Zachary Taylor	Community Associate	EEO Intake Specialist	100%	ztaylor@dep.nyc.gov	718-595-7301
Gloria Rodriguez	Community Coordinator	Disability Services Facilitator	100%	GRodriguez@dep.nyc.gov	718-595-4549
Alejandra Lamarche	EEO Liaison	EEO Liaison	30%	Alamarche@dep.nyc.gov	718-595-5060
<u>Stanley Hughes</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	Shughes@dep.nyc.gov	<u>718-595-5015</u>
<u>Charles Greene</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	CharGree@dep.nyc.gov	<u>718-595-3494</u>
<u>Judith Marshall</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	JudiMars@dep.nyc.gov	<u>718-595-6740</u>

Steve Roldan	EEO Liaison	EEO Liaison	30%	Sroldan@dep.nyc.gov	718-595-7106
Christina Allen	EEO Liaison	EEO Liaison	30%	Sroldan@dep.nyc.gov	718-595-5738
Grace White	EEO Liaison	EEO Liaison	30%	Gwhite@dep.nyc.gov	718-595-6603
Diana Ricaurte	EEO Liaison	EEO Liaison	30%	Ricaurte@dep.nyc.gov	718-595-5738
Sharon Urena	EEO Liaison	EEO Liaison	30%	Surena@dep.nyc.gov	718-595-6147
Tamara Williamson	EEO Liaison	EEO Liaison	30%	Twilliamson@dep.nyc.gov	718-595-5385
Donna Hylton	EEO Liaison	EEO Liaison	30%	Dhylton@dep.nyc.gov	718-595-5537
<u>Galina Dreyzina</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Gdreyzina@dep.nyc.gov</u>	<u>718-595-3051</u>
<u>Gavin O'Rourke</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>GORourke@dep.nyc.gov</u>	<u>914-749-5312</u>
<u>Janet Singh</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Jansingh@dep.nyc.gov</u>	<u>718-595-3321</u>
<u>Jason Low</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>JasonL@dep.nyc.gov</u>	<u>718-595-3114</u>
<u>Joanne Nurse</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Jnurse@dep.nyc.gov</u>	<u>718-595-4675</u>
<u>Rosanna Pullara</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Rpullara@dep.nyc.gov</u>	<u>718-595-3231</u>
<u>William Beers</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>BeersW@dep.nyc.gov</u>	<u>607-865-2910</u>
<u>Yocanda Baez</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Ybaez@dep.nyc.gov</u>	<u>718-595-5376</u>

* Please indicate changes (i.e. if new personnel is filling a 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 please indicate it on the chart.

FY 2020
QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY

INSTRUCTIONS

REMINDERS AND REQUESTS:

- * Please fill out identifying information on lines 8, 13 and 14.
- * Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- * Do not change the formatting and layout of the worksheet.
- * To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- * If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

GUIDELINES:

- * Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- * Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2020 DEEO TRAINING SUMMARY**
- * Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **NYC Environment Protection** **3rd Qtr** **FY 2020**

NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE UNDER THE NAME: NYC DEP Quarter 3 FY 2020 DEEO TRAINING SUMMARY

SUBMITTED BY [TITLE]: **Sandra Rhabb Campbell**

DATE SUBMITTED: **15-May-20** E-MAIL: **scampbell@d** TEL #: **718-595-6558**

1st Quarter (July-September) DUE December 13; 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th; 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	0	818	3366	179	0	4363

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	504	2796	101	0	3401
1. EEO Awareness	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		0	0	0		0
2. D&I "Everybody Matters"	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		0	0			0
3. lgbTq: The Power of Inclusion	0	0	0	34	0	34
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		0	0	34		34
4. Sexual Harassment Prevention	0	504	2796	67	0	3367
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		504	2796	67		3367
5. Disability Etiquette	0	0	0	0	0	0
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		0	0	0		0

Administered by DCAS

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	0	314	570	78	0	962
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		230	179			409
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED		0	1	0		1
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		0	0	0		0
9. Other Diversity/EEO Related	aints Investigations					
TOTAL PARTICIPANTS TRAINED		0	19	0		19
10. Other Diversity/EEO Related	Seim Annual Brief					
TOTAL PARTICIPANTS TRAINED		30	125	0		155
11. Other Diversity/EEO Related	in Action: Masterin					
TOTAL PARTICIPANTS TRAINED		0	240			240
12. Other Diversity/EEO Related	Corrective Action					
TOTAL PARTICIPANTS TRAINED		0	6			6
13. Other Diversity/EEO Related	EEO Initial					
TOTAL PARTICIPANTS TRAINED		39	0			39
14. Other Diversity/EEO Related	EEO for Supervisors					
TOTAL PARTICIPANTS TRAINED		15	0			15
15. Other Diversity/EEO Related	Executive Order 16					
TOTAL PARTICIPANTS TRAINED				78		78