



The City of New York
Department of Investigation

VICTOR OLDS
ACTING COMMISSIONER

80 MAIDEN LANE
NEW YORK, NY 10038
212-825-5900

**NEW YORK CITY DEPARTMENT OF INVESTIGATION DIVERSITY AND EQUAL
EMPLOYMENT OPPORTUNITY PLAN
FISCAL YEAR 2014**

I. Introductory and Commitment Statement by the Agency Head

The New York City Department of Investigation consists of an agency of diversity and talent. This agency is an equal opportunity employer and prohibits discriminatory employment actions against and treatment of City employees and applicants for employment based on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, and gender (including “gender identity”—which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, partnership status, genetic information or predisposing genetic characteristic, sexual orientation, status as a victim of domestic violence, a sex offense or/and unemployment status. In City government, that means persuading men and women of all backgrounds to consider serving their fellow New Yorkers for a few years, or for an entire career. Indeed, each of you has a special responsibility to be respectful of all our co-workers and members of the public.

Attached you will find a list of the agency’s EEO Officer, EEO Counselors and the Disability Rights Coordinator which is also posted on the agency’s intranet. In addition, attached is a copy of the EEO Policy. Our Human Resources Unit and EEO Office are available to provide input on personnel matters in addressing EEO and diversity issues, and to investigate EEO complaints.

For any assistance or information on these or other personnel or EEO issues, you should contact Shaheen Ulon, EEO Officer or any other member of the EEO Office, or Richard Natofsky, Personnel Director, Disability Rights Coordinator, 55-a Coordinator and Career Counselor. Please be aware that they are working closely with DCAS’s Division of Citywide Equal Employment Opportunity Division.

II. Recognition and Accomplishments

On December 19, 2013, DOI held an awards ceremony which recognized the outstanding achievements of its staff. Awards were given for outstanding performance on major investigations, outstanding performance on major projects, outstanding administrative support, unit citations, longevity, and for other achievements..

III. Accountability Statement

In January 2013 an EEO Commitment memorandum was issued to all managerial staff to ensure that they continue their efforts to foster and draw upon diversity and to remind them of their responsibility to ensure that all managers and supervisors value and foster fairness, equity, respect and promote diversity through our agency at all levels. The managers were reminded to continue to work with the EEO Officer and Human Resource Director to integrate equal opportunity principles and practices into all hiring, promotions, compensation, transfer, training, evaluations, separation and other personnel decisions. DOI's EEO Officer continues to serve as a resource for agency managers and supervisors by providing us with best practices, assessing employment decisions and providing direction in addressing any identified EEO issues. I have continued to hold managers, supervisors, EEO and human resources professionals accountable for the effective implementation of the City's EEO Policy.

IV. Reporting and Communication Statement

DOI maintains information about personnel actions as required by federal, state and local laws, including the City's official records retention schedule.

DOI commits to do the following:

1. The agency will continue to monitor recruitment, hiring/selection, promotion, compensation, separation, demotion and transfer rates, on a quarterly basis. We will promote inclusive agency practices, policies, and programs enhancing our progress in establishing a diverse workforce and pipeline across all levels of our agency.
2. The agency will continue to submit quarterly reports to CDEEO.
3. The agency will continue to submit a timely annual plan each year to CDEEO as directed by the Mayor's Office, the City Council, and the Civil Service Commission to fulfill DOI's obligation to submit a Plan to those three entities.

V. Proactive Strategies to Enhance Diversity, EEO and Inclusion

The primary goal of DOI's strategy for FY 2014 focused on enhancing diversity, equal employment opportunity and the overall value of inclusion.

DOI has continued to conduct diversity recruiting and in particular target more minority entities and organizations that serve populations with disabilities. Also, we continue to expand our hiring outreach by posting in additional locations that will increase the diversity of the population that notice our job openings, budget permitting.

As a result of our efforts during the past year, we have recruited and hired several people with disabilities that were referred to us by the Mayor's Office for People with Disabilities (MOPD).

VI. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally to attract the best and most inclusive candidates.

1. Post all positions internally.
2. Post on agency's public website.
3. Conduct more job fairs and make efforts to reach diverse populations.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort?
1. Cityjobs	1. We are hopeful that our efforts will allow us to reach a larger diverse population and thereby result in an increasingly diverse workforce.
2. College and Universities	2. Same as above
3. Disability- Related Organizations	3. Same as above

4. Publications	4. Same as above
5. Specialized Disciplines	5. Same as above
6. Reserve Program	6. DOI has finalized the MOU with Dept. of Aging to work with qualified candidates with the program.
7. Mayor Office of People with Disabilities (MOPD)	7. The Department of Investigation is working with MOPD to recruit candidates for full-time and part-time positions

2. Do you have annual internship opportunities at your agency? If so, how many student interns did you employ in FY 2013? Please provide any demographic information concerning this population.

In FY13 a total of eighty one interns were hired: thirty-nine female, twenty-one male forty one White, ten African American, eight Hispanic and twelve Asian.

3. Indicate your plans to provide internship opportunities in FY 2014.

DOI representatives attend internship fairs that are held at several of the area colleges and law schools. The fairs are at schools attended by a diverse student population. The agency has and will continue to participate in career fairs held by local minority organizations in addition to sending out information and postings to various school websites, including especially schools with a substantial minority population. We will continue to attend these job fairs and look to add schools and organizations to our outreach efforts.

B. 55-a Program

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. Do you plan on participating in career and job fairs, using internship, work-study, co-op and other programs to attract a pool of diverse 55-a program applicants?

This agency currently has employees in the 55a program and for nearly a decade DOI has hired disabled individuals off the NYSID City Requirements Contract. Through our internship program we have also placed several interns referred by the AHRC New York City and by a Department of the Aging program. We will continue to participate in career fairs and expand our outreach to organizations that serve the disabled population.

2. What are the goals of your 55-a program coordinator?

Our 55-a coordinator's goals are to increase the number of DOI employees who

are certified through the 55-a program by, among other things: create a greater awareness of the 55-a program through continued communications on the DOI intranet and agency bulletin boards; inform job seekers at job fairs of the 55-a program; and remind appropriate recruiters of the 55-a program's availability.

3. What is your agency doing to promote and encourage 55-a program participants in taking civil service examinations?

All announcements of civil service examinations are posted on the agency's billboard in a designated area on each floor of headquarters and satellite office.

VII. Selection (Hiring and Promotion)

Please answer the following questions:

1. For FY 2014, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties for your career counselor specific to advising employees of opportunities for promotion as well as overall career development.

DOI's career counselor has and will advise employees of current and anticipated promotional opportunities in an employee's stated area of interest. The career counselor has and will work with employees to develop long-term career objectives and attempt to correlate employee's interests amongst the various work units within DOI.

The career counselor has and will advise employees of the preferred skill sets associated with different specializations and develop a plan to improve and expand on an employee's skillset. Recommendations will be made for participation in training courses and funding for some training courses will continue to be made available by the agency. Employees have and will be informed of civil service exam requirements associated with preferred line of work. Employees have and will be encouraged to utilize the NYC.GOV website to keep abreast of career and training opportunities.

DOI's career counselor has and will also encourage employees to communicate with their supervisors to attain periodic feedback on job performance and to develop a plan to improve upon overall performance.

2. For FY 2014, how will your agency review the methods by which candidates are selected for employment and promotion?

We have and will review the education and work experience of the candidates, their interview questionnaires filled out by the interviewers and the applicant logs which reflect the applicants' qualifications for the positions and whether they come from diverse backgrounds.

3. What are your current procedures for selection, especially for mid- and high-level discretionary positions?

All resumes have and will be reviewed to ensure candidates meet the job qualifications. The panel interviews are conducted by upper management and questioning is designed to assess

4. What steps are taken to ensure that selection process is objective and job related? For instance, have you explored/implemented structured interviewing and/or training, panel interviews, etc.?

This agency currently has structured panel interviewing procedures in place and the EEO officer also participates in some of the interviews. DOI will continue to utilize those procedures.

5. What steps will your agency take in FY 2014 to review your positions filled through a civil service list? Detail planned actions specific to review of title specification, job description, interview procedures and selection procedures. Discuss your current protocol for use of the interview log to identify applicants by gender and race/ethnicity. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers (if they exist). Lastly, when identifying groups of subject matter experts to assist the DCAS test development team, please describe good faith efforts that will be taken to select a diverse and inclusive group of individuals.

A review of the Department's civil service positions has been conducted to ensure that the employee's civil service titles are consistent with their task and standard and job specifications. In addition, as part of the interview process each panel interviewer completes an interview guide form in which he/she indicates the candidate's gender and race by "observation only." We will continue to review the CEEDS reports, which helps us to understand the workforce composition by race/ethnicity and gender. If certain job groups are determined to be underutilized, we have and will continue to expand our recruitment efforts to ensure that groups that are underrepresented are made aware of vacancies at the agency. We have and will continue our efforts to select a diverse and inclusive group of individuals and we will continue to monitor the Department's progress meeting its EEO goals to insure that our methods are continue to be effective. We have and will continue and broaden job outreach efforts to minority and disability related organizations.

6. Describe the planned steps for reviewing interview logs, establishing diverse interview panels, as well as steps taken to utilize e-hire (if applicable).

We have and will continue to review the interview logs to monitor whether our applicants reflect a diverse population and will increase targeted outreach to increase the diversity of our applicants as needed. This agency does not use e-hire.

7. Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).

The EEO Officer is involved in the review and approval of the job postings, and with various interviews. The completed interview questionnaires are reviewed by the EEO Officer and the applicant logs are also reviewed and signed by the EEO Officer.

8. During future periods of layoffs, terminations and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race and age?

This Department will continue to review the diversity impact of its business and operational employment decisions on a case by case basis. It is too small to have been able to conduct a statistically significant disparate impact analysis on the impact of past layoffs.

VIII. Workforce Analysis

1. Describe steps taken to encourage all employees at your agency to update self-ID information regarding race, ethnicity, gender, disability and veteran status through either NYCAPS Employee Self Service or other means. If such efforts were made during previous years, please indicate what was done.

Notifications will be sent to the staff via email by the EEO Officer encouraging staff to use NYCAPS to report and update their self-ID information and information will be provided on how to do this. The notification will also indicate how useful and important this information is.

2. For FY 2014, are you planning review of the CEEDS workforce composition, utilization, new hires and promotions reports presented by your EEO Officer in consultation with the Personnel Officer and your General Counsel? Yes or No

If underutilization of women and minorities is found, we will expand upon our recruitment sources (depending on the job title/job group).

Training:

Please detail planned training for FY 2014 inclusive of both diversity/inclusion and EEO training, as well as career development and/or leadership training, interviewing skills, etc.

Training Topic	Type of Audience (Line, HR, Managers and Supervisors, combination, etc.)	Target Number of Participants
Diversity and Inclusion Matters	Everybody	Combination
		220 (the entire agency)
Micro-Triggers	HR Staff, Managers	40

Please provide a list of dates (where possible) for planned EEO training for new employees during FY 2014 and the timeframe for providing EEO training to newly promoted supervisors/managers using the established computer based training. Additionally, please describe your efforts to conduct EEO training once every two years for your workforce.

All new employees receive EEO training documentation as part of their orientation and that process will continue. This agency has and will also continue to provide CBT training to managers. All the managers and line staff of this agency had EEO training earlier this year and this training will be required again in FY15.

IX. Reasonable Accommodation

Please advise as to actions your agency will take to ensure that the interactive process during the review of reasonable accommodation requests is compliant with EEO Policy as well as New York City Human Rights Law. Additionally, please detail any best practices currently implemented by your EEO Officer in working with supervisors prior to requests being awarded and/or denied. Lastly, please describe your current appeal protocol.

This agency's procedure to insure an interactive process regarding reasonable accommodation requests has been and will continue to be as follows: The agency stays abreast of the EEO policy and NYC Human Rights Law and all other applicable rules and regulations regarding reasonable accommodation (RA) by reviewing material supplied by Citywide EEO and consulting with staff of DCAS. The EEO staff communicates with the requestor and supervisor to assess the reasonable accommodation request to make a determination whether the accommodation is needed, and if needed, whether the accommodation would be effective, and if effective, whether providing the reasonable accommodation would impose an undue hardship on the agency. If a reasonable accommodation turns out to be ineffective and the employee with a disability remains unable to perform his/her essential functions, then the agency considers whether there would be an alternative and effective reasonable accommodation that would not pose an undue hardship. The EEO Officer ascertains from the supervisor how the employee's situation is impacting the day-to-day function of the unit. If the RA request is equipment-related and supported by medical documentation and gives the employee the ability to perform his/her required tasks and the agency can afford it, the supervisor is required to sign and approve the procurement requisition for the purchase of the equipment. If the RA involves a request for a personnel action, such as leave, modified or part-time schedules, modified workplace, or reassignment, the American Disability Act (ADA) and the Family and Medical Leave Act (FMLA) is reviewed along with the requirements of the employee's current position, the needs of the Department and the impact on the Department. Where there does not appear to be alternative accommodations or other options available to the Department, the HR Director and a member of the General Counsel's office is consulted, if they have not already been. After all possibilities have been explored, reviewed and carefully examined by the EEO professionals and possibly including supervisor, HR and Budget Director, and a member of the General Counsel's office, the employee receives a written notification of the denial for the question of their reasonable accommodation. Included in that letter is notice to the employee that he/she may file an appeal with the Agency Head. Within ten (10) business days of the receipt of an appeal, the agency head or her designee, Maria Mostajo, Chief of Staff reviews and evaluates the reasonableness of the employee's request, consults with the employee and EEO Officer and other representatives that the agency head deems necessary, and/or consults with Office of Citywide EEO or the Law Department. Within 15 business days of the receipt of the appeal, the agency head issues a written determination on the request for the reasonable accommodation and, if granted, the EEO Officer monitors implementation of the reasonable accommodation.

X. Audits and Corrective Measures

The New York City Department of Investigation was involved in an audit conducted by Equal Employment Practice Commission specific to our EEO practices. This agency will continue to implement the following measures (see attached) during the year that this plan is in effect.

Vicron Olds

Print Name of Agency Head

V. Olds

Signature of Agency Head

JANUARY 14, 2014

Date