

FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION

1st Quarter (July -September), due November 6, 2020
 2nd Quarter (October - December), due January 29, 2021
 3rd Quarter (January -March), due April 30, 2021
 4th Quarter (April -June), due July 30, 2021

Prepared by:
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| Name | Title | E-mail Address | Telephone No. |
|--|-------|----------------|---------------|
| Date Submitted: <u>January 29, 2021</u> | | | |

FOR DCAS USE ONLY: *Date Received:*

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]

1. Please save this file as ‘**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), 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 2021 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): _____ July 23, 2020 _____ No
 By e-mail
 Posted on agency intranet
 Other

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

In the past year our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. DEP’s employee appreciation program, Always Creating Excellence (A.C.E.) Awards ceremony is held quarterly to recognize individual employees and work teams in the categories of Leadership, Environmental Health & Safety, Customer Services, Innovation (Early Careers,

Technology, Sustainability and Operations, Administration/Support and Engineering), and the Commissioner's Award. The 2020 4th Quarter award recipients were announced on December 31, 2020.

2. As terms like 'Remote Learning', 'Teleworking' and 'Social Distancing' become our 'new normal' DEP's Office of EEO & Diversity and Office of Organization and Development and Human Resources have partnered to provide DEP employees with resources that we hope will help support the workforce during challenges that we are all facing through these current times. Our team in OD&HR work diligently behind the scenes to create and identify skills development, and other support resources that can be delivered remotely, or be accessed directly on an employee's own time.
3. A series of TED talks were provided to help employees navigate through these difficult times. TED Connects, a free, live daily conversation series that featured experts whose ideas help us to reflect and work through these uncertain times with a sense of responsibility, compassion and wisdom. The series began on March 23rd and each conversation is archived and provided on OD&HR's intranet for viewing at any time.
4. DEP employees were also provided with access to LinkedIn Learning, a video webinar training repository that offers courses in business, technology and professional development, including preparation for certification exams such as PMP, SHRM-SCP & CP, CompTIA A+ & Security+, among many others. Additional resources were given to provide access to the complete LinkedIn Learning library on the New York Public Library's (NYPL) website: <https://www.nypl.org/collections/articles-databases/lyndacom>.
5. Amid the COVID-19 pandemic, employees reportedly faced enormous stress, pressure and anxiety. The killing of George Floyd and the ongoing protests against racism and police violence have added to existing tension. We knew it was essential to support DEP's employees during these very challenging times, and sought to do this by providing them an outlet for addressing these concerns in a positive and effective way. Accordingly, DEP instituted a series of professionally facilitated workforce **Open Discussions** on racial equity, and plans to further these engagements across other important topics, with the goal of making positive changes and continuing to promote equality, diversity and inclusion. This engagement was piloted on October 1, 2020 and received overall favorable reviews. A second session was held on October 29, 2020 also with very positive feedback. We are currently preparing for a third session that will be specifically held for DEP's Police Department.
6. During the 2nd Quarter, DEP held several installments of its Employee Support Series: "Multitasking Parent", "Coping with Feelings of Isolation and Loneliness" and "Teleworking, Homeschooling and Managing a Home during COVID-19."

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2020): 5,847 Q2 (12/31/2020): 5,773

Q3 (3/31/2021): _____ Q4 (6/30/2021): _____

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

Yes , On (Date): _____ No

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

Yes , On (Dates): _____

| | | | | |
|--------------------------------------|---|---|--|--|
| The review was conducted with: | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other Exec. Deputy Commissioner of Administration | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

| Please 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 2021 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 CEEDS 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 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. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Attract and hire highly qualified, diverse talent. | 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 | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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|---|--|---|--|---|---|
| | <p>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>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. | <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"/> Completed </p> | <p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/> </p> | <p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> |

- Identify best practices to retain advanced employees.
- Implement initiatives to improve the development and training of underrepresented employees.

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.

| UNDERUTILIZED GROUPS | JOB TITLES | RECRUITMENT SOURCES TO BE USED |
|---|---|--|
| JOB GROUP: 002 - MANAGERS | | |
| Female, Black, Hispanic | Administrative Engineer | Civil Service List exist until 2021. |
| Black, Hispanic, Asian | Administrative Director of Laboratory (Water Quality) | Posting was internal - Agency Specific |
| Female, Black, Hispanic | Administrative Project Manager | Civil Service List exist until 2023 |
| Female Hispanic | Administrative Public Health Sanitarian | |
| Male, Female, Black Hispanic | Administrative Construction Project Manager | Civil Service List exist until 2022. New filing period was 3/2020 |
| JOB GROUP: 003 - MANAGEMENT SPECIALISTS | | |
| Female, Black, Hispanic | Administrative Project Manager | Civil Service List exist until 2023 |
| Male, Black Hispanic | Administrative Staff Analyst | Civil Service List exist until 2021. New exam was given 2/2020 |
| Male Hispanic Female, Black, Hispanic | Associate Project Manager | Civil Service List exist until 2020 extended to 2021. New filing period was in 1/2019. New list not established. |
| JOB GROUP: 004 - SCIENCE PROFESSIONALS | | |
| Male, Black, Hispanic Female, Black, Hispanic | Administrative Engineer | Civil Service List exist until 2021. New filing period was 7/2020. |
| Male, Black, Hispanic Female, Black, Hispanic, Asian | City Research Scientist | Posting was internal - Agency Specific |
| Black, Hispanic | Associate Chemist | |
| Male, Black, Hispanic Female, Black, Hispanic | Mechanical Engineer | Civil Service List exist until 2021 |
| | Assistant Environmental Engineer | Exam filing period was 10/2019. List not yet established. |
| JOB GROUP: 012 - CLERICAL SUPERVISORS | | |
| Male | Principal Administrative Associate | Civil Service List exist until 2021. |

| JOB GROUP: 013 - CLERICAL | | |
|--------------------------------------|---------------------------------------|---|
| Male | Clerical Associate | Civil Service List exist until 2022. |
| JOB GROUP: 018 - POLICE | | |
| Male, Female, Black, Hispanic, Asian | Environmental Police Officer | Civil Service List exist until 2024. |
| JOB GROUP: 025 - CRAFT | | |
| Female, Black, Hispanic | Sewage Treatment Worker | Civil Service List exist until 2023. New exam date 1/2019. New list not yet established. |
| Female, Black | Senior Stationary Engineer (Electric) | List expired 1/25/2021. |
| | Stationary Engineer (Electric) | Civil Service Exam exist until 2024. New exam date was 9/2019. New list not yet established. |
| JOB GROUP: 027 - LABORERS | | |
| Female | Apprentice (Construction Laborer) | No recruitment activities during this quarter. |
| | Construction Laborer | Civil Service List exist until 2022. New exam filing was 7/2019. New list not yet established |

In FY'21, 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 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).

B. WORKPLACE:

| Please 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 2021 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 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"/> |
| DEP has established two training courses, Managing for Excellence (MFE) and Supervision in Action (SIA): Mastering the Basics, for supervisors and managers. | 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 an EEO and D/I module, underscoring the value of these topics to overall leadership competencies. <u>Managing for Excellence (MFE)</u> Essential goals of the MFE Program are: <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. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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| | <ul style="list-style-type: none"> ▪ 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 – meaning management tools. These are the tools executive and senior staff endorsed as necessary to drive our values and culture in a positive direction. ▪ 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. | | | | |
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| | <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> | | | | |
| <p>Always Creating Excellence (A.C.E.) Awards: DEP’s appreciation program, A.C.E.</p> | <p>1. DEP’s appreciation program, Always Creating Excellence (A.C.E.) was implemented in January 2016. A.C.E. ceremonies are held on a quarterly basis and include a wide variety of recognition categories: Leadership, Environmental Health & Safety, Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration/Support and Engineering), and the Commissioner’s Award.</p> <p>In consideration of the COVID-19 outbreak and related Centers for Disease Control, the in-person event that was previously scheduled to honor awardees has been postponed. A special edition of Weekly Pipeline “Extra” edition, was released on April 10, 2020 and announced the A.C.E. award</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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |

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| | recipients for the first quarter of 2020. | | | | |
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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.

Hyperlinks:

- [October 6, 2020](#)
- [October 13, 2020](#)
- [October 20, 2020](#)
- [October 27, 2020](#)
- [November 2, 2020](#)
- [November 10, 2020](#)
- [November 17, 2020](#)
- [November 24, 2020](#)
- [December 1, 2020](#)
- [December 8, 2020](#)
- [December 15, 2020](#)
- [December 22, 2020](#)
- [December 29, 2020](#)

D & IEvents:

- **October 9, 2020:** An agency blast email was sent out to highlight: German-American Heritage Month, Italian-American Heritage Month, Polish-American Heritage Month, Disability Employment Awareness Month, National Bullying Prevention Month, Domestic Violence, LGBTQIA History Month, Breast Cancer Awareness, World Mental Health Day, Indigenous Peoples’ Day and Columbus Day.
- **October 20, 2020:** An agency email blast was sent out to announce a virtual three-day 8th Annual Diversity Celebration, “*We Are All in this Together*”, which was held on October 22nd, 23rd and 28th. The virtual activities included diversity quizzes, viewing video recordings of a cooking demonstrations and poetry reading.

- **November 10, 2020:** An email agency blast was sent out to announce observances that occurred in November: National Native American Heritage Month, National Family Caregiver Month, Veteran Day, Diwali, Transgender Awareness Week and Transgender Day of Remembrance.
- **November 24, 2020:** An agency blast email was sent out to provide employees with guidance for an inclusive workplace during the holidays.
- **December 10, 14, 15, 16, 2020:** An agency blast announcing our SharePoint site for our 4-day virtual event of holiday fun and activities was sent out agency-wide. These series of virtual events was a collaboration of EEO&D, Human Resources and the Office of Environmental Health and Safety. Some of the virtual activities included diversity holiday quizzes, safety quizzes/videos, virtual holiday bingo, and virtual Jeopardy!
- **December 24, 2020:** A Holiday E-Card was sent out agency-wide to all employees wishing all a safe holiday, healthy and happy New Year.

C. COMMUNITY:

| | | | | | |
|---|--|----------------------|----------------------|----------------------|----------------------|
| Please 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 2021 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. <ul style="list-style-type: none"> ○ 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. | <p>In FY 2021, the agency will:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Continue or plan to promote diversity and EEO community outreach in providing government services <input checked="" type="checkbox"/> Promote participation with minority and women owned business enterprises (MWBEs). <input checked="" type="checkbox"/> Conduct a customer satisfaction survey. <input checked="" type="checkbox"/> Identify best practices for establishing a brand of inclusive customer service. <input checked="" type="checkbox"/> Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery. | <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 type="checkbox"/> |
|--|---|---|--------------------------|--------------------------|--------------------------|
| Vacancies that require special skills and abilities that are deemed 'hard to recruit'. | Due to financial constraints as a City, the agency did not post any vacancies that are hard to recruit. | <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | | | | | |
| Community Job Fairs | DEP participated in one virtual career fair hosted by NYU. | <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 type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred. | | | | | |
| (Empty space for additional activity descriptions) | | | | | |

V. RECRUITMENT

A. RECRUITMENT EFFORTS

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 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. | <p>The actions listed below require internal agency collaboration and are not necessarily executed by the EEO Office.</p> <p>The agency will address underutilization in FY 2021 by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment. <input checked="" type="checkbox"/> Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts. <p>The agency will implement the following</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"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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| | <p>strategies to address the impending retirement of employees and possible loss or gap in talent:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Job analysis and skills audit. <input checked="" type="checkbox"/> Conduct workforce planning and forecasting. <input checked="" type="checkbox"/> Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service. <input checked="" type="checkbox"/> Ensure that there will be a diverse applicant pool for the anticipated vacancies. <input checked="" type="checkbox"/> Evaluate best sources for diverse candidates <input checked="" type="checkbox"/> Encourage agency employees to take promotional civil service examinations. <p>The agency will implement the following initiatives to develop and retain employees:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Identification of Ready Now & High Potential Talent. <input checked="" type="checkbox"/> Institute coaching, mentoring and cross training programs. <input checked="" type="checkbox"/> Institute succession planning for top managerial positions. | | | | |
|--|--|--|--|--|--|

| | | | | | |
|---|---|--|--------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> Implement initiatives to improve the personal and professional development of employees. | | | | |
| In FY'21, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR. | The Diversity Director/Reasonable Accommodation Coordinator will continue to collaborate with Organizational Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools. | <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 type="checkbox"/> |

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

| Type of Internship\Fellowship | Total | Race/Ethnicity* [#s] * Use self-ID data | Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data |
|-------------------------------|-------|--|--|
| 1. Urban Fellows | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 2. Public Service Corps | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 3. Summer College Interns | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 4. Summer Graduate Interns | 0 | | M ___ F ___ N-B ___ O ___ U ___ |
| 5. Other (specify): | | | M ___ F ___ N-B ___ O ___ U ___ |

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. There were no interns or Urban fellows due to Covid-19.

C. 55-A PROGRAM

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

Currently, there are 28 55-a participants.

During the 1st Quarter, 0 new applications for the program were received.

During the 1st Quarter 1 participant left the program due to retirement.

During the 2nd Quarter, 0 new applications for the program were received.

During the 2nd Quarter 3 participants left the program due to: (1) retirement (2) deaths (3) appointed to a competitive title.

During the 3rd Quarter, a total of ____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

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

2. _____

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

| Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>) | Please describe the steps that your agency has taken to meet the 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; Notification of promotion/transfer opportunities | <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"/> Completed | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

| | | | | | |
|--|--|---|--|---|---|
| <p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p> | <p>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.</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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists.</p> | <p>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.</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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <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. | <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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <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> | <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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |

| | | | | | |
|--|---|---|--|---|---|
| | | | | | |
| <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 and initiatives that are at their reach.</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"/> Completed</p> | <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p> | <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p>During this Quarter the Agency activities included:</p> | <p># of Posting Vacancies # of Agency Vacancies: # of New Hires # of New Promotions</p> | <p># <u>8</u> # <u>412</u> # <u>3</u> # <u>1</u></p> | <p># 16 # 485 # 1 # 12</p> | <p># _____ # _____ # _____ # _____</p> | <p># _____ # _____ # _____ # _____</p> |

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

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

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

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

B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

| |
|--|
| <p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p>Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q3 <input type="checkbox"/> Q4 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p><input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p> |
| <p>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</p> |

D. LOCAL LAW 101: CLIMATE SURVEY

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

| |
|---|
| <p><i>Describe any follow-up measures taken to address the results of the climate survey:</i></p> |
|---|

Based on the climate survey data, DEP has enhanced its EEO related training curriculum to, among other things, increase and deepen workforce awareness of EEO policies, processes, and best practices. Also, DEP’s EEO, Human Resources, and Labor Management/Disciplinary professionals consistently partner with each other and DEP’s leadership to identify and implement strategies for ensuring fair and equitable employment outcomes. Further efforts are ongoing to implement a multifaceted equity campaign, including toolkit resources for identifying and eliminating inequities and driving equitable outcomes in core agency decision-making and procedures, and to ensure cultural agility as a core leadership competency.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC.
 - Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: DEP 826 EEO PERSONNEL DETAILS

EEO PERSONNEL FOR __First__ QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

| Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes | | Number of Additions: | Number of Deletions: |
|--|---|---|---|
| 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: |
| NOTE: Please attach CV/Resume of new staff to this report | | | |
| For New EEO Professionals: | | | |
| Name & Title | Danielle Barrett, Assistant Commissioner | Darlene Martinez, Diversity Director/RA Coordinator | Sandra Rhabb Campbell, EEO Office Manager |
| 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/Office Manager <input type="checkbox"/> Other: (specify) |
| 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 %): |
| Completed Trainings: | | | |
| EEO Awareness | <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 |
| 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 |
| 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 |
| 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 |

| | | | |
|---------------------|---|---|--|
| 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 |
|---------------------|---|---|--|

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

DIVERSITY AND EEO STAFFING IN DEP 826 AS OF First QUARTER FY 2021 *

| <u>EEO\ Diversity Role</u> | <u>Name</u> | <u>Civil Service Title</u> | <u>% of Time Devoted to EEO & Diversity Functions</u> | <u>Office E-mail Address</u> | <u>Telephone #</u> |
|---|---------------------------------|--|---|--|--------------------|
| <u>Diversity & Inclusion Officer</u> | | | | | |
| <u>EEO Officer/Director</u> | Danielle Barrett | <u>Assistant Commissioner</u> | <u>100%</u> | dbarrett@dep.nyc.gov | 718-595-3432 |
| Deputy EEO Officer | | | | | |
| ADA Coordinator | | | | | |
| Disability Rights Coordinator | <u>Darlene Martinez</u> | <u>Executive Assistant to the Commissioner</u> | <u>100%</u> | dmartinez@dep.nyc.gov | 718-595-5742 |
| Disability Services Facilitator | <u>Gloria Rodriguez</u> | <u>Community Coordinator</u> | <u>100%</u> | grodriguez@dep.nyc.gov | 718-595-4549 |
| 55-a Coordinator | <u>Sandra Rhabb Campbell</u> | <u>Principal Administrative Associate</u> | <u>100%</u> | scampbell@dep.nyc.gov | 718-595-6558 |
| Career Counselor | | | | | |
| EEO Counselor | | | | | |
| EEO Investigator | <u>Lana Yang</u> | <u>Agency Attorney</u> | <u>100%</u> | lyang@dep.nyc.gov | 718-595-3451 |
| EEO Counselor\ Investigator | | | | | |
| Investigator/Trainer | <u>Candice Sylvester</u> | <u>Agency Attorney Intern</u> | <u>100%</u> | csylvester@dep.nyc.gov | |
| EEO Training Liaison | | | | | |
| Other (describe) | | | | | |

| | | | | | |
|------------------------------|-----------------------|------------------------------|-------------|---|---------------------|
| <u>EEO Intake Specialist</u> | <u>Zachary Taylor</u> | <u>Community Coordinator</u> | <u>100%</u> | <u>ztaylor@dep.nyc.gov</u> | <u>718-595-7301</u> |
| | | | | | |

* 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.

FY 2021
QUARTERLY AGENCY REPORT – PART II: DIVERSITY AND EEO TRAINING SUMMARY

INSTRUCTIONS

REMINDERS AND REQUESTS:

- * Please fill out all 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.



FY 2021 QUARTERLY REPORT Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **NYC DEP** **2nd Qtr** **FY 2021**

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: [AGENCY ACRONYM] Quarter X FY 2021 DEEO TRAINING SUMMARY

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

DATE SUBMITTED: **1/21/2021** E-MAIL: **Scampbell@d** TEL #: **(718) 595-6558**

1st Quarter (July-September) DUE October 30, 2020; 2nd Quarter DUE February 1, 2021;
3rd Quarter (January-March) DUE April 30, 2021; 4th Quarter (April-June) DUE July 30, 2021.

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | ANNUAL TARGET from FY 2021 Agency D&EEO Plan | 1st Qtr (July - Sept. 2020) | 2nd Qtr (Oct. - Dec. 2020) | 3rd Qtr (Jan. - March 2021) | 4th Qtr (April - June 2021) | YEAR TO DATE |
|---|--|-----------------------------|----------------------------|-----------------------------|-----------------------------|--------------|
| TOTAL DIVERSITY & EEO TRAINING | 0 | 1302 | 1048 | 0 | 0 | 2350 |

| CORE DIVERSITY AND EEO TRAINING (All Modalities) | | | | | | |
|---|---|-----|----|---|---|-----|
| TOTAL CORE EEO TRAINING (ALL MODALITIES) | 0 | 551 | 94 | 0 | 0 | 645 |
| 1. EEO Awareness | 0 | 8 | 4 | 0 | 0 | 12 |
| Administered by DCAS [Copy data from DCAS Learning & Development report] | | | | | | 0 |
| Administered by Agency | | 8 | 4 | | | 12 |
| 2. D&I "Everybody Matters" | 0 | 2 | 1 | 0 | 0 | 3 |
| Administered by DCAS [Copy data from DCAS Learning & Development report] | | | | | | 0 |
| Administered by Agency | | 2 | 1 | | | 3 |
| 3. IgbTq: The Power of Inclusion | 0 | 21 | 2 | 0 | 0 | 23 |
| Administered by DCAS [Copy data from DCAS Learning & Development report] | | | | | | 0 |
| Administered by Agency | | 21 | 2 | | | 23 |
| 4. Sexual Harassment Prevention | 0 | 520 | 87 | 0 | 0 | 607 |
| Administered by DCAS [Copy data from DCAS Learning & Development report] | | | | | | 0 |
| Administered by Agency | | 520 | 87 | | | 607 |
| 5. Disability Etiquette | 0 | 0 | 0 | 0 | 0 | 0 |
| Administered by DCAS [Copy data from DCAS Learning & Development report] | | | | | | 0 |
| Administered by Agency | | 0 | 0 | | | 0 |

| ALL EEO-RELATED TRAINING (ALL MODALITIES) | ANNUAL TARGET from FY 2021 Agency D&EEO Plan | 1st Qtr (July - Sept. 2020) | 2nd Qtr (Oct. - Dec. 2020) | 3rd Qtr (Jan. - March 2021) | 4th Qtr (April - June 2021) | YEAR TO DATE |
|--|--|--|----------------------------------|-----------------------------------|-----------------------------------|--------------|
| OTHER DIVERSITY AND EEO TRAINING (All Modalities) | | | | | | |
| ALL OTHER DIVERSITY & EEO TRAINING | 0 | 751 | 954 | 0 | 0 | 1705 |
| 6. New Employee Orientation (Only if it includes EEO Component) | NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding | | | | | |
| TOTAL PARTICIPANTS TRAINED | | 0 | 0 | | | 0 |
| 7. Structured Interviewing | NOTE: Including combined Structured Interviewing & Unconscious Bias training | | | | | |
| TOTAL PARTICIPANTS TRAINED | | 0 | 0 | | | 0 |
| 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 |
| 9. Other Diversity/EEO Related | Specify topic: | EEO Semi Annual Briefing | | | | |
| TOTAL PARTICIPANTS TRAINED | | 42 | 160 | | | 202 |
| 10. Other Diversity/EEO Related | Specify topic: | Supervision in Action - Mastering the Basics | | | | |
| TOTAL PARTICIPANTS TRAINED | | 89 | 173 | | | 262 |
| 11. Other Diversity/EEO Related | Specify topic: | Executive Order 16 | | | | |
| TOTAL PARTICIPANTS TRAINED | | 20 | 1 | | | 21 |
| 12. Other Diversity/EEO Related | Specify topic: | EEO Fundamentals Training | | | | |
| TOTAL PARTICIPANTS TRAINED | | 5 | 0 | | | 5 |
| 13. Other Diversity/EEO Related | Specify topic: | Equal Employment EEO (seminannual review) | | | | |
| TOTAL PARTICIPANTS TRAINED | | 595 | 620 | | | 1215 |
| 14. Other Diversity/EEO Related | Specify topic: | | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | | 0 |
| 15. Other Diversity/EEO Related | Specify topic: | | | | | |
| TOTAL PARTICIPANTS TRAINED | | | | | | 0 |