

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2023

New York City Department of Probation



Table of Contents

I. Commitment and Accountability Statement by the Agency Head	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	5
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023	6
V. Recruitment.....	9
VI. Selection (Hiring and Promotion).....	12
VII. Training.....	15
VIII. Reasonable Accommodation	16
IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws 17	
X. Audits and Corrective Measures	19
XI. Agency Head Signature	20
Appendix A: Contact Information for Agency EEO Personnel.....	21
Appendix B: 2020 Climate Survey Action Plan	22

I. Commitment and Accountability Statement by the Agency Head

On behalf of the NYC Department of Probation, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our city's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusivity, and respect for all. All executives, managers, and supervisors in our agency will be responsible for ensuring a safe, equitable, and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer Kenya Lee will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ This statement is the same as last year.

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. **Embracing Diversity on the Intranet:** Published intranet articles embracing diversity reaching all employees including posts in recognition of holidays and significant events related to race, gender, sexual preference, culture, and religion as well as mental, physical, emotional wellness. For example, the agency recognized the religious holidays of Passover, Good Friday and Ramadan Asian American and Pacific Islander (AAPI) Heritage Month, Mother's Day, and National Mental Health Month. DOP also recognized the newly established paid city holiday of Juneteenth—commemorating the emancipation of enslaved African Americans.
2. **LGTBQ Celebration & Messaging:** Commissioner Ana Bermúdez participated in and disseminated in the citywide Pride Month video campaign recognizing the contributions of LGTBQ employees to the city's workforce.
3. **Diversity Conference:** Senior management was encouraged to attend the August Diversity Best Practice (DBP) conference themed "Moving the Needle: Insights and Opportunities from the DBP Inclusion Index."
4. **Employee Appraisals:** DOP recognized staff including those who were nominated and/or selected for prestigious awards, achieved significant years of service, retired, and passed on.
5. **Employee Assistance:** Every Quarter DOP extended the NYC Employee Assistance Program to assist staff. Commissioner Bermúdez extended a personal agency-wide email addressing the impact of the nationally recognized shooting tragedy in April on the NYC subway in Brooklyn, encouraging staff who may have been experiencing fear, anxiety, and sadness due to this tragedy to explore the many sources of support available through NYC EAP.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 964

1. In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:
 - ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
 - ☒ Agency's intranet site
 - ☒ On-boarding of new employees
 - ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
 - ☒ In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.
2. The EEO Officer receives and analyzes quarterly CEEDS reports on reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. After review, the EEO Officer distributes all reports to the Commissioner's Executive Cabinet with highlights on demographic trends. All data is reviewed and discussed with Commissioner.'
 - ☐ The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

The agency CEEDS workforce reports are reviewed accordingly:

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (Executive Cabinet)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

- ❖ **Workforce:** DOP is committed to the recruitment, retention, promotion, and professional development of our workforce. Our workforce goals FY23 include:

- ☐ Promoting employee engagement in training, civil service examinations, working groups, and other educational opportunities to increase employee retention professional and development.
- ☐ Promoting workforce & succession planning opportunities.
- ☐ Increasing a diverse applicant pool.

- ❖ **Workplace:** We are committed to fostering a diverse, inclusive, and equitable work environment. Our workplace goals include:

- ☐ Supporting employee led activities that embrace diversity, equity, and inclusion.
- ☐ Recognizing staff achievements and years of service.
- ☐ Ensuring that all staff are trained and adhere to Equal Employment Opportunity policies and practices.

- ❖ **Community:** Community is the cornerstone of DOP's operations including the establishment of our NeONs (**N**eighborhood **O**pportunity **N**etwork) offices which operate in the seven neighborhoods with the highest concentration of individuals under probation supervision. Our Community goals include:

- ☐ Continuing to work collaboratively with and within NeON communities to find good solutions to complex problems.
- ☐ Ensuring that community events are inclusive and accessible to the public.
- ☐ Engaging M/WBEs with DOP services and community events.

- ❖ **Equity, Inclusion and Race Relations Initiatives:**

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

2. Planned Programs, Initiatives, Actions

A. Workforce

In FY 2023 the agency will undertake the following actions and initiatives planned with respect to Workforce:

- ☒ Promote workforce and succession planning by encouraging staff to take advantage of upcoming civil service exams, information sessions, and related opportunities.
- ☒ Use web, media, and other analytic tools to analyze and inform DOP's recruitment efforts.

In FY 2023, the agency will address historical underutilization of Asian women and minorities as well as other any potential underutilized job group identified by Citywide Equal Employment Database System (CEEDS) by:

- ☒ Expand internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- ☒ Use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.

B. Workplace

In FY 2023, the agency will engage in the following actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency:

- ☒ Support employee led initiatives that celebrate diversity and culture including heritage months, holidays, and other specially recognized occasions.
- ☒ Recognize the achievements of staff whose service to the community reflect that EEO Policy principles of diversity, equity, and inclusion.
- ☒ Ensure that its workplaces post anti-hate or anti-discrimination posters.
- ☒ Inform employees of their rights and protections under the New York City EEO Policy.

[Select the options that apply to your agency.]

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

In FY 2023, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services.
- ☒ Promote participation with minority and women owned business enterprises (MWBEs).
- ☒ Conduct a customer satisfaction survey.
- ☒ Expand language services for the public.

V. Recruitment

A. Recruitment Efforts

In FY 2023 the agency will use the following proactive strategies and practices to build and retain a diverse and inclusive workforce:

- ☒ Review policies, procedures, and practices related to targeted outreach and recruitment.
- ☒ Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- ☒ Review underutilization in job groups to inform recruitment efforts.
- ☒ Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- ☐ Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights.
 - ☒ Currently in operation.
- ☒ Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- ☒ Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.

- ☒ Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- ☒ If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- ☒ Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - ☒ Structured Interviewing training
 - ☒ Unconscious Bias training
 - ☒ Everybody Matters EEO and Diversity and Inclusion Training
- ☒ Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

Although civil service testing periods are the main source of recruitment for DOP's Probation Officer, the agency also encourages a strongly diversified workplace through occasional e-newsletters. We offer anyone that lands on our career page the opportunity to stay in touch via an opt-in e-newsletter.

Once they have signed up for the newsletter, we send them an e-mail notification each time we are recruiting for the Probation Officer title. This allows us to extend our outreach efforts by continually following up with individuals who have expressed an interest in our agency's employment opportunities at one time or another.

DOP also analyzes its recruitment data through web analytics tools provided by the NYC Office of Technology and Innovation (OTI). . At the end of each recruitment campaign, we review website data during the campaign period.

B. Recruitment Sources

1. E- Hire
2. DOP Website and Advertising: social media, bus stops, etc.
3. Mayor's Office for People with Disabilities
4. ACCESS VR
5. Veteran's Administration

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	38		M <u>11</u> F <u>27</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	6		M <u>3</u> F <u>3</u> Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

In FY 2023 the agency plans to take the following actions to provide internship/fellowship opportunities:

- ☒ The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.
- ☒ The agency has hired former interns/fellows.
- ☒ The agency plans to provide internship/fellowship opportunities in FY 2022.

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 1 55-a participants.
- There are 0 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 2 new applications for the program were received.

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

The agency advertises the 55-A program to staff as well as prospective employees. The program is included in all agency hiring advertisements. All prospective candidates are advised to reach out to the EEO Officer.

The goals of the 55-a Coordinator for FY 2023 are:

- ☒ Ensure that appropriate job postings indicate that applicants can apply for the position through the 55-a program with placement of this information at the header of the posting.
- ☒ Keep DCAS informed of any changes to the # of staff DOP has in the 55-a program.
- ☒ Request that Human Resources attend job fairs for people with disabilities.
- ☒ Ensure that all job postings are shared with the Mayor's Office for People with Disabilities and ACCESS-VR.
- ☒ Provide all hiring managers with educational material on the 55-a program.

VI. Selection (Hiring and Promotion)

A. Career Counselors

In FY 2023, the agency's Career Counselors will provide resources and support for targeted job searches and job search strategies, resume preparation, effective interview techniques, review of techniques to promote career growth and deal with change, as well as internship exploration. They will encourage the use of training and development programs to improve skills, performance, and career opportunities, provide information to staff on both internal and external professional development training sources, and assist employees and job training program participants in assessing and planning career paths.

The agency's Career Counselors will also explain the civil service process to staff and what it means to become a permanent civil servant, provide agency staff with citywide vacancy announcements, civil service exam notices, and other career development information, and provide technical assistance in applying for upcoming civil service exams.

The Career Counselors will also review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations), promote employee awareness of opportunities for promotion and transfer within the agency, and arrange for agency wide notification of promotional and transfer opportunities.

B. New Hires and Promotions

In FY 2023, the agency will post announcements for all positions - including senior level positions - publicly, actively reach out to networks of underrepresented groups as part of its outreach efforts, assess the criteria for selecting/promoting persons for mid-level to high level positions, monitor the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, and reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.

The agency will also compare the demographics of current employees to the placements, ensure promotion justification is included in all promotion requests, review and analyze the demographics race/ethnicity and gender for those who received the promotion/salary raises to ensure such practices are equitable, and monitor the results of action plans for any changes in the agency workforce, including increases or decreases in applications of qualified applicants and selection rates.

C. EEO Role in Hiring and Selection Process

In FY 2023, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.

- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

D. Layoffs

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	475	3/31/23
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	475	3/31/23
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	950	8/31/23
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	5	8/31/23
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	475	6/30/23

6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees	1	
7. Disability Awareness and Etiquette	All staff	10	6/30/2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers	10	6/30/2023
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Michael Forte, Deputy Commissioner

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92 (2018): Annual Sexual Harassment Prevention Training

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☒ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership (see appendix) outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPC specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

MICHAEL FORTE
Print Name of Agency Head

Michael Forte
Signature of Agency Head

2/28/23
Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Kenya M. Lee	klee@probation.nyc.gov	212 510 3862
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Katherine Spaulding	kspaulding@probation.nyc.gov	212 510-3730
5.	ADA Coordinator			
6.	Disability Rights Coordinator	Kenya M. Lee	klee@probation.nyc.gov	212 510 3862
7.	Disability Services Facilitator	Kenya M. Lee	klee@probation.nyc.gov	212 510 3862
8.	55-a Coordinator	Kenya M. Lee	klee@probation.nyc.gov	212 510 3862
9.	EEO Investigator(s)			
10.	Career Counselor(s)	Suzette Mapp	SMapp3@probation.nyc.gov	212 510 3840
11.	EEO Training Liaison(s)	Kimberly Irby	Kirby@probation.nyc.gov	212 510 3869
12.	EEO Counselor(s)	Kim Mabry John Altre Geneva Elder Shannon Motley	KimMabry@probation.nyc.gov JAltre@probation.nyc.gov Gelder@probation.nyc.gov SMotley@probation.nyc.gov	212 510 3713 212 510-3798 212 510 3833 212 510 3712

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

- **Planned actions, initiatives, programs, or policies:**
 - The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
 - The agency will continue to share events and opportunities that further diversity, equity, and inclusion.
- **Intended reach:**
 - All staff, including, senior executives, managers, interns, consultants, etc. through the agency intranet and all-staff email list-serve.
- **Who will be responsible for implementing the action?**
 - EEO Office
 - Human Resources
 - Communications Unit

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:**
 - The agency will continue issue quarterly announcements of DCAS and other EEO related training opportunities.
- **Intended reach:**
 - All staff, including, senior executives, managers, interns, consultants, etc. through the agency intranet and all-staff email list-serve.
- **Who will be responsible for implementing the action?**
 - EEO Office
 - Human Resources
 - Communications Unit

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

- **Planned actions, initiatives, programs, or policies:**
 - The agency will review and update the EEO Intranet and Sharepoint resources to improve employee's knowledge of the EEO complaint process on a Quarterly basis.

➤ **Intended reach:**

- All staff, including, senior executives, managers, interns, consultants, etc. through the agency intranet and all-staff email list-serve

➤ **Who will be responsible for implementing the action?**

- EEO Office
- Human Resources
- Communications Unit

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

➤ **Planned actions, initiatives, programs, or policies:**

- The agency will review and update the EEO Intranet and Sharepoint resources to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

➤ **Intended reach:**

- All staff, including, senior executives, managers, interns, consultants, etc. through the agency intranet and all-staff email list-serve.

➤ **Who will be responsible for implementing the action?**

- EEO Office
- Human Resources
- Communications Unit

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

➤ **Planned actions, initiatives, programs, or policies:**

- The agency will ensure that all managers and supervisors have a copy of DCAS training materials related to reporting any violations under the EEO Policy, including discrimination and sexual harassment.

➤ **Intended reach**

- All managers and supervisors through the agency intranet and senior leadership email list-serve.

➤ **Who will be responsible for implementing the action?**

- EEO Office
- Human Resources
- Communications Unit

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

➤ **Planned actions, initiatives, programs, or policies:**

- The agency will ensure that all managers and supervisors review and share the agency's EEO Office page including information of who and where to direct employees who may want to discuss a complaint(s) under the EEO Policy.

➤ **Intended reach:**

- All managers and supervisors through the agency intranet and senior leadership email list-serve.

➤ **Who will be responsible for implementing the action?**

- EEO Office
- Human Resources
- Communications Unit