



The City of New York  
**Department of Investigation**

JOCELYN E. STRAUBER  
COMMISSIONER

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

## **Fiscal Year 2023**

### **DEPARTMENT OF INVESTIGATION (DOI)**

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

On behalf of the Department of Investigation, 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, and 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, inclusion 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 and the Chief Diversity 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 Amy Young, and Acting EEO Officer Philip Hung until December 2022, will serve as the primary resources for managers and supervisors by providing best practices and direction in addressing EEO issues. The EEO staff's 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. DOI maintained over 95% compliance with all mandatory EEO and DEI training courses.
2. In addition to the mandatory DEI and EEO trainings, DOI employees completed 126 additional diversity and EEO training courses in FY 2022.
3. DOI placed approximately 52 contract orders with minority and women-owned business enterprises (MWBs) in FY 2022.
4. DOI held its 11th Employee Appreciation Picnic and Softball Tournament on July 29, 2022. The event included food, games, and opportunities for employees to interact with other DOI employees, as well as senior management.
5. In FY 2022, DOI mandated Implicit Bias training for all investigative staff to address issues of racially biased policing and public perceptions of its practice.

### III. Workforce Review and Analysis

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

Total Headcount: 329 (plus approximately 178 on-loan staff)

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. In FY 2023, the agency will continue to hold meetings with the Executive Staff, EEO Officer, Human Resources, and General Counsel to review the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in the quarterly agency workforce dashboard and/or internal workforce reporting. The agency also considers on-loan staff, which are a significant portion of the workforce, in its statistical analysis. This includes primarily the staffing at our Offices of the Inspector Generals for NYCHA, Health + Hospitals, and School Construction Authority. The EEO Officer works with Human Resources to obtain records relating to hiring, promotions and separations for each quarter. The EEO Officer tabulates the statistics relating to these categories for DOI Executive Staff.
  - ☒ 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.

#### Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

#### Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

#### General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other (First Deputy Commissioner, Deputy Commissioner/Chief of Investigations, Deputy Commissioner for Operations, Deputy Commissioner/Chief Compliance and Privacy Officer)**

☒ 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:**

- Our people are our greatest asset; we are committed to recruiting, developing and retaining a diverse and inclusive workforce that reflects our City's communities. Our goal is to recruit with diversity in mind by reaching out to organizations and school groups. We have a robust training program and are continuing to encourage internal candidates to become informed and obtain experience that would make them the best prospects for promotion.
- The agency will continue to find ways to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2023.

#### **❖ Workplace:**

- We want our employees, present and future, to view us as an employer of choice. To do that, we will provide a workplace that values diversity of thought and experiences.

#### **❖ Community:**

- DOI promotes outreach to the public, which includes the City's workforce and contractors- to create awareness of DOI's mission as well as DOI's investment in our communities. The agency's Outreach staff is committed to reaching out to provide presentations and informational materials to law enforcement partners and the public.

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

- DOI plans to explore the creation of Employee Resource Groups (ERGs). Additionally, DOI has created a calendar of recognition events for calendar year 2023. Two committees began meeting in FY 2023 on a monthly basis to discuss and plan these initiatives.

## **2. Planned Programs, Initiatives, Actions**

### **A. Workforce**

The agency will address underutilization in FY 2023 by:

- Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
- Integrating succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.

The agency will implement the following initiatives to develop and retain employees:

- Implement initiatives to improve the personal and professional development of employees. Employees will be given access to Justice Clearinghouse live trainings and recorded webinars covering law enforcement topics. Additionally, DOI's Training Division plans to offer yoga and meditation courses on a monthly basis.
- Conduct assessment and continue to utilize the agency's Salary Adjustment Request form to ensure pay and promotions are equitable.
- Encourage staff to apply for promotional positions through Human Resources agency emails advertising new postings. Note: Approximately 90% of DOI positions are not subject to selection from a Civil Service List (Non-Competitive and Exempt titles).

### **B. Workplace**

The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels. DOI will continue to develop its training program to include management skills training, conflict resolution, and other opportunities to provide workforce development opportunities to staff. There is also an Orientation Program and a Mentorship Program for new staff to acclimate them to the agency's operations and practices.

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

Recruiting applicants from diverse sources increases the opportunity to find qualified candidates who belong to underrepresented groups. We will identify the recruitment sources that the agency used and whether or not candidates were hired from these sources.

DOI also posts all positions internally and notifies employees of open positions, including whether a position represents a promotional opportunity. Current employees are provided with the opportunity to interview for job vacancies, unless the employee does not meet the minimum qualification requirements. DOI also participates in job fairs and employs college students as interns in order to provide them with a greater understanding of the agency and to promote future employment.

The agency will implement the following recruitment strategies and initiatives in FY 2023:

- 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.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- 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, and Everybody Matters EEO and Diversity & Inclusion training.
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.



## B. Recruitment Sources

1. College and Universities including: John Jay College, Cardozo, New York Law School, Baruch, Pace University, Monroe College, and St. John's University (including affinity groups)
2. Specialized recruiting source- Professional Diversity Network

## 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. Summer College Interns	25	Ethnicity: Hispanic or Latino- 7 Race: White-11; Asian-7; Black-4; Two or More Races-3	M _9_ F _16_ Non-Binary __ Other __ Unknown __
2. Summer Graduate Interns	8	Ethnicity: Hispanic or Latino- 1 Race: White-7; Asian-1; Black-0; Two or More Races-0	M _4_ F _4_ Non-Binary __ Other __ Unknown __
3. Other (specify): Summer Youth Employment Program (SYEP)	16	Ethnicity: Hispanic or Latino- 2 Race: White-2; Asian-12; Black-0; Two or More Races-2	M _6_ F _10_ Non-Binary __ Other __ Unknown __

## 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   0   [number] 55-a participants.
- There are   0   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   0   [number] new applications for the program were received and   0   participants left the program due to [state reasons] \_\_\_\_\_.

- ☒ 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.

## VI. Selection (Hiring and Promotion)

### A. Career Counselors

The agency's Career Counselor promotes employee awareness of opportunities for promotion and transfer within the agency by notifying employees of open positions. Agency staff receive citywide vacancy announcements, civil service exams notices and other career development information. Agency staff are also encouraged to use training and development programs to improve skills, performance, and career opportunities. DOI's Career Counselor is also available to staff for consultations regarding career options.

### B. New Hires and Promotions

In FY 2023, The EEO Officer will review and analyze the demographics race\ethnicity and gender for those who received promotions\salary raises to ensure such practices are equitable. The EEO Officer will also review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources.

DOI is mindful of demographics as reflected in the CEEDs data, as well as other DOI records, and takes measures to prevent underutilization. Specifically, the agency regularly monitors diversity within senior management and considers diversity when seeking candidates for mid- and high-level positions.

The agency's current protocol for title promotions/salary increases includes providing a justification for the promotion/salary increase as part of the Personnel Action Request package. The recommending supervisor must make clear what sets this employee apart from others in the same title so as to justify selecting that employee for the promotion/salary increase.

### C. EEO Role in Hiring and Selection Process

The EEO Officer consults with the Human Resources unit regarding their listing of sources for diverse applicants, including schools and professional associations. During a review of our quarterly EEO data, we examine the demographics for newly hired employees and the way in which data impacts the overall agency demographics. If there is any underutilization observed, then the agency makes a concerted effort to reach out to organizations and other partners to increase a diverse applicant pool for future hiring.

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.
- ☐ Other: \_\_\_\_\_

#### **D. Layoffs**

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

- ☒ 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.)	All employees (approx. 330)	March 31, 2023
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.)	0	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	All employees (approx. 330)	August 31, 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	0	N/A
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees  All other employees	All employees (approx. 330)	June 30, 2023
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees  All other employees	0	N/A
7. Disability Awareness and Etiquette	Managers, Supervisors, and Front-line employees  All other employees	25	June 30, 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers	25	June 30, 2023
9. Other (specify)			

## VIII. Reasonable Accommodation

DOI's Reasonable Accommodation Procedure: The EEO Officer and ADA/Disability Rights Coordinator engage in a cooperative dialogue with the requestor to assess the reasonable accommodation request to make (1) a determination as to whether the accommodation is needed, and (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship on the agency. Where warranted, the EEO Officer consults the supervisor regarding the nature of the accommodation.

Generally, the requests are resolved within one to two weeks after the request is made. If the reasonable accommodation request is equipment-related, supported by medical documentation, and gives the employee the ability to perform his/her required tasks and the agency can afford it; the Disability Rights Coordinator obtains the equipment through the agency's procurement process. If the reasonable accommodation involves a request for a personnel action (such as leave, modified or part-time schedules, modified workplace, or reassignment), the employee's current position, the needs of the agency, and the impact on the agency is assessed. The Americans with Disabilities Act ("ADA") and the Family and Medical Leave Act ("FMLA") are also reviewed as part of this process.

After exploring the possible accommodations, the employee receives written notification of the request approval or denial. Where the request is denied, the letter includes the fact that the employee may file an appeal with the Commissioner. Within fifteen (15) business days of the receipt of the appeal, the Commissioner (or their designee) reviews and decides the appeal and issues a notice of the decision to the employee. As part of the appeal process, the Commissioner (or their designee) reviews and evaluates the reasonableness of the employee's request, consults with the employee and EEO Officer and other representatives that the Commissioner deems necessary, and/or consults with Office of Citywide EEO or the Law Department. If the decision on appeal is to grant a reasonable accommodation, the Commissioner (or their designee) directs the EEO Officer to promptly implement the reasonable accommodation. The EEO Officer monitors implementation of the reasonable accommodation.

- ☒ 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 designee<sup>1</sup> : Deputy Commissioner for Operations

- ☒ 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.

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<sup>1</sup> 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.

#### **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 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 EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPD 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 EEPD 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.]

Jocelyn Strauber

Print Name of Agency Head



Signature of Agency Head

1/23/2023

Date

## Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	<b>Agency EEO Officer</b>	<b>Amy Young</b> Associate General Counsel 180 Maiden Lane New York, NY 10038	<a href="mailto:ayoung@doi.nyc.gov">ayoung@doi.nyc.gov</a>	212-825-2869
2.	<b>Acting Agency EEO Officer (until 12/1/22)</b>	<b>Philip Hung</b> Deputy Commissioner and Chief Compliance and Privacy Officer 180 Maiden Lane New York, NY 10038	<a href="mailto:phung@doi.nyc.gov">phung@doi.nyc.gov</a>	212-825-2848
3.	<b>Agency Deputy EEO Officer</b>	None designated		
4.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b>	None designated		
5.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	<b>Kaytlin Simmons</b> Deputy Commissioner of Operations 180 Maiden Lane New York, NY 10038	<a href="mailto:ksimmons@doi.nyc.gov">ksimmons@doi.nyc.gov</a>	212-825-2407
6.	<b>ADA Coordinator</b>	<b>Shayvonne Nathaniel</b> Director of Human Resources 180 Maiden Lane New York, NY 10038	<a href="mailto:snathaniel@doi.nyc.gov">snathaniel@doi.nyc.gov</a>	212-825-5939
7.	<b>Disability Rights Coordinator</b>	<b>Shayvonne Nathaniel</b>	<a href="mailto:snathaniel@doi.nyc.gov">snathaniel@doi.nyc.gov</a>	212-825-5939
8.	<b>Disability Services Facilitator</b>	<b>Mark McGuigan</b> Executive Director of Facilities 180 Maiden Lane New York, NY 10038	<a href="mailto:mmcguigan@doi.nyc.gov">mmcguigan@doi.nyc.gov</a>	212-825-5974
9.	<b>55-a Coordinator</b>	<b>Shayvonne Nathaniel</b>	<a href="mailto:snathaniel@doi.nyc.gov">snathaniel@doi.nyc.gov</a>	212-825-5939
10.	<b>EEO Investigator(s)</b>	None designated		
11.	<b>Career Counselor(s)</b>	<b>Shayvonne Nathaniel</b>	<a href="mailto:snathaniel@doi.nyc.gov">snathaniel@doi.nyc.gov</a>	212-825-5939

12.	<b>EEO Training Liaison(s)</b>	<b>Laura Bowman</b> Director of Training 180 Maiden Lane New York, NY 10038	<a href="mailto:Lbowman@doi.nyc.gov">Lbowman@doi.nyc.gov</a>	212-825-2469
13.	<b>EEO Counselor(s)</b>	<b>Celeste Sharpe</b> Deputy Counsel 188 West 230 <sup>th</sup> Street Bronx, NY 10463	<a href="mailto:csharpe@doi.nyc.gov">csharpe@doi.nyc.gov</a>	718-901-6675
14.	<b>EEO Counselor(s)</b>	<b>Gladys Cambi</b> Deputy Inspector General 180 Maiden Lane New York, NY 10038	<a href="mailto:gcambi@doi.nyc.gov">gcambi@doi.nyc.gov</a>	212-825-2802
15.	<b>EEO Counselor(s)</b>	<b>Gabriel Lipker</b> Confidential Investigator 180 Maiden Lane New York, NY 10038	<a href="mailto:glipker@doi.nyc.gov">glipker@doi.nyc.gov</a>	212-825-2802
16.	<b>EEO Counselor(s)</b>	<b>Laura McCalla</b> Program Coordinator 180 Maiden Lane New York, NY 10038	<a href="mailto:lmccalla@doi.nyc.gov">lmccalla@doi.nyc.gov</a>	212-825-2892

## 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 Officer will circulate a quarterly agency wide email including EEO resources, including the revised EEO Policy.
  - The Training Division will include an EEO Overview during new employee orientation.
- **Intended reach**
  - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?**
  - EEO Officer
  - Training Division

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

- **Planned actions, initiatives, programs, or policies:**
  - The EEO Officer will circulate a quarterly agency wide email including EEO resources and reminding staff of the EEO Officer's role and availability.
  - The EEO Officer, or a member of the EEO staff, will present the EEO Overview program during new employee orientation.
- **Intended reach**
  - All staff
- **Who will be responsible for implementing the action?**
  - EEO Officer
  - Training Division

### 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:**
  - EEO materials such as the EEO Policy, EEO Complaint Process at a Glance, and EEO Complaint form will be posted to DOI's Intranet.
  - The EEO Officer will circulate a quarterly agency wide email including EEO resources, including a link to the EEO page on DOI's Intranet.
- **Intended reach**
  - All Staff

- **Who will be responsible for implementing the action?**
  - EEO Officer
  - Director of Communications
  - Information Technology
  
- 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:**
    - Ensure completion of mandatory trainings.
    - Provide new employees with an EEO Overview at orientation.
    - Provide all employees with an "EEO Refresher" course every 2 years.
  
  - **Intended reach**
    - All staff
  
  - **Who will be responsible for implementing the action?**
    - EEO Officer
    - Training Division
  
- 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:**
    - Remind all managers and supervisors of their obligation to report any known or suspected violation of the EEO Policy to the EEO Office.
    - Provide a manager-specific "EEO Refresher" on an annual basis
  
  - **Intended reach**
    - Executive Staff, Managers, Supervisors, Unit Heads
  
  - **Who will be responsible for implementing the action?**
    - EEO Officer
    - Training Division
  
- 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:**
    - Remind all managers and supervisors of their obligation to report any known or suspected violation of the EEO Policy to the EEO Office.
    - Provide a manager-specific "EEO Refresher" on an annual basis

- **Intended reach**
  - Executive Staff, Managers, Supervisors, Unit Heads
  
- **Who will be responsible for implementing the action?**
  - EEO Officer
  - Training Division