

**FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT**

**AGENCY NAME:** NYC DEPARTMENT OF INVESTIGATION

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

**Prepared by:**  
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> <u>April 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): 12/11/20  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:

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2020): 350 Q2 (12/31/2020): 347

Q3 (3/31/2021): 340 Q4 (6/30/2021): \_\_\_\_\_

- Please note that DOI has approximately 165 on-loan staff in addition to the number noted above.

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

Yes , On (Date): 3/25/21  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): November 5, 2020 February 11, 2021 Scheduled May 11, 2021 \_\_\_\_\_

The review was	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
conducted with:	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input checked="" type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input type="checkbox"/> Other <u>See Listing below*</u>	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

\*First Deputy Commissioner, Deputy Commissioner/Chief of Investigations, and Deputy Commissioner for Operations

Not conducted  Not conducted  Not conducted  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 <b>Workforce Goal(s)</b> 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 <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Expand internal and external applicant pools to address the underutilization.	We use the quarterly workforce dashboard to identify specific job groups where underutilization exists to guide recruitment efforts.	<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 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"/>
Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.	Staff are encouraged to apply for promotional positions through Human Resources agency emails advertising new postings.	<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 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"/>
Implement initiatives to improve the personal and professional development of employees.	Through our Training Unit, we provide management and professional training opportunities to all DOI staff will enhance equal opportunity in career advancement.  There is also a new and comprehensive Orientation Program for new staff to acclimate them to the agency's operations	<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 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"/>

	and practices.				
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<p>We recognized a continued underutilization within the agency with respect to Black employees in the Administrators job group, senior management. DOI continues to seek a more diverse applicant pool and works through its employees to seek additional qualified candidates. With the current hiring pause/freeze, obtaining additional staff will be limited.</p> <p>The Director of Training has developed a monthly bulletin providing staff with notice of the upcoming learning opportunities. She has also established a calendar on our intranet website. The Director is working with senior staff to continue to develop its training program to include management skills training, conflict resolution, and other relevant opportunities. To the extent that the agency has started to develop more robust tasks and standards for investigative titles, the Director is working on a management development course designed to develop management skills associates with the demands of these titles.</p>					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> 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 <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>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.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Conduct the Citywide Exit Survey for Non-Represented Employees and Exit interview or surveys developed by the agency	The Human Resources Director continues to ensure that employees are aware of and participate in these surveys. The HR	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Director brings potential EEO issues to the attention of the EEO officer.	<input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Engage in more management skills training for supervisors and publicize professional development opportunities on a regular basis.	Providing management and professional training opportunities to all DOI staff will enhance equal opportunity in career advancement. DOI will continue to develop its training program through its new Director of Training to include management skills training, conflict resolution, and other relevant opportunities.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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.					
To the extent that the agency has started to develop more robust tasks and standards for investigative titles, the Director of Training is working on a management development course designed to develop management skills associates with the demands of these titles.					

**COMMUNITY:**

Please list the <b>Community Goal(s)</b> 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	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <input type="checkbox"/> <b>Include steps that were taken or considered to establish your agency as a leading service</b>	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
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satisfaction surveys):	provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.				
Promote diversity and EEO community outreach by publicizing the agency mission as well as encourage diverse applicants for open positions.	However, the Director of Trainings now supervises the Intern Program – which is in the process of reconceptualizing our internship program for COVID times and the future.	<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 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"/>
Continue to promote diversity and EEO community outreach and government services, or participation with minority and women owned business enterprises (MWBEs).	The agency appointed the Deputy Commissioner of Operations as the Diversity Officer who attends all mandatory Citywide meetings. The ACCO team attends courses through DCAS regarding the program. Our ACCO actively encourages the use of MWBE businesses.	<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 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"/>
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.					
We will continue to identify best practices for creating and disseminating Requests for Proposals, remaining cognizant of the requirements under the City’s MWBE programs.					

**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

Please list <b>Recruitment Strategies and Initiatives</b> 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 <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review policies, procedures, and practices related to targeted outreach and recruitment.	Assessing our current process, it was determined that a new hiring process for Confidential Investigators be developed. In light of the Citywide hiring pause/freeze, this program is being deferred however there is continued discussion regarding the project.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" 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 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"/>
Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	We provide current employees who applied for the vacancy and met the minimum qualification requirements with the opportunity to interview for the job, unless the employee does not have the listed qualifications.  Note that our program is being limited due to COVID, however, DOI disseminates all vacancies broadly, including through NYC Careers.	<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 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"/>



<p>Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.</p>	<p>DOI currently has its own Interview Logs and does not use the NYCAPS eHire Interview Logs. We are in the process of evaluating when and how the agency will make the shift to using the eHire Interview Logs in the future. In the interim, we are updating our interview guide and the log to be consistent with Citywide practices.</p>	<p><input type="checkbox"/> Planned  <input checked="" type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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>Share job vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR so they can share it with their clients.</p>		<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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>

**B. INTERNSHIPS/FELLOWSHIPS**

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

[NOTE: Please update this table every quarter]

<p><b>Type of Internship\Fellowship</b></p>	<p><b>Total</b></p>	<p><b>Race/Ethnicity* [#s]</b>                      * Use self-ID data</p>	<p><b>Gender* [#s]</b>                      [N-B=Non-Binary; O=Other; U=Unknown]                      * Use self-ID data</p>
<p>1. Urban Fellows</p>	<p>0</p>		<p>M ___ F ___ N-B ___ O ___ U ___</p>
<p>2. Public Service Corps</p>	<p>0</p>		<p>M ___ F ___ N-B ___ O ___ U ___</p>
<p>3. College Interns</p>	<p>9</p>	<p>White-6; Asian- 1; Black- 1; Two or More Races- 1</p>	<p>M <u>3</u> F <u>6</u> N-B ___ O ___ U ___</p>
<p>4. Graduate Interns</p>	<p>0</p>		<p>M ___ F ___ N-B ___ O ___ U ___</p>
<p>5. Other (specify):</p>	<p>0</p>		<p>M ___ F ___ N-B ___ O ___ U ___</p>

Additional Comments:

**C. 55-A PROGRAM**

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

Currently, there are   0   [number] 55-a participants.

During the 1st Quarter, a total of   0   [number] new applications for the program were received.  
 During the 1st Quarter   0   participants left the program due to [state reasons] \_\_\_\_\_.

During the 2nd Quarter, a total of      [number] new applications for the program were received.  
 During the 2nd Quarter      participants left the program due to [state reasons] \_\_\_\_\_.

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 <b>Selection Strategies and Initiatives</b> 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 <b>Selection (Hiring and Promotion) Goal(s)</b> 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	<p>DOI post all positions internally and notify employees of open positions, including whether a position represents a promotional or transfer opportunity.</p> <p>Agency staff receives citywide vacancy announcements, civil service exams notices and other career development information.</p> <p>Our Career Counselor’s door is always open for a consultation regarding career options.</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 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	The agency will be working on a management training plan that will include training regarding structured interviewing and what should be included with promotional recommendations.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>Most of the agency positions are not filled through CS lists (OJ titles). However, employees are made aware of when such opportunities arise.</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 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>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>	<p>The EEO Officer currently reviews interview logs and NYCAPS static reports. The agency is piloting a structured interview process where the EEO Officer is more integrated into the process.</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 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>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>There have been no layoff or terminations, however, an analysis was performed during Q1</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 checked="" 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:                  The number of vacancies are in flux at this time given the budgetary constraints made on the agency.</p>	<p># of Vacancies                   # of New Hires                   # of New Promotions</p>	<p># ____                  # __1__                  # __2 (title only)__</p>	<p># ____                  # _0__                  # _0__</p>	<p># ____                  # _2__                  # _4__</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://mstpwwa-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 checked="" type="checkbox"/>                      Q4 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> 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 where practicable.</p>
<p><b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mspwwa-dcslnx01.csc.nycnet/Login.aspx">https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</a></b></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> <hr/> <p>We do not have the results of the Climate Survey yet. It was circulated to the agency on October 28, 2020 and DCAS allowed extensions of time to participate through January 2021. DCAS has indicated that they expect to share the data sometime during Summer 2021</p> <hr/>
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**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 EEPD or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach the audit recommendations by NYC EEPD 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: DOI EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<input 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 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 type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Completed Trainings:</b>			
<b>EEO Awareness</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other



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

**DOI - DIVERSITY AND EEO STAFFING AS OF 1st QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Diversity & Inclusion Officer	N/A				
EEO Officer/Director	Chantal Senatus	Examining Attorney (Office Title: Deputy General Counsel)	75%	<a href="mailto:CSenatus@doi.nyc.gov">CSenatus@doi.nyc.gov</a>	(212) 825-5928
Deputy EEO Officer	N/A				
ADA Coordinator Disability Rights Coordinator 55-a Coordinator Career Counselor	Shayvonne Nathaniel	Administrative Manager (Office Title: HR Director)	10%	<a href="mailto:SNathaniel@doi.nyc.gov">SNathaniel@doi.nyc.gov</a>	(212) 825-5939
Disability Services Facilitator	Mark McGuigan	Inspector General (office title; Executive Director)	5%	<a href="mailto:MMcGuigan@doi.nyc.gov">MMcGuigan@doi.nyc.gov</a>	(212) 825-5974
EEO Counselor	Celeste Sharpe	Deputy Counsel (SCA)	5%	<a href="mailto:CSharpe@doi.nyc.gov">CSharpe@doi.nyc.gov</a>	(718) 901 6675
EEO Counselor Investigator/Trainer	Lynette Wade	Confidential Investigator III	15%	<a href="mailto:LWade@doi.nyc.gov">LWade@doi.nyc.gov</a>	(212) 825-2177
EEO Investigator	Amy Young	Examining Attorney	15%	<a href="mailto:AYoung@doi.nyc.gov">AYoung@doi.nyc.gov</a>	(212) 825-2869
EEO Training Liaison	Laura Bowman	Inspector General (Office title, Director)	5%	<a href="mailto:LBowman@doi.nyc.gov">LBowman@doi.nyc.gov</a>	(212) 825-2469

\* 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 Department of Investigation** **3rd 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]: **Chantal Senatus, Deputy General Counsel & EEO Officer**

 DATE SUBMITTED: **4/29/2020** E-MAIL: **csenatus@do** TEL #: **212-825-5928**

 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	13	6	516	0	535

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	12	6	27	0	45
<b>1. EEO Awareness</b>	0	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report]						0
Administered by Agency						0
<b>2. D&amp;I "Everybody Matters"</b>	0	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report]						0
Administered by Agency						0
<b>3. IgbTq: The Power of Inclusion</b>	0	4	1	23	0	28
Administered by DCAS [Copy data from DCAS Learning & Development report]		4	1	23		28
Administered by Agency						0
<b>4. Sexual Harassment Prevention</b>	0	8	1	4	0	13
Administered by DCAS [Copy data from DCAS Learning & Development report]		8	1	4		13
Administered by Agency						0
<b>5. Disability Etiquette</b>	0	0	4	0	0	4
Administered by DCAS [Copy data from DCAS Learning & Development report]			4			4
Administered by Agency						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
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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
<b>OTHER DIVERSITY AND EEO TRAINING (All Modalities)</b>						
<b>ALL OTHER DIVERSITY &amp; EEO TRAINING</b>	0	1	0	489	0	490
<b>6. New Employee Orientation (Only if it includes EEO Component)</b>	<b>NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding</b>					
TOTAL PARTICIPANTS TRAINED		1	0	2		3
<b>7. Structured Interviewing</b>	<b>NOTE: Including combined Structured Interviewing &amp; Unconscious Bias training</b>					
TOTAL PARTICIPANTS TRAINED				12		12
<b>8. Unconscious Bias</b>	<b>NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>9. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	EEO Mandatory Refresher with Bystander component (3/10 and 3/18)				
TOTAL PARTICIPANTS TRAINED				464		464
<b>10. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Examining Language and Power (DCAS HR/EEO Conference)				
TOTAL PARTICIPANTS TRAINED				2		2
<b>11. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	What would you do? Experiential Approach to being a Bystander (HR/EEO)				
TOTAL PARTICIPANTS TRAINED				2		2
<b>12. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Law Enforcement Disability Awareness Training (DCJS)				
TOTAL PARTICIPANTS TRAINED				5		5
<b>13. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Womes and Leadership (Brooking Institute)				
TOTAL PARTICIPANTS TRAINED				2		2
<b>14. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0
<b>15. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0