

DOI FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>DEPARTMENT OF INVESTIGATION</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input checked="" type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input checked="" type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by:			
Philip Hung	EEO Officer	phung@doi.nyc.gov	212-825-2848
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>4/30/2024</u>			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter’s submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2024 DEI-EEO 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, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, 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 2024 DEI-EEO Report.Part II 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.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 05/10/2023 No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

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

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

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

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III. Workforce Review and Analysis

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

Q1 (9/30/2023): 277 Q2 (12/31/2023): 280 Q3 (3/31/2024): 279 Q4 (6/30/2024): _____

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

Yes On (Date): 04/11/2023 Yes again on (Date): _____ No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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):

Q1 Review Date: 11/02/2023 Q2 Review Date: 2/8/2024 Q3 Review date: 5/8/2024 (anticipated) Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> General Counsel | <input checked="" type="checkbox"/> General Counsel | <input checked="" type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other - see below* | <input checked="" type="checkbox"/> Other - see below* | <input checked="" type="checkbox"/> Other - see below* | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

*Deputy Commissioner of Operations, Deputy Commissioner of Strategic Initiatives, Deputy Commissioner of Investigations, and/or Associate Commissioner of Training & Investigations

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. **DOI will continue to use underutilization data to inform its recruitment, selection, and promotion strategies.**

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

DOI is expanding its internal and external applicant pools by contacting affinity groups and other recruitment sites focused on diversity and minority recruitment. These include participating in college and law school job fairs, and connecting with minority bar associations. The EEO Office also regularly reviews promotion information to monitor whether promotions are done with diversity, equity, and inclusion in mind. To evaluate the effectiveness of these actions, we monitor hiring data on a quarterly basis to look for improvements in underutilization. DOI currently has underutilization in one race category in the Technicians job group.

Workforce Goal #1 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. DOI will promote employee involvement by launching and supporting Employee Resource Groups (ERGs).

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

The EEO Office and the Chief Diversity and Inclusion Officer have met with senior leadership about the benefits of ERGs and have secured executive support. DOI has conducted an employee survey to gauge interest in ERGs. DOI is currently developing policies and procedures around its pilot ERG program and has requested and received assistance from other agencies (ACS and DOT, specifically) who have established ERG programs. We met with interested staff on November 17, 2023 and are making progress towards launching our first ERGs. As of December 2023, we are developing an internal ERG Handbook for staff who are interested in forming and operating ERGs to use. In February 2024, DOI officially launched its ERG Pilot Program.

Workplace Goal #1 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DOI will further promote use of its new Learning Management System (LMS) to provide new learning opportunities for all staff.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

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DOI's Training Unit continuously identifies and offers career development training opportunities to all staff and encourage them to participate. These include training on investigative skills, management, DEI/EEO topics, and professional development (such as time management and prioritization). DOI has and will continue to anonymously survey staff to determine effectiveness of these actions.

Workplace Goal #2 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. DOI's EEO Office will train new EEO Counselors which will in turn provide additional touch points to the EEO Office for all staff.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

DOI recruited two additional EEO Counselors in FY23 and has received interest from additional staff in FY24 to serve as Counselors. The EEO Office's goal is to have an EEO Counselor situated on each of the floors in DOI's office space (8 floors) so that they can serve staff who work on those floors. We have trained the Counselors who joined in FY23. To assess the effectiveness of these actions, the EEO Office meets with all Counselors on a quarterly basis to discuss new events and issues that arise. Onboarding is complete, training will continue throughout FY24.

Workplace Goal #3 Updates:

Q1 Update:	<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
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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4. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

DOI implemented a comprehensive cultural heritage celebration calendar in FY23 that memorialized the celebrations that DOI would recognize on a monthly basis. DOI is continuing to celebrate these cultural events with staff via email and other communications on each holiday or month, and with postings on DOI's intranet site. With the launch of the ERGs, we expect that ERGs will lead these cultural celebrations and agency events. Additionally, as new events are proposed, they are added to the calendar once approved.

Workplace Goal #4 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. DOI will improve access to DOI's complaint mechanisms by further improving access to language services in the complaint process.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

In addition to using an internal database of multilingual employees who can assist with providing language services to complainants, DOI procured a language interpretation and translation vendor that provides these language services. DOI monitors use of both internal and external language service usage, and we use this information to assess effectiveness.

Community Goal #1 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DOI will make additional accessibility improvements to its facilities and equipment that is accessible to the public, such as in its Complaint Unit.

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Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

DOI has installed 3 accessible doors on one floor of DOI's office space, and plans to install 21 additional doors on other floors in the coming years. DOI has also installed an assistive listening system in a conference room and plan to install two additional systems in interview rooms. DOI installed braille signage in numerous areas, including restrooms, elevator banks, and all offices, and plan to install additional braille signage in all places where there is directional signage. We also plan to install self-service kiosks in our Complaint Unit. We will evaluate effectiveness of these actions by monitoring usage. In December 2023, we completed our Proposed 5-Year Accessibility Plan and, in March 2024, we launched our final 5-Year Accessibility Plan.

Community Goal #2 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. DOI will continue to build on its use of social media to communicate DOI's work and recruitment needs to the public.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

DOI communicates DOI's work and recruitment needs via its social media accounts, such as Facebook, Instagram, and X (formerly Twitter). We measure effectiveness by looking at responses to social media activity and asking candidates where they heard about the job postings.

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Community Goal #3 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. DOI began exploring the possibility of launching employee-led Employee Resource Groups (ERGs) to promote diversity and inclusion in FY 2023. DOI seeks to formally launch an ERG pilot program in FY 2024.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

The EEO Office and the Chief Diversity and Inclusion Officer have met with senior leadership about the benefits of ERGs and have secured executive support. DOI has conducted an employee survey to gauge interest in ERGs. DOI is currently developing policies and procedures around its pilot ERG program and has requested and received assistance from other agencies (ACS and DOT, specifically) who have established ERG programs. We met with interested staff on November 17, 2023 and are making progress towards launching our first ERGs. As of December 2023, we are developing an internal ERG Handbook for staff who are interested in forming and operating ERGs to use. In February 2024, DOI officially launched its ERG Pilot Program.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. DOI created a mentorship program that paired new – and often young – investigators with more experienced investigators and supervisors to promote professional growth and skills development.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

DOI's latest class of new investigators completed Investigative Officer Training Academy in July 2023. DOI held its mentor-mentee meeting/breakfast with paired mentors and mentees on November 15, 2023. We will speak to mentors and mentees to evaluate the impact of the initiative.

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. DOI purposefully sought to hire retired City employees from the City's Silver Stars program to bring the experience and perspectives of older individuals to DOI. DOI will continue these efforts in FY 2024.

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Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

DOI has hired multiple Silver Stars employees. We evaluate the impact of these initiatives via employee engagement surveys. This goal is impacted by the hiring freeze; however, we will continue when resources become available.

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update:	<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
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion 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).

1. DOI will post jobs on external sites, including City & State and Professional Diversity Network, and continue to identify ways to reach diverse applicants. emailing promotional opportunities internally; and enhancing DOI's internship program.

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

DOI continues to look for ways to post jobs on a variety of external sites and particularly ones that focus on minority recruitment. We continue to hold job fairs and colleges and universities around the City. These efforts are described in more detail in Subsection B below. We measure the effectiveness of these actions, in part, by continuously reviewing our hiring demographics and assessing whether underutilization is being addressed.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. DOI will engage with affinity groups at CUNY and SUNY schools and minority bar associations.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

DOI began initial reach out to affinity groups within CUNY and SUNY in FY23. This initiative is currently delayed in FY24. DOI is meeting internally to discuss reach out plans. We will evaluate effectiveness by assessing the number of groups contacted and whether they produced applicants for DOI's recruitments.

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Recruitment Initiatives/Strategies #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. DOI will promote civil service list calls.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

While DOI's workforce is comprised of non-civil service positions, DOI has promoted the use of civil service lists for recruitments for civil service positions. For example, DOI has held civil service hiring pools for vacant positions in its Information Technology Unit. We evaluate effectiveness of these actions by looking at whether we fill vacancies using hiring pools.

Recruitment Initiatives/Strategies #3 Updates:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. DOI will email promotional opportunities internally to staff and enhance DOI's internship program.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate

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the effectiveness of these actions?

DOI continues to email all promotional opportunities to staff internally. We will evaluate effectiveness by reviewing whether internal candidates are promoted. We will also look for ways to enhance our internship program, such as expanding intern recruitment and training, and encourage managers to continue to give interns meaningful experiences. We evaluate effectiveness by surveying interns during exit interviews.

Recruitment Initiatives/Strategies #4 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

- Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	09/15/2023	NYU Fall 2023 Job & Internship Fair	Manhattan
1	09/19/2023	Rutgers-New Brunswick Fall Career & Internship Mega Fair	New Jersey
1	09/22/2023	Columbia University – Undergraduate Career Fair 2023	Manhattan

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1	09/26/2023	Manhattan College Fall Career Fair	Manhattan
1	09/28/2023	John Jay College of Criminal Justice Fall Career & Internship Fair	Manhattan
1	09/28/2023	St. John's University Fall Career & Internship Expo 2023	Queens
2	10/03/2023	IONA University Fall 2023 Career & Internship Fair	Outside NYC
2	10/12/2023	Brooklyn College Fall 2023 Career Fair	Brooklyn
2	10/26/2023	2023 Fordham University Government, Law and Public Service	Bronx
3	02/29/2024	John Jay College of Criminal Justice Fall Career & Internship Fair	Manhattan
3	03/21/2024	Brooklyn College Fall 2023 Career Fair	Brooklyn

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx		75		
Brooklyn		175	75	
Manhattan	600		225	
Queens				
Staten Island				
Outside NYC		150		

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C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1.Q1 - External Job Sites – LinkedIn, lawjobs.com, Indeed, and Professional Diversity Network. Through external postings, DOI seeks to attract minority applicants and has successfully hired employees through external postings.

2.Q1 - Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI’s Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.

1.Q2 - External Job Sites – LinkedIn, lawjobs.com, Indeed, and diversityjobs.com. Through external postings, DOI seeks to attract minority applicants and has successfully hired employees through external postings.

2.Q2 - Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI’s Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.

1.Q3 - External Job Sites – LinkedIn, lawjobs.com, Indeed, and diversityjobs.com. Through external postings, DOI seeks to attract minority applicants and has successfully hired employees through external postings.

2.Q3 - Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI’s Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (Fall Undergraduate Interns) Total: 8

Race/Ethnicity* [#s]: Black_2__ Hispanic_4__ Asian/Pacific Islander_2__ Native American_1__ White_3__ Two or more Races_0__

Gender* [#s]: M_6__ F_2__ N-B_0__ O_0__ U_0__

6. Other (Fall Graduate Interns) Total: 5

Race/Ethnicity* [#s]: Black_2__ Hispanic_1__ Asian/Pacific Islander_1__ Native American_0__ White_2__ Two or more Races_0__

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Gender* [#s]: M_4__ F_1__ N-B_0__ O_0__ U_0__

7. Other (Fall Legal Interns) Total: 6

Race/Ethnicity* [#s]: Black_0__ Hispanic_1__ Asian/Pacific Islander_0__ Native American_0__ White_5__ Two or more Races_1__

Gender* [#s]: M_2__ F_4__ N-B_0__ O_0__ U_0__

8. Other (Spring Undergraduate Interns) Total: 10

Race/Ethnicity* [#s]: Black_2__ Hispanic_1__ Asian/Pacific Islander_2__ Native American_0__ White_5__ Two or more Races_0__

Gender* [#s]: M_5__ F_4__ N-B_0__ O_0__ U_1__

9. Other (Spring Graduate Interns) Total: 4

Race/Ethnicity* [#s]: Black_0__ Hispanic_1__ Asian/Pacific Islander_1__ Native American_0__ White_2__ Two or more Races_0__

Gender* [#s]: M_3__ F_1__ N-B_0__ O_0__ U_0__

10. Other (Spring Legal Interns) Total: 3

Race/Ethnicity* [#s]: Black_0__ Hispanic_1__ Asian/Pacific Islander_0__ Native American_0__ White_3__ Two or more Races_1__

Gender* [#s]: M_1__ F_2__ N-B_0__ O_0__ U_0__

Additional comments: The FY 2024 Internship statistics include agency interns from Fall 2023, Spring 2024, and Summer 2024. Summer 2023 Intern statistics are reflected in the FY 2023, Q4 Quarterly Report.

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55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): ___0___ Q2 (12/31/2023): ___0___ Q3 (3/31/2024): ___0___ Q4 (6/30/2024): _____

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 ___0__ [number] new applications for the program were received.
During the 2nd Quarter ___0__ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of ___0__ [number] new applications for the program were received.
During the 3rd Quarter ___0__ 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:

- 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
Other: _____
- _____
- _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

DOI's Career Counselor promotes employee awareness of opportunities for promotion and transfer within the agency by notifying employees of open positions. Staff receive citywide vacancy announcements, civil service exams notices and other career development information. 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. To evaluate the effectiveness of these actions, we monitor and review internal promotion data on a periodic basis.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

DOI is mindful of demographics as reflected in the CEEDs data, as well as other DOI records, and takes measures to address and 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. To evaluate the effectiveness of these actions, we monitor and review internal promotion data on a periodic basis.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The EEO Officer consults with the Human Resources regarding their listing of sources for diverse applicants, including schools and

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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. The EEO Officer and the Agency Personnel Officer meet monthly to discuss recruitment, promotion, and retention strategies using CEEDS data.

- 4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

DOI will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024. DOI 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, DOI 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.

- 5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# __29__	# __9__	# __14__
Q2	# __16__	# __11__	# __7__
Q3	# __19__	# __4__	# __12__
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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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>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEOC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC_____.
- Attach the audit recommendations by EEOC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 3rd Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.	2.	3.		
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:		
Employee's Name & Title					
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:		
For New EEO Professionals:					
Name & Title	4.	5.	6.		
EEO Function	<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)		
Percent of Time Devoted to EEO	<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 %):		
Name & Title					
EEO Function	<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)		
Percent of Time Devoted to EEO	<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 %):		

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EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Philip Hung, EEO Officer	2. Patrick McGrath, Deputy EEO Officer	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4.		5.		6.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS: New York City Department of Investigation
 EEO Office
 180 Maiden Lane, 24th Floor
 New York, NY 10038

Diversity and EEO Staffing as of _3rd_Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Philip Hung	Inspector General	50%	phung@doi.nyc.gov	212-825-2848
Deputy EEO Officer OR Co-EEO Officer	Patrick McGrath	Confidential Investigator	85%	pmcgrath@doi.nyc.gov	212-825-3722
Chief Diversity & Inclusion Officer	Kaytlin Simmons	Deputy Commissioner	5%	ksimmons@doi.nyc.gov	212-825-2407
Diversity & Inclusion Officer	None Designated	-	-	-	-

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Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kaytlin Simmons	Deputy Commissioner	5%	ksimmons@doi.nyc.gov	212-825-2407
ADA Coordinator	Shayvonne Nathaniel	Administrative Manager	10%	snathaniel@doi.nyc.gov	212-825-5939
Disability Rights Coordinator	Shayvonne Nathaniel	Administrative Manager	10%	snathaniel@doi.nyc.gov	212-825-5939
Disability Services Facilitator	Shayvonne Nathaniel*	Administrative Manager	10%	snathaniel@doi.nyc.gov	212-825-5939
55-a Coordinator	Shayvonne Nathaniel	Administrative Manager	10%	snathaniel@doi.nyc.gov	212-825-5939
Career Counselor	Shayvonne Nathaniel	Administrative Manager	10%	snathaniel@doi.nyc.gov	212-825-5939
EEO Counselors	Celeste Sharpe Gladys Cambi Gabriel Lipker Laura McCalla Shameika Nixon Katherine O'Toole	Deputy Counsel Deputy Inspector General Special Investigator Confidential Investigator Confidential Investigator Special Investigator	5%	csharpe@doi.nyc.gov gcambi@doi.nyc.gov glipker@doi.nyc.gov lmccalla@doi.nyc.gov snixon@doi.nyc.gov kotoole@doi.nyc.gov	718-901-6675 212-825-3240 212-825-2802 212-825-2892 212-825-0812 212-825-3711
EEO Investigator	None Designated	-	-	-	-
EEO Counselor\ Investigator	None Designated	-	-	-	-
Investigator/Trainer	None Designated	-	-	-	-
EEO Training Liaison	Laura Bowman	Inspector General	-	lbowman@doi.nyc.gov	212-825-2469

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Other (specify)	-	-	-	-	-
Other (specify)	-	-	-	-	-

* 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. You may provide full contact information once if several roles are performed by the same person.