

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION

- 1st Quarter (July -September), due December 13, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due April 30, 2020
- 4th Quarter (April -June), due July 30, 2020

Prepared by:

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Date Submitted: July 30, 2020

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Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' 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 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. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): July 8, 2020 No

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 – see a full list below
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
 Yes, On (Date): April 23, 2019 No

2. 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 (Date): January 3, 2020 No

The review was conducted together with: Human Resources

General Counsel

Agency Head

Other Executive Deputy Commissioner and Chief Administrative Officer

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The Office of EEO & Diversity works with OD&HR and agency managers to ensure that the interview process for hiring and promotion are EEO compliant and consistent with D/I best practices, as well as appropriately considers underutilization and other relevant demographic data.	Using the CEES underutilization report, DEP will continue to strive for increasingly diverse applicant pools and talent acquisition. The Office of EEO & Diversity along with the Office of Organizational Development and Human Resources offices continues to provide managers/supervisors and relevant agency personnel with the appropriate leadership competencies, across all facets of their tasks and responsibilities including, but not limited	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/>

	<p>to training in structured interviewing, unconscious bias, reasonable accommodation, conflict resolution strategies, and cross-cultural awareness and etiquette.</p>				
<p>The agency has implemented strategies to address the impending retirement of employees and possible loss or gap in talent.</p>	<p>The past four months have certainly been challenging for us all. We have faced historic challenges in public health, social justice, childcare/education, and the economy. As the immediate response to the COVID-19 pandemic was mainly focused on employee health and safety, succession and continuity planning temporarily paused. The necessity to process real-time information to support agency's leadership's time-critical business decisions, personnel actions (leave requests, FMLA, separations and retirements) and reasonable accommodations took center stage. Further challenged by a city-wide hiring freeze, the agency did its best to keep employees aware of the constant change in information. Periodic emails were disseminated to provide updates on civil service tests that had been rescheduled and list expiration dates were sent out to keep employees informed and at ease.</p> <p>Weekly meetings were held with bureau administrators, who serve as local human resource personnel throughout the bureaus, to provide updated information provided by the Department of Citywide Administrative Services. Also, as policies and procedures regarding COVID-19 were constantly changing. These meetings were held via the TEAMS platform, which gave the opportunity</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"/> Ongoing <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"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/> </p>

	<p>to show Power Point presentations, while presenting to a large number remotely. Prior to each presentation, participants were given instructions on how to connect via computer or dial-in by phone; and were given the opportunity to arrive early to resolve any technical/connectivity issues that would impact those viewing slides or hearing the presenters.</p>				
<p>Attract and hire highly qualified, diverse talent.</p>	<p>The Agency continues its commitment to promoting and encouraging consistency and fairness in our employment practices. DEP’s managers and supervisors are charged with promoting diversity and encouraging inclusion in all aspects of our business. When presented with the opportunity to hire or promote individuals, the Office of EEO and Diversity, as well as Organizational Development & Human Resources, are included in the process to ensure that the recruitment, selection, and leadership development processes are applied consistently and in accordance with established City and Agency policy and procedures. This minimizes the potential for discrimination and bias, and guarantees the selection of the best and brightest that our City’s diverse population has to offer.</p>	<p><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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>
<p>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>					

DATA SOURCE: CEEDS Report 4th Quarter FY 2020

COMPLETED BY: Grace Pigott

DATE: July 22, 2020

UNDERUTILIZED GROUPS	JOB TITLES	COMPETITIVE/ NON-COMPETITIVE	RECRUITMENT SOURCES TO BE USED
JOB GROUP: 002 - MANAGERS			
Female, Black, Hispanic	Administrative Engineer	Competitive	Civil Service List exist until 2021.
Female, Black, Hispanic	Administrative Project Manager	Competitive	Civil Service List exist until 2023
Male, Black, Hispanic	Construction Project Manager	Competitive	Civil Service List exist until 2022. New filing period 3/2020
Male, Black, Hispanic	Construction Project Manager Intern	Competitive	Civil Service List exist until 2021. New filing period 1/2019
JOB GROUP: 003 - MANAGEMENT SPECIALISTS			
Female, Black, Hispanic	Administrative Project Manager	Competitive	Civil Service List exist until 2023
Male, Black, Hispanic	Administrative Staff Analyst	Competitive	Civil Service List exist until 2020 extended to 2021
Female	Air Pollution Inspector	Competitive	Exam filing was 2/2020. List not yet established.
Female	Associate Air Pollution Inspector	Competitive	No recruitment activities during this quarter.
Male, Hispanic	Associate Project Manager	Competitive	Civil Service List exist until 2020 extended to 2021. New filing period was in 1/2019. New list not established.
Female, Black, Hispanic	Associate Water Use Inspector	Competitive	No recruitment activities during this quarter.
Female	Project Manager	Competitive	Exam filing 9/2019. List not yet established.
Black, Hispanic	Water Use Inspector	Competitive	Exam filing period was in 3/2019. List not yet established.
Female	Water Use Inspector	Competitive	Exam filing period was in 3/2019. List not yet established.
JOB GROUP: 004 - SCIENCE PROFESSIONALS			
Male, Black, Hispanic Female, Black, Hispanic	Administrative Engineer	Competitive	Civil Service List exist until 2021. New filing period 7/2020.
	Assistant Civil Engineer	Competitive	Civil Service List exist until 2024.
	Civil Engineer	Competitive	Civil Service List exist until 2021.
	Civil Engineering Intern	Competitive	Civil Service List exist until 2020 extended to 2021. Filing was in 3/2019. New list not established
Male, Black, Hispanic Female, Black, Hispanic, Asian	City Research Scientist	Non-competitive	No recruitment activities during this quarter.
Male, Black, Hispanic Female, Black, Hispanic	Electrical Engineering Intern	Competitive	Filing was in 3/2019. List not yet established.
	Assistant Electrical Engineer	Competitive	No recruitment activities during this quarter.
	Electrical Engineer	Competitive	Civil Service List exist until 2021
	Mechanical Engineering Intern	Competitive	Filing was in 3/2019. List not yet established.
	Assistant Mechanical Engineer	Competitive	No recruitment activities during this quarter.
	Mechanical Engineer	Competitive	Civil Service List exist until 2021
	Assistant Environmental Engineer	Competitive	Exam filing period was 10/2019. List not yet established.
JOB GROUP: 008 - LAWYERS			
Male	Agency Attorney Intern	Non-competitive	No recruitment activities during this quarter.
Male	Agency Attorney	Non-competitive	No recruitment activities during this quarter.
JOB GROUP: 010 - TECHNICIANS			
Female, Black, Hispanic	Engineering Technician	Competitive	Civil Service List exist until 2023.
	Industrial Hygienist	Competitive	No recruitment activities during this quarter.
	Instrumentation Specialist	Competitive	No recruitment activities during this quarter.
JOB GROUP: 012 - CLERICAL SUPERVISORS			
Male	Principal Administrative Associate	Competitive	Civil Service List exist until 2021.
JOB GROUP: 013 - CLERICAL			
	Clerical Associate	Competitive	Civil Service List exist until 2022.
	Secretary	Competitive	Civil Service List exist until 2022.
	Supervisor of Stock Workers	Competitive	Civil Service List exist until 2021. New exam filing was 10/2019.
	Customer Information Representative	Competitive	Civil Service List exist until 2023. New exam filing was 6/2020.
JOB GROUP: 018 - POLICE			
Male, Black, Asian Female	Environmental Police Officer	Competitive	Civil Service List exist until 2024.
JOB GROUP: 022 - BUILDING SERVICES			
Female	Custodian	Competitive	Exam filing was 9/2020.
JOB GROUP: 024 - FARMING			
Female	Gardener	Competitive	Civil Service List exist until 2020 extended to 2021. New exam filing 8/2019.
Hispanic	City Park Worker	Non-competitive	No recruitment activities during this quarter.
JOB GROUP: 025 - CRAFT			
Female, Black, Hispanic	Sewage Treatment Worker	Competitive	Civil Service List exist until 2023. New exam date 1/2019. List not yet established.
Female, Black	Stationary Engineer (Electric)	Competitive	Exam date was 9/2019. List not established.
Male, Black, Hispanic, Asian Female	Watershed Maintainer	Competitive	Civil Service List exist until 2022. New exam filing was 12/2019.
	Supervisor (Water and Sewer Systems)	Competitive	Civil Service List exist until 2022.
Male, Black, Hispanic Female	Mate (DEP)	Competitive	No recruitment activities during this quarter.
Male, Black, Hispanic Female	Machinist	Competitive	Civil Service List exist until 2023. Exam was 10/2019. List not established.
JOB GROUP: 027 - TRANSPORTATION			
Female	Motor Vehicle Operator	Competitive	Civil Service List Exist until 2022
JOB GROUP: 027 - LABORERS			
Female	Apprentice (Construction Laborer)	Non-competitive	No recruitment activities during this quarter.
	Construction Laborer	Competitive	Civil Service List exist until 2022. New exam filing was 7/2019.
	Electrician's Helper	Competitive	Civil Service List exist until 2021.
Female	Plumber's Helper	Competitive	Civil Service List exist until 2020 extended to 2021. New exam filing 6/2020.
Male, Black Female	Machinist's Helper	Competitive	No recruitment activities during this quarter.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort?
1. College Career Fairs	1. Encourage current and recent students to consider City government as choice employers. Expose those students to the civil service process. Increase collage applicants.
2. Community Job Fairs	2. Educate the community on career choices at DEP and job opportunities. Increase community awareness.
3. Veterans Job Fairs	3. Encourage and actively seek veterans to apply and be considered for applicable positions. Increase awareness and applicants.
4. CUNY LEADS for the Disabled	5. Engage the disabled community as well as educate staff on benefits the disabled community provides. Increase awareness and applicants.
5. Specialized Recruitment Events	6. Highlight green jobs, entry level, and EPO positions. Increase awareness and applicants.

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Training	<p>A series of crucial conversations were held in response to the killing of George Floyd.</p> <p>The Office of Equal Employment Opportunity and Diversity (EEO&D) is currently working with DEP’s Offices of Workplace Violence Prevention (WPV) and Organizational Development and Human Resources (OD&HR), as</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>well as bureau-level leadership, to engage a series of measures geared towards promoting racial equity in the workplace. This campaign will include appropriate agency messaging, targeted and customized training on disrupting privilege and institutional inequities, facilitated listening sessions with relevant stakeholders, and other forms of appropriate workforce engagement.</p>				
<p>DEP has established two training courses, Managing for Excellence (MFE) and Supervision in Action (SIA): Mastering the Basics, for supervisors and managers.</p>	<p>MFE and SIA are geared towards reinforcing fundamental management strategies and techniques that will help motivate and inspire, create accountability, and improve morale across the agency. Each course also includes an EEO and D/I module, underscoring the value of these topics to overall leadership competencies.</p> <p><u>Managing for Excellence (MFE)</u> Essential goals of the MFE Program are:</p> <ul style="list-style-type: none"> ▪ Focus new managers, and to refocus seasoned managers, on fundamental management skills to increase productivity, improve performance and engage our workforce to greater heights. 	<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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>

	<ul style="list-style-type: none"> ▪ To capitalize on the diversity of our managers by creating this opportunity to share, commiserate, strategize and bond so there are stronger ties across the enterprise. Much can be gained by appreciating different, and also same perspectives on management tools and approaches that work – or don't. ▪ To give each of our managers some much deserved and desired space to take a deep breath, to contemplate some next steps, to recharge their management batteries and to have some fun. ▪ To level the playing field by placing the same tools in everybody's tool box – meaning management tools. These are the ones Executives and Sr. Staff endorsed as necessary to drive our values and culture in a positive direction. ▪ To create more trust among our managers. We told you in our first annual Managerial Professional Development Day that we were investing in you, our managers, and this is only the beginning. We know we need to build greater trust as we go forward by supporting you on the other side of this initial investment. <p><u>Supervision in Action (SIA): Mastering the Basics</u> Provides supervisory skills that will help hone</p>				
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	<p>leadership abilities in a 3-day Blended Learning program. Introducing proven supervisory techniques through pre-class online modules, instructor led classroom course work and real-life case study group discussions and activities.</p> <p>During this period, the Supervision In Action (“SIA”) series entered the re-design/re-alignment phase to re-launch in fall 2020. The SIA curriculum various areas of responsibility: EEO, OD&HR, Workplace Violence, Labor & Relations, OEHS and other functions. This past spring, members of these areas, teamed up during an interactive meeting to discuss ways to enhance SIA, which is particularly needed in the months ahead.</p>				
<p>Always Creating Excellence (A.C.E.) Awards: DEP’s appreciation program, A.C.E.</p>	<p>The A.C.E. program recognizes DEP staff members that have exhibited outstanding effort, and have gone above and beyond the call of duty to serve the people of New York City. A.C.E. ceremonies are held on a quarterly basis and includes a wide variety of recognition categories: Leadership, Environmental Health & Safety, Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration and Support, Engineering), and the Commissioner’s Award. Applications for Q3 are currently being accepted until August 1, 2020.</p> <p>Awardees for the third and fourth quarters of 2019, featured in this Weekly Pipeline Extra edition: A.C.E Employee Award , were honored at a ceremony on December 13th with Commissioner Sapienza, P.E., during which they received certificates, and A.C.E. Awards</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>

	<p>branded lapel pins, picture frames, and duffel bags. Some award recipients also won a ticket to take DEP Employee Experience tour and will receive excused time to visit and learn about an interesting operation within DEP.</p> <p>Awardees for the first quarter were announced on April 9, 2020.</p>				
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

EEO Events

APRIL

- EEO&D’s quarterly Newsletter was distributed on April 2020 agency-wide, which served to highlight EEO initiatives and Diversity events in 2019 and 2020.
- The Office of EEO & Diversity and the Diversity Committee held a virtual event on April 15th that provided cultural awareness of the Arab American heritage through a presentation as well as online activity. This virtual event took place April 15, 2020 that had fun activities highlighting the rich culture of the Arab American community.
- An email communication was sent out that highlighted the designations and observations typically recognized in the months of April. Some of the observations consisted of Arab American heritage, Autism Awareness Month.

MAY

- An email communication was sent agency-wide that highlights the designations and observations typically recognized in the months of May. Some of the observations consisted of the Asian Pacific Americans Heritage Month, Mental Health Awareness and Jewish Heritage Month. In this communication there was virtual events, information regarding to these designations as well as virtual events employees can participate in.
- DEP also collaborated with Center for Creative Conflict Resolution (CCR)’s trained Circle Keepers. We encourage employees to participate in a weekly virtual support circle. CCCR utilizes restorative practices in response to conflict in workplace relationships and additionally seeks to nurture the support and growth of healthy and strong relationship within our workplace communities. Circle Process is restorative practice used to create spaces of respect and reflection, where we can find our way through conflict, challenge and fear to find common ground with others and respond resiliently to complex problems. Circles took place Wednesday afternoons and Friday mornings in the month of May and possibly June. The next circle dates are scheduled for May 13, 20, 27 at 2:00 PM to 3:30 PM and May 8, 15, 22 and 29 at 10:00 to 11:30 AM. These circles are open to all NYC City employees; but space will be limited for each circle.

JUNE

- An email communication was sent agency wide that highlights the following observation recognized in the month of June: LGBTQ+ Pride Month and Juneteenth. In this communication there was virtual events, information regarding to these designations as well as virtual events employees can participate in. We included additional resources to help our colleagues have a better understanding of Juneteenth.

DEP Weekly Pipeline Edition & Additional DEP Events

[April 7](#)

[April 14](#)

[April 21](#)

[April 28](#)

[May 5](#)

[May 12](#)

[May 19](#)

[May 26](#)

The Bureau of Public Affairs and Communication’s Education Office held a celebration to honor all of the students who participated in the 34th annual Water Resources Art and Poetry Contest. This year, we received entries from 1,600 second through twelfth grade students in New York City and the East and West-of-Hudson Watersheds. Student entries beautifully depicted a genuine understanding of and appreciation for New York’s water resources. Please take a moment to view the artwork and poetry of the 2020 Water Champions on [DEP’s Flickr page](#). During this challenging time, the creativity and thoughtfulness depicted in your artwork and poetry has been an inspiring reminder of the importance of the work we do every day to protect our environment. [Watch this YouTube playlist](#) to see a few special thank you messages from the staff at DEP and our Commissioner Vincent Sapienza. (See hyperlink for May 26).

[June 2](#)

[June 9](#)

[The 2019 Drinking Water Supply and Quality Report](#) will be featured in a new [30-second video](#) that will air on the City’s TV channel and Taxi TV. The marketing campaign will also have radio spots that will run on WNYE 91.5 FM. Additionally, there will be ads placed on NYC & Company’s inventory of bus shelters and LinkNYC locations. Messaging will also be seen on various social media platforms and can be heard on 311. (See Hyperlink for June 9)

[June 16](#)

New York State Invasive Species Awareness Week takes place on June 7–13. Invasive species are plants, animals and microorganisms that are not native to a particular ecosystem and have the ability to harm our environment, economy or human health. They affect us all and threaten

our treasured waters, lands, food production and more. To help inform people about invasive species, DEP created an Invasive Species Backyard BINGO Challenge.

[June 23](#)

[June 30](#)

DEP has been holding a series of virtual support groups, Employee Support Series, led by the Director of Staff Support and Assistance, Jonathan Glotzer. Some of the topics of these groups are: Multitasking Parenting, Coping with Isolation and Loneliness and Self-Care Summer” on Fridays at 2:45pm – 3:45pm.

OEHS Events

DEP’s Office of Environmental Health and Safety (OEHS) hosted in several events that highlighted National Safety Month and Safety Week. Safety Week is an agency-wide effort to raise employee's awareness of the following: their role when it comes to safety at work, home and on the road; the importance of making safety a priority and DEP’s commitment to the safety of its employees.

OEHS will be celebrating by communicating themed educational safety materials each week and culminate the month with a virtual *Safety Week* from June 22nd – 26th. This year’s Safety Week theme was "Safety is a Shared Goal". Safety is a shared responsibility. Whether it be at work, home or on the road, safety is everyone's responsibility. While safety is the common goal, we all play a different role in how we can achieve it. Some of the virtual interactive events include puzzles, live and recorded webinars, and other safety content.

Employees First:

March 30, 2020- April 3, 2020

***EmployeesFIRST* is a weekly internal information bulletin to enhance DEP employee experience.** This internal information bulletin was sent agency-wide to display a variety of opportunities, classes and services. Among the many services, programs, and classes they offer, they recognize national celebrations and recognitions. This issue featured the following:

- a. Employee Service Center
- b. Commuter Benefits Update
- c. DEP’s Staff Support & Assistance
- d. NYC EAP is here to help!
- e. [Career Counseling](#)- a virtual event that gave the opportunity for DEP employees to meet the DEP career Counselor.
- f. ODHR posted a video training on Conflict Resolution that would be useful times of high tension. Click [here](#) for video.
- g. DEP’s Staff Support & Assistance
- h. NYC EAP’s offer of assistance via phone, text and/or video calls.

- i. For the month of April, ODHR created an [Earth Week 2020](#). This Earth Week was celebrated virtually between April 19th – April 25th. The events from this particular week included Meatless Monday, Earth Day Fair, Earth Week Movie: *Chasing Ice*, games Brown Bags with CEUs, Workforce Development and Training, and a few raffles.
- j. Announcement of the 2020 U.S. Census publication and its impact.

April 20, 2020 to April 24, 2020

- **Employees FIRST is a weekly internal information bulletin to enhance your DEP employee experience.** This internal information bulletin was sent agency-wide to display a variety of opportunities, classes and services. Among the many services, programs, and classes they offer, they recognize national celebrations and recognitions. This issue featured the following:
 - a. SOP (Office of Health & Safety) [update on DEP’s requirement of COVID-19 Facemask](#)
 - b. This week’s issue recognized the EEO’s Diversity Corner by providing links to the April Observations, the 2020 EEO Views Newsletter, and the Arab-American Heritage Puzzle.
 - c. ODHR featured MOPD (Mayor’s Office of People with Disabilities) the launch of resources for New Yorkers with Disabilities during COVID-19. Link: <https://www1.nyc.gov/site/mopd/resources/covid-19-resources-for-people-with-disabilities.page>
 - d. MyNYCERS- A launch for the newest MyNYCERS member website.
 - e. [United We Move!](#) – A two-week step challenge which started on April 15th.
 - f. [WorkWell NYC’s Digital Fitness Classes](#)
 - g. DEP’s Staff Support & Assistance
 - h. NYC EAP’s offer of assistance via phone, text and/or video calls
 - i. [NYC Employee Blood Program](#) (links for available centers)
 - j. [Earth Week 2020 flyer](#)

May 18, 2020-May 22, 2020

- **Employees FIRST is a weekly internal information bulletin to enhance your DEP employee experience.** This internal information bulletin was sent agency-wide to display a variety of opportunities, classes and services. Among the many services, programs, and classes they offer, they recognize national celebrations and recognitions. This issue featured the following:
 - a. May is Mental Health Awareness Month
 - i. [MHA COVID-19 Tools](#)
 - ii. [WorkWell’s “Let’s Talk” Toolkit](#)
 - iii. Weekly Virtual Meditation on Wednesdays
 - b. NYC EAP’s Reach to DEP
 - i. [EAP Stress Relief Videos](#)

- ii. [Ongoing Weekly Remote Group](#)
- c. [OEHS COVID-19 SharePoint Site](#)
- d. This week's issue recognized the EEO's Diversity Corner by providing links to the May Communications, 2020 *EEO Views Newsletter*.
- e. [NYC Employee Blood Program](#)
- f. Employee Service Center
- g. [Career Counseling](#)- a virtual event that gave the opportunity for DEP employees to meet the DEP career Counselor.
- h. Announcement of the 2020 U.S. Census publication and its impact.
- i. DEP's Staff Support & Assistance
- j. SOP (Office of Health & Safety) [update on DEP's requirement of COVID-19 Facemask](#)
- k. ODHR featured MOPD (Mayor's Office of People with Disabilities) the launch of resources for New Yorkers with Disabilities during COVID-19. Link: <https://www1.nyc.gov/site/mopd/resources/covid-19-resources-for-people-with-disabilities.page>

June 8th, 2020- June 19th, 2020

- **Employees FIRST is a weekly internal information bulletin to enhance your DEP employee experience.** This internal information bulletin was sent agency-wide to display a variety of opportunities, classes and services. Among the many services, programs, and classes they offer, they recognize national celebrations and recognitions. This issue featured the following:
 - a. [Men's Health Week Events](#): June 15-19
 - b. Important Health Benefits Program Updates
 - c. NYC Gives Initiative
 - d. [In the Kitchen with WorkWell NYC](#)
 - e. MoveNYC Virtual 5k Event
 - f. NYC EAP's Reach to DEP
 - i. [EAP Stress Relief Videos](#)
 - ii. [Ongoing Weekly Remote Group](#)
 - g. [WorkWell NYC- Virtual Fitness Classes](#)
 - h. [OEHS COVID-19 SharePoint Site](#)
 - i. MyNYCERS website launch
 - j. Information regarding [NYC Employee Blood Program](#)
 - k. Announcement of the 2020 U.S. Census and its impact
 - l. DEP's Staff Support & Assistance
 - m. ODHR featured MOPD (Mayor's Office of People with Disabilities) and [their initial website](#) launch of resources for New Yorkers with Disabilities during COVID-19.

June 22, 2020 – July 3, 2020

- **Employees FIRST** communication, which is primarily operated by ODHR, was sent agency-wide to display a variety of opportunities, classes and services. Among the many services, programs, and classes they offer, they recognize national celebrations and recognitions. This issue featured the following:
 - a. [Safety Week: Virtual Celebration](#) Held on June 22-26, 2020
 - b. Highlighting EEO’s Diversity Corner: Communications re: June Diversity Calendar highlight monthly observations and LGBTQ+ resources
 - c. Posting of [June 2020 DCAS Exam Schedule](#)
 - d. In the Kitchen with Work Well NYC Virtual Event held on June 3, 2020
 - e. NYC EAP’s Reach to DEP
 - i. [EAP Stress Relief Videos](#)
 - ii. [Ongoing Weekly Remote Group](#)
 - f. [WorkWell NYC- Virtual Fitness Classes](#)
 - g. Launch of OEHS COVID 19 SharePoint Site
Click here: [OEHS COVID-19 SharePoint Site](#)
 - h. Information regarding MyNYCERS - A launch for the newest MyNYCERS member website
 - i. [NYC Employee Blood Program](#)
 - j. ODHR featured MOPD (Mayor’s Office of People with Disabilities) the launch of resources for New Yorkers with Disabilities during COVID-19. Link: <https://www1.nyc.gov/site/mopd/resources/covid-19-resources-for-people-with-disabilities.page>.

C. COMMUNITY:

<p>List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
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<p>Increase outreach to improve recruitment strategies across New York City and upstate New York.</p>	<p>DEP continues to email 18 update and 40 downstate potential recruitment partners to increase and diversity our candidate pool for selected positions as they become available. A similar recruitment email gets sent to 25 student engineering/science affinity groups at nearby universities highlighting DEP’s internship and employment opportunities.</p> <p>*Due to COVID-19, recruitment efforts were temporarily deferred during this quarter.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Vacancies that require special skills and abilities that are deemed ‘hard to recruit’.</p>	<p>DEP continues to forward posting notices and job ads to national professional organizations. We have widened the candidate pool by advertising and partnering with organizations such as NYWEA (NY Water Environment Association), AWWA (American Water Works Association), and WEF (Water Environment Federation).</p> <p>*These efforts were temporarily deferred during this quarter due to COVID-19.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Community Job Fairs	<p>DEP continues to participate in job fairs held at various organizations and schools across the city to educate the community on career choices at DEP and job opportunities that are available.</p> <p>*These efforts were temporarily deferred during this quarter due to COVID-19.</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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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V.

VI. RECRUITMENT

<p>List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 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):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
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<p>Recruit a diverse group of interns to develop a pipeline of future talent.</p>	<p>Our internship program includes transformation tours, seminars, brown bags and information sessions with our emerging leaders and young professionals. Interns are afforded the opportunity to interact with our Executive staff and seasoned professionals who serve as mentors and provide sound professional guidance and experience. At the conclusion of our summer internship program, a closing ceremony is held to congratulate students on the completion of the program with a breakfast, distribution of certificates and a parting gift. A yearbook is created to commemorate the summer activities and friendships forged. An internship fair (open to all employees) is held to showcase what students learned during the summer. DEP's Summer Internship Program will continue to be a core strategy for attracting diverse talent for future employment opportunities.</p> <p>*DEP's 2020 Summer Internship Program was officially cancelled due to COVID-19. All internship postings were closed as of 4/30/2020.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Expansion of DEP's Technical Internship Program.</p>	<p>The interns of the Technical Internship Program will shadow DEP trades' employees such as Sewage Treatment Workers, Watershed Maintainers and Air Pollution Inspectors. This internship targets high school graduates who are</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"/> Ongoing</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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>looking for a career path after high school that does not require immediate college attendance.</p> <p>*DEP's 2020 Technical Internship Summer Internship Program was officially cancelled due to COVID-19. All internship postings were closed as of 4/30/2020.</p>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In FY'20, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR.</p>	<p>The Diversity Director/Reasonable Accommodation Coordinator will continue to collaborate with Organizational Development/Human Resources to actively promote vacancy announcements to this community and participate at designated career fairs and hiring pools.</p> <p>*These efforts were temporarily deferred during this quarter due to COVID-19.</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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input 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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

*As stated above, DEP's 2020 Summer Internship Program as cancelled due to COVID-19.

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 38 55-a participants.

During this Quarter, a total of 1 new applications for the program were received.

During this Quarter 5 participants left the program due to 4 under code A (ceased) and 1 under code Q (Child Care LWOP).

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:
 - e-mail Yes No
 - training sessions Yes No
 - agency website Yes No
 - agency newsletter Yes No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants Yes No

3. _____

VII. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	<ul style="list-style-type: none"> - Each week, OD&HR sends out a list of job vacancies and exam schedules to the workforce. Updates on job exam schedules that was rescheduled due to COVID are sent out to the agency regularly. - A list of promotional and transfer opportunities are posted at each facility and central locations. - OD&HR routinely distributes training and development programs to improve skills, performance and career opportunities. - OD&HR hold information sessions where employees are provided information on civil service and what it means to become a permanent civil servant. - OD&HR provides technical assistance in filing for upcoming civil service exams. 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	Each quarter, the Office of EEO & Diversity reviews CEEDS data with OD&HR to address underutilization. A review of policies, procedures, and practices related to hiring, which also includes vacancy announcements, use of	<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"/> Ongoing	<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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	certification lists, and the selection process for mission critical occupations, are also reviewed.	<input type="checkbox"/> Completed			
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;		<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/>
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);	<ul style="list-style-type: none"> - The agency's EEO Officer ensures that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process; - Reviews questions for structured interviews; and - Participates in interview panels and reviews promotional packages. 	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/>
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	The agency analyzes the impact of layoffs and terminations on racial, gender and age groups.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/>

<p>Other Selection Strategies and Initiatives:</p> <p>Ongoing collaboration with OD&HR</p>	<p>The Office of EEO & Diversity continues to work alongside OD&HR to recruit and train a diverse workforce. EEO participates in recruitment strategies, interview panels and new hire orientation training sessions to ensure that new employees are equipped with information on their rights and responsibilities under the EEO Policy and the diversity programs and initiatives that are at their reach.</p> <p>*These efforts were temporarily deferred during this quarter due to COVID-19.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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VIII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

IX. REASONABLE ACCOMMODATION

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace: EEO and HR will continue in the ongoing recruitment to identify qualified, diverse

candidate slates from which to select diverse talent.

Risk 2: Cultural and Language Differences in the Workplace: Continue to deploy relevant training (e.g. for conflict resolution and management across lines of differences, implicit/unconscious bias training, as well as other diversity and inclusion training.) Also, increase opportunities for cultural recognition awareness, as well as employee engagement and job satisfaction through inclusive event planning.

Risk 3: Workplaces with Significant Power Disparities: Continued relevant workforce training for supervisors/managers and staff.

Risk 4: Isolated Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all employee at isolated worksites. Also, providing employee engagement events at these locations.

Risk 5: Decentralized Workplaces: Targeted EEO awareness and sexual harassment prevention posters/signage, and training for all decentralized worksites. Targeted diversity recognition and inclusive events to bridge the geographic gaps between DEP's central office and isolated worksites.

E. 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 as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:

XI. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

APPENDIX: NYC DEP EEO PERSONNEL DETAILS

EEO PERSONNEL FOR __4__ QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title					
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<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:	Start Date or Termination Date:	Start Date or Termination Date:

NOTE: Please attach CV/Resume of new staff to this report

For Current EEO Professionals:

Name & Title	Danielle Barrett, Assistant Commissioner	Darlene Martinez, Diversity Director, Reasonable Accommodation Coordinator	Sandra Rhabb Campbell
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: RA Coordinator	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: EEO Office Manager
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed Trainings:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other
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B. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO/Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Danielle Barrett	Assistant Commissioner	Assistant Commissioner/EEO Officer	100%	dbarrett@dep.nyc.gov	718-595-3432
Darlene Martinez	Executive Assistant to the Commissioner	Diversity Director/Reasonable Accommodation Coordinator	100%	dmartinez@dep.nyc.gov	718-595-5742
Sandra Rhabb Campbell	Principal Administrative Associate	EEO Office Manager/55-a Coordinator	100%	scampbell@dep.nyc.gov	718-595-6558
Lana Yang	Agency Attorney	EEO Investigator	100%	lyang@dep.nyc.gov	718-595-3451
Zachary Taylor	Community Associate	EEO Intake Specialist	100%	ztaylor@dep.nyc.gov	718-595-7301
Gloria Rodriguez	Community Coordinator	Disability Services Facilitator	100%	GRodriguez@dep.nyc.gov	718-595-4549
Alejandra Lamarche	EEO Liaison	EEO Liaison	30%	Alamarche@dep.nyc.gov	718-595-5060
<u>Stanley Hughes</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	Shughes@dep.nyc.gov	<u>718-595-5015</u>
<u>Charles Greene</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	CharGree@dep.nyc.gov	<u>718-595-3494</u>
<u>Judith Marshall</u>	<u>EEO Liaison</u>	EEO Liaison	<u>30%</u>	JudiMars@dep.nyc.gov	<u>718-595-6740</u>
Steve Roldan	EEO Liaison	EEO Liaison	30%	Sroldan@dep.nyc.gov	718-595-7106

Christina Allen	EEO Liaison	EEO Liaison	30%	Sroldan@dep.nyc.gov	718-595-5738
Grace White	EEO Liaison	EEO Liaison	30%	Gwhite@dep.nyc.gov	718-595-6603
Diana Ricaurte	EEO Liaison	EEO Liaison	30%	Ricaurte@dep.nyc.gov	718-595-5738
Sharon Urena	EEO Liaison	EEO Liaison	30%	Surena@dep.nyc.gov	718-595-6147
Tamara Williamson	EEO Liaison	EEO Liaison	30%	Twilliamson@dep.nyc.gov	718-595-5385
Donna Hylton	EEO Liaison	EEO Liaison	30%	Dhylton@dep.nyc.gov	718-595-5537
<u>Galina Dreyzina</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Gdreyzina@dep.nyc.gov</u>	<u>718-595-3051</u>
<u>Gavin O'Rourke</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>GORourke@dep.nyc.gov</u>	<u>914-749-5312</u>
<u>Janet Singh</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Jansingh@dep.nyc.gov</u>	<u>718-595-3321</u>
<u>Jason Low</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>JasonL@dep.nyc.gov</u>	<u>718-595-3114</u>
<u>Joanne Nurse</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Jnurse@dep.nyc.gov</u>	<u>718-595-4675</u>
<u>Rosanna Pullara</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Rpullara@dep.nyc.gov</u>	<u>718-595-3231</u>
<u>William Beers</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>BeersW@dep.nyc.gov</u>	<u>607-865-2910</u>
<u>Yocanda Baez</u>	<u>EEO Liaison</u>	<u>EEO Liaison</u>	<u>30%</u>	<u>Ybaez@dep.nyc.gov</u>	<u>718-595-5376</u>

* Please indicate changes (i.e. if new personnel is filling a 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 please indicate it on the chart.



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **ENVIRONMENTAL PROTECTION** **Q4** **FY 2020**

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 2019 DEEO TRAINING SUMMARY

SUBMITTED BY [TITLE]: **SANDRA RHABB CAMPBELL**

DATE SUBMITTED: **7/30/2020** E-MAIL: **scampbell@d** TEL #: **718-595-6558**

1st Quarter (July-September) DUE December 6; 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th; 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	0	624	5514	553	165	6856

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	310	4944	144	83	5481
1. EEO Awareness	0	8	12	14	11	45
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		8	12	14	11	45
2. D&I "Everybody Matters"	0	6	10	7	4	27
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		6	10	7	4	27
3. lgbTq: The Power of Inclusion	0	165	24	40	46	275
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		165	24	40	46	275
4. Sexual Harassment Prevention	0	131	4897	83	22	5133
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		131	4897	83	22	5133
5. Disability Etiquette	0	0	1	0	0	1
Administered by DCAS [NOTE: DCAS will provide this information]						0
Administered by Agency		0	1	0	0	1

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	0	314	570	409	82	1375
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		230	179	190	37	636
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED		0	1	0	0	1
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		0	0	0	0	0
9. Other Diversity/EEO Related	Specify topic:	EEO Complaint Investigations Workshop				
TOTAL PARTICIPANTS TRAINED		0	19	0	0	19
10. Other Diversity/EEO Related	Specify topic:	EEO Semi-Annual Briefing				
TOTAL PARTICIPANTS TRAINED		30	125	0	45	200
11. Other Diversity/EEO Related	Specify topic:	Supervision in Action: Mastering the Basics				
TOTAL PARTICIPANTS TRAINED		0	240	141	0	381
12. Other Diversity/EEO Related	Specify topic:	BPS EEO Corrective Action Training				
TOTAL PARTICIPANTS TRAINED		0	6	0	0	6
13. Other Diversity/EEO Related	Specify topic:	EEO Initial				
TOTAL PARTICIPANTS TRAINED		39	0	0	0	39
14. Other Diversity/EEO Related	Specify topic:	EEO for Supervisors				
TOTAL PARTICIPANTS TRAINED		15	0	0	0	15
15. Other Diversity/EEO Related	Specify topic:	Executive Order 16				
TOTAL PARTICIPANTS TRAINED		0	0	78	0	78