

SCI FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: SPECIAL COMMISSIONER OF INVESTIGATION FOR THE NYC SCHOOL DISTRICT (SCI)

☒ 1st Quarter (July -September), due November 6, 2024

☐ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

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Date Submitted: 11/18/24

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 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 2025 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 2025 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): 11/7/24 ☐ 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): SCI conducts Periodic Agency breakfast coffee/bagel events wherein general productivity and accomplishments are recognized.

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

All new hires are required to participate in an SCI sponsored EEO and Diversity Orientation as part of the on-boarding process. The City's EEO Polices are provided to new employees and are annually re-distributed to current employees. These initiatives will continue in FY 2025.

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At various times throughout the year, The Special Commissioner acknowledges the hard work and productivity of its staff through direct electronic communications to all staff, and through onsite meetings with all staff to recognize, for example, increased team productivity, and personal accomplishments and milestones, including, welcoming a new family member, retirement(s), etc. These initiatives will continue in FY 2025.

In connection with heritage months, the EEO Officer issues an agency-wide email describing the significance of each heritage month, including, the National Hispanic Heritage month, Black History month, and Woman's History month, for example. These emails contain links to further information and city-wide events. These initiatives will continue in FY 2025.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): 52 Q2 (12/31/2024): _____ Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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

☒ Yes On (Date): 11/04/24 ☐ 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.

The employees of SCI are paid through the Department of Education (DOE) and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. As such, DCAS developed a substitute *ad hoc* report for SCI, identifying our demographics,

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and has provided utilization reports for most identified job groups. According to the ad hoc report of demographic data we received from DCAS, there is only one job group which contains enough employees to determine if recruitment efforts have statistical significance, Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator). The EEO Officer meets with agency personnel, including Human Resources and the agency head, generally twice a year (in the 2nd and 4th quarters), to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied. It has been determined at there is no significant over or under-utilization of any ethnic or gender categories in SCI's major Job Groups.

☐ Yes - on (Dates):

Q1 Review Date: NA Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity,*

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Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Align diversity recruitment, internal employee development and selection practices with current agency employment needs. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

SCI will continue to review and possibly expand internal and external applicant pools to address any over or underutilization through outreach strategies for broader recruitment. To evaluate the effectiveness, we also monitor the hiring data on a semi-annual basis to look for improvement.

Workforce Goal/Initiative #1 Update:

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 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 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. The EEO Officer will continue to review and analyze trends to identify specific job groups where underutilization is identified, and to guide recruitment efforts where necessary; and to meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to assess demographic trends.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance

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equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

Over the last few years, we have added various affinity groups to our recruitment efforts and will continue to periodically review the information provided by applicants concerning how they heard of the job opportunity to evaluate the various recruitment sources

Workforce Goal/Initiative #2 Update:

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 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 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. In FY25, SCI will endeavor to expand applicant pools to address any underutilization through outreach efforts to broaden recruitment yields.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

Over the last few years, we have diversified our recruitment resources and will continue to periodically review the information provided by applicants. We regularly distribute DCAS's monthly NYC Jobs newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. SCI also posts reminders to staff to check internal job postings.

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Workforce Goal/Initiative #3 Update:

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

4. SCI seeks to foster an environment that respects and promotes diversity, equity, and inclusion, and is free from all forms of discrimination and harassment prohibited by the City's EEO Policy; and to align diversity recruitment, internal employee development and selection practices with current Agency employment needs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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?

Each year, SCI circulates the City's EEO Policies (and any revisions thereto) to inform staff of their rights and protections under those policies. In connection with heritage months, at least three times a year, we will continue to send emails to staff to share information relevant to the heritage topic. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Workforce Goal/Initiative #4 Update:

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

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5. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The employees of SCI are paid through the Department of Education (DOE) and therefore, according to DCAS, SCI's information cannot be run separately in CEEDS. DCAS has developed a substitute ad hoc report for SCI, identifying our demographics, and has provided utilization reports for most identified job groups. According to the ad hoc report of demographic data we received from DCAS, there is only one job group which contains enough employees to determine if recruitment efforts have statistical significance, Job Group 10 – the Technician category – which includes several investigative titles including our field and intake investigators (but not Chief Investigator or Deputy Chief Investigator). The EEO Officer meets with agency personnel, including Human Resources and the agency head, twice a year (in the 2nd and 4th quarters), to discuss workforce composition and demographic trends, our recruitment sources, and the data from closed recruitment efforts concerning how applicants indicated they had learned of the job opening to which they applied.

There is no significant over or under-utilization of any ethnic or gender categories in SCI's major Job Groups.

In FY25, SCI will endeavor to expand applicant pools to address any underutilization through outreach efforts to broaden recruitment yields. Over the last few years, we have diversified our recruitment resources and will continue to periodically review the information provided by applicants. We regularly distribute DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information sessions to all staff. SCI posts reminders to staff to check internal job postings

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

SCI seeks to foster an environment that respects and promotes diversity, equity, and inclusion, and is free from all forms of discrimination

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and harassment prohibited by the City's EEO Policy.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

Each year, SCI circulates the City's EEO Policies (and any revisions thereto) to inform staff of their rights and protections under those policies. In connection with heritage months, at least three times a year, we will continue to send emails to staff to share information relevant to the heritage topic. The EEO Officer, Human Resources staff, and the Agency Head will continue to meet semi-annually to review and discuss workforce composition data to assess demographic trends.

Workplace Goal/Initiative #1 Update:

Q1 Update:	<input checked="" 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 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 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. **[Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]**

To align diversity recruitment, internal employee development and selection practices with current Agency employment needs.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI is a very small agency and, consequently, there are limited resources to lend organizational support to developing individual Employee Resource Groups, a Diversity Council, and/or into other diversity programming within the Agency. However, SCI is in the initial phase of developing small discussion groups of employees from diverse backgrounds which will focus on diversity engagement issues.

SCI will also continue to review completed exit surveys to collect sufficient information to support new initiatives.

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Workplace Goal/Initiative #2 Update:

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. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

Workplace Goal/Initiative #3 Update:

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

4. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

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Please describe the steps that your agency has taken to meet this goal/initiative. 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?

Workplace Goal/Initiative #4 Update:

Q1 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
Q2 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
Q3 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
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

5. 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.

Several new employees have started during the first quarter and all new employees are required to attend an internal agency EEO and diversity training. The new employees receive the City's EEO Policy, Reasonable Accommodation at a Glance and EEO Complaint Process at a Glance flyers and the office's lactation policy. These new employees are advised at the internal agency meeting that they are required to take Sexual Harassment and Prevention, lgbTq-The Power of Inclusion, Disability Awareness and Etiquette and Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of hire. All new employees participated in these internal agency EEO meetings in the first quarter.

Additionally, the City's EEO Policy and a listing of the agency's EEO related personnel were attached to the Commissioner's Commitment and Accountability Statement that was disseminated agency-wide for FY 2025.

C. Community and Equity, Inclusion and Race Relations:

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Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

SCI endeavors to promote diversity and inclusion in its interactions with the public.

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI will continue to create opportunities for community outreach channels in line with SCI's goal to ensure a safer and a more productive learning environment for New York City's schoolchildren. SCI's brochure is posted on the SCI website and the Department of Education's *InfoHub* site. This brochure specifically includes a "community involvement" information section. As a result of these outreach efforts, our intake of new matters from these public communities has increased.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update:	<input checked="" 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 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 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. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

Create opportunities for community outreach in line with SCI's mission to investigate allegations of corruption, fraud, misconduct, and conflicts of interest within the public school system.

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Please describe the steps that your agency has taken to meet this goal/initiative. 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?

SCI will continue to update its website to inform the public about the important results of its investigations which affect students and the communities we serve.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

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Community/Equity/Inclusion Goal/Initiative #3 Update:

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

4. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. 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?

Community/Equity/Inclusion Goal/Initiative #4 Update:

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

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5. 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.

SCI's brochure is posted on the SCI website and the Department of Education's *InfoHub* site. This brochure specifically includes a "community involvement" information section. As a result of these outreach efforts, our intake of new matters from these public communities has increased due to public awareness.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 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. **[Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**

SCI will continue to seek to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of prospective candidates. The EEO Officer will continue to review the demographics of the applicants to assess whether the recruitment sources are yielding sufficiently diverse applicant pools and to expand them if necessary.

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?

We have proactively broadened our recruitment sources by adding diverse professional affinity groups and enforcement associations to our recruitment network. We will continue to periodically review the information provided by applicants about how they became aware of the job opportunity to evaluate the effectiveness of various recruitment sources.

We regularly forward DCAS's monthly OCR newsletter which includes job announcements, civil service exam alerts, and information

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sessions to all staff. Human Resources staff periodically remind staff to check the Agency website for current job postings.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update:	<input checked="" 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 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 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. The EEO Officer will continue to review and analyze trends and meet with Human Resources and the Agency Head semi-annually to review and discuss workforce composition data to identify underrepresentation or underutilization to guide recruitment efforts.

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?

All SCI staff involved in the hiring process have taken, or are scheduled to take, the DCAS sponsored Structured Interviewing and Unconscious Bias and the Structured Interviewing: Utilizing Follow Up and Probing Questions courses as well as the Disability Awareness and Etiquette training course. New staff, or anyone on track to become involved with hiring, will also take those training courses.

Recruitment Initiatives/Strategies #2 Update:

Q1 Update:	<input checked="" 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 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 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. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

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A member of human resources, or their designee, periodically sends office wide emails reminding staff to check the agency website for current job postings and forwards the DCAS recruitment newsletter.

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?

There is only one job group which contains enough employees to determine if recruitment efforts have statistical significance. We use and will continue to use the DCAS issued *ad hoc* report to identify underrepresentation or underutilization in that group to guide recruitment efforts. As to all job groups, diversity will be a factor to be considered.

Recruitment Initiatives/Strategies #3 Update:

Q1 Update:	<input checked="" 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 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 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. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

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?

Recruitment Initiatives/Strategies #4 Update:

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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

5. 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.

There were four new hires in the first quarter, and there were four promotions.

B. Recruitment Efforts for Civil Service Exams

SCI is a small agency which uses mostly non-competitive titles and has no current, nor anticipated openings for a competitive class positions.

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

Quarter #	Event Date	Event Name	Borough

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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	0			
Brooklyn	0			
Manhattan	0			
Queens	0			
Staten Island	0			

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 1.

1. Monster.com, which includes postings with its Monster Diversity Job Network partners. This source has resulted in applications but not recent previous hires.
2. Job vacancy notices for the investigative titles have been distributed to the NYC Agency Personnel Officers with a request that they post the notices. This has resulted in applications but not recent previous hires.
3. SCI posts the job with various professional and/or affinity groups, such as Association of Certified Fraud Examiners (“ACFE”); Association of Inspectors General; National Association of Women in Law Enforcement, and the National Association of Black Law Enforcement Officers and request that the jobs be posted on other affinity group job boards such as National Organization of Black Women in Law Enforcement Inc.; Detective Endowment Association, Inc.; Haitian American Law Enforcement; Asian Jade Society; and Policewomen’s Endowment Association. These sources have not resulted in recent previous hires; but have resulted in applications.
4. SCI was added as an agency to the NYC Jobs website and can be searched by agency name. If the SCI tab is clicked, the searcher is taken to the employment page of SCI’s website. This has resulted in applications.

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5. The Chief-Leader. This source has resulted in applications but not recent previous hires.

6. LinkedIn. This source has resulted in recent hires.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**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:

Q1 Total: **0** Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

2. Public Service Corps:

Q1 Total: **0** Q2 Total: _____ Q3 Total: _____ Q4 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:

Q1 Total: **0** Q2 Total: _____ Q3 Total: _____ Q4 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 ____

4. Summer Graduate Interns:

Q1 Total: **0** Q2 Total: _____ Q3 Total: _____ Q4 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 (specify):

Q1 Total: **0** Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

Additional comments:

SCI is a small agency with limited staff and resources to supervise and direct interns. As such, SCI has not offered internship opportunities at the present time.

E. 55-A Program

SCI uses mostly non-competitive titles which are not eligible for the 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:

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Q1 (9/30/2024): **0** _____ Q2 (12/31/2024): _____ Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

During the 1st Quarter, a total of **0** [number] new applications for the program were received.

During the 1st Quarter ____ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of ____ [number] new applications for the program were received.

During the 2nd Quarter ____ participants left the program due to [state reasons] _____.

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

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

in agency newsletter: ☐ Yes ☐ No

Other: _____

2. _____

3. _____

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 Diversity, Equity, Inclusion

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and EEO Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).

SCI publicly posts announcements for all positions, including senior level positions. As stated above. SCI also reviews, on a semi-annual basis, the demographics of those who received promotion/salary raises to ensure such practices are equitable.

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.

The career counselor, and/or said designee, will circulate information to staff about civil service examinations and citywide vacancies, encourage staff to take promotional exams where appropriate. The career counselor circulates an email periodically to inform the staff to check the SCI website for new and updated job postings.

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.

SCI ensures that members of the hiring panel (or expected to become involved in such panel), and Human Resources are trained in structured interviewing techniques to avoid unintentional biases in the hiring process. In conducting job interviews, SCI ensures nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. To evaluate effectiveness, SCI monitors hiring/promotional data on a semi-annual basis. If structural barriers are identified, SCI will develop strategies to eliminate identified barriers.

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 will:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.

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- Ensure that the recruitment strategy aligns with the diversity goals of the agency.
- If necessary, assist the hiring manager if a reasonable accommodation is requested for an interview.

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

SCI has an authorized headcount of 69 and is not fully staffed. As such, SCI has not had any layoffs in this quarter. In the event of a layoff, the agency will use the DCAS Layoff Procedure as guidance and will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.

Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.

5. Other:

During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>17</u>	# <u>4</u>	# <u>4</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
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

SCI does not have access to the CAD Database tracking system. SCI tracks any requests internally.

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-ctwapx02.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

SCI does not have access to the tracking system. Instead, if there is sexual harassment complaint data to report, SCI will use DCAS' sexual harassment reporting template. However, there was nothing to report in Q1.

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

Q1: ☐ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☐ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ 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://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

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

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 (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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 1st Quarter, FY 2025

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	4.	5.	6.
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:

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For New EEO Professionals:			
Name & Title	1.	2.	3.
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	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 %):

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. Catherine Murphy Garcia, EEO Officer	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input 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 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 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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6. Microaggressions	<input type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> No		

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:				
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. IgbTq: 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	

SCI FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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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:

SCI
80 Maiden Lane, 20th Floor
New York, NY 10038

Diversity and EEO Staffing as of 1st Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Catherine Murphy Garcia	Agency Attorney	50%	cmurphygarcia@nycsci.org	212.510.1423
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	N/A				
Diversity & Inclusion Officer	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Valerie Batista	Executive Agency Attorney	Less than 5%	vbatista@nycsci.org	212.510.1417
ADA Coordinator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212.510.1420

SCI FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212.510.1420
Disability Services Facilitator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212.510.1420
55-a Coordinator	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212.510.1420
Career Counselor	Whitley Privette	Confidential Investigator	Less than 5%	wprivette@nycsci.org	212.510.1420
EEO Counselor	Richard Marin	Computer Systems Manager	Less than 5%	rmarin@nycsci.org	212.510.1536
	Jessica Villanueva	Confidential Investigator		jvillanueva@nycsci.org	212.510.1424
EEO Investigator	N/A				
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Catherine Murphy Garcia	Special Counsel and EEO Officer	Less than 5%		212.510.1423
	Valerie Batista	Executive Counsel			212.510.1417
Other (specify)					

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
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.



FY 2025 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: Special Commissioner of Investigation

Quarter # 1

FY 2025

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2025 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Catherine Murphy Garcia, EEO Officer and Special Counsel

DATE SUBMITTED:

11/7/2024

E-MAIL:

cmurphygarcia@nyc

TEL #:

212.510.1423

1st Quarter (July-September) DUE November 6, 2024; 2nd Quarter DUE January 30, 2025;
3rd Quarter (January-March) DUE April 30, 2025; 4th Quarter (April-June) DUE July 30, 2025.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	11	0	0	0	11

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	5	0	0	0	5
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	1	0	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1				1
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
2. Sexual Harassment Prevention	2	0	0	0	2
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	2				2
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. lgbTq: The Power of Inclusion	1	0	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1				1
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
4. Disability Awareness & Etiquette	1	0	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1				1
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	6	0	0	0	6
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	1				1
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	2				2
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	1				1
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	1				1
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	1				1
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0