

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

<b>AGENCY NAME:</b> <u>DEP 826</u>				
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2020		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2021		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2021		<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2021		
<b>Prepared by:</b> Tanika Thomas      Training & Compliance Manager      tthomas@dep.nyc.gov      718-595-3400      _____				
Name	Title	E-mail Address	Telephone No.	
<b>Date Submitted:</b> _____				
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>		

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021**

**[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]**

1. Please save this file as ‘**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.
4. Please save the Excel file as ‘**XXXX Quarter X FY 2021 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_ August 26, 2019 \_\_\_\_\_  No  
 By e-mail  
 Posted on agency intranet  
 Other

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

In the past year our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. DEP’s employee appreciation program, Always Creating Excellence (A.C.E.) Awards, was implemented in January 2016. The A.C.E. Awards ceremony is held quarterly to recognize individual employees and work teams in the categories of Leadership, Environmental Health & Safety,

Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration/Support and Engineering), and the Commissioner’s Award. Based on the COVID-19 outbreak and DEP’s response efforts, the previously scheduled in-person Awards ceremony was postponed, and DEP issued a special edition of its weekly Newsletter, *Pipeline* “Extra” edition, on April 10, 2020 announcing the A.C.E. award recipients for the first quarter of 2020. DEP issued another special edition of its weekly Newsletter, *Pipeline* “Extra” edition, on January 18, 2021 announcing the A.C.E. award recipients for the fourth quarter of 2020.

2. As terms like ‘Remote Learning’, ‘Teleworking’ and ‘Social Distancing’ become our ‘new normal’, I, along with the Office of Organizational Development and Human Resources (“OD&HR”) reassure our employees that we will continue to provide all DEP employees with resources that we hope will help support during the challenges that we face through these current times. Our team in OD&HR worked diligently behind the scenes to create and identify skills development, and other support resources that can be delivered remotely, or that can be accessed directly on an employee’s own time. A series of emails were later provided that included links to videos, articles, podcasts, and other resource. Personalized one-on-one consultations for help with specific workforce development concerns were provided during appointment sessions. A series of TED talks were provided to also help employees navigate through these difficult times. TED Connects, a free, live daily conversation series that featured experts whose ideas help us to reflect and work through these uncertain times with a sense of responsibility, compassion and wisdom. The series began on March 23<sup>rd</sup> and each conversation is archived and provided on OD&HR’s intranet for viewing at any time. Please click the hyperlink to view the series: [https://www.ted.com/talks/susan\\_david\\_how\\_to\\_be\\_your\\_best\\_self\\_in\\_times\\_of\\_crisis](https://www.ted.com/talks/susan_david_how_to_be_your_best_self_in_times_of_crisis). DEP employees were also provided with access to LinkedIn Learning, a video webinar training repository that offers courses in business, technology and professional development, including preparation for certification exams such as PMP, SHRM-SCP & CP, CompTIA A+ & Security+, among many others. Additional resources were given to provide access to the complete LinkedIn Learning library on the New York Public Library’s (NYPL) website: <https://www.nypl.org/collections/articles-databases/lyndacom>.
3. Amid the COVID-19 pandemic, employees reportedly faced enormous stress, pressure and anxiety. The killing of George Floyd and the ongoing protests against racism and police violence have added to existing tension. We knew it was essential to support DEP’s employees during these very challenging times and sought to do this by providing them an outlet for addressing these concerns in a positive and effective way. Accordingly, DEP instituted a series of professionally facilitated workforce **Open Discussions** on racial equity and plans to further these engagements across other important topics, with the goal of making positive changes and continuing to promote equality, diversity and inclusion.

This engagement was piloted on October 1, 2020, to 75 participants, and received overall favorable reviews.

4. On May 26, 2020, DEP kicked off its first event of its Employee Support Series, “Multitasking Parent.” The goal of these sessions is to connect with other DEP employees who are also managing challenges during this challenging time that we face with COVID-19. Other topics included: “Coping with Feelings of Isolation and Loneliness during COVID-19” and “Teleworking, Homeschooling and Managing a Home during COVID-19.”

5. The Employee Support Series is an OD&HR initiative focused on providing employees support as they face challenges, stress and anxiety related to the COVID-19 pandemic. The goal of this resource is to connect employees dealing with similar challenges and allow a safe and confidential forum to share experiences, concerns, tips, and creative ideas. Forums presented the following topics:

MultiTask Parenting: This followed a support group format for caregivers of children who are juggling the stress of managing family, remote learning for their child, and professional responsibilities all at the same time while also living through a pandemic. Participants shared information, resources, suggestions, and connected with others who are feeling similar pressures. I also provided clinical guidance, feedback, and insights. It ran every Thursday from May 2020 to June 2020, then every other Thursday From June through March 2021.

Coping With Pandemic Stress: This followed a support a group format for any DEP employee who is feeling the stress the pandemic has caused. Participants shared information, resources, suggestions, and connected with others who are feeling similar pressures. I also provided clinical guidance, feedback, and insights. This group ran every other Thursday from June 2020 through March 2021, then ran every Thursday until July 2021.

Coping with Loneliness and Isolation: This group was for DEP employees who are feeling isolated and/or lonely as a result of pandemic social distancing and remote working. In reaction to a growing rate of reported anxiety and depression stemming from feeling cut off from people, this support group provided a forum to connect with others, receive/provide support, share experiences as well as receive clinical feedback, resources, and guidance. This group ran every Friday from June 2020 through July 2021.

- 6.

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2020): 5847                  Q2 (12/31/2020): 5773

Q3 (3/31/2021): 5692                  Q4 (6/30/2021): 5656

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

Yes , On (Date): \_\_\_\_\_                   No

3. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes , On (Dates): \_\_\_\_\_                  \_\_\_\_\_                  February 12, 2021                  \_\_\_\_\_

The review was conducted with:	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input checked="" type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input checked="" type="checkbox"/> Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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 CEEDS 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 to training in structured interviewing, unconscious bias, reasonable accommodation, conflict resolution strategies, and cross-cultural awareness and etiquette.	<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"/>
Attract and hire highly qualified, diverse talent.	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,	<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>as well as Organizational Development &amp; 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>The agency has implemented strategies to address the impending retirement of employees and possible loss or gap in talent.</p>	<ul style="list-style-type: none"> <li>▪ Job analysis and skills audit.</li> <li>▪ Conduct workforce planning and forecasting.</li> <li>▪ Use the DCAS Retirement Predictor Tools to address the impending retirement of employees and possible loss or gap in talent.</li> <li>▪ Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.</li> <li>▪ Work to ensure that there will be a diverse applicant pool for the anticipated vacancies.</li> <li>- Encourage agency employees to take promotional civil service examinations by:             <ul style="list-style-type: none"> <li>✓ Sending emails with schedule of exams;</li> <li>✓ Providing link to specific DCAS exams; and</li> <li>✓ Posting schedules and exam announcements at the agency intranet.</li> </ul> </li> </ul>	<p> <input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b> </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 checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

	<ul style="list-style-type: none"> <li>- DEP’s coaching, counseling, mentoring and cross training programs.</li> <li>- Identify best practices to retain advanced employees.</li> <li>- Implement initiatives to improve the development and training of underrepresented employees.</li> </ul>				
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><b>Underutilization Job Groups: (1) Administrative Engineer (2) Administrative Project Manager (3) Associate Project Manager (4) Mechanical Engineer</b></p> <p><b>The Agency could not engage recruitment efforts in these titles due to the active civil service lists in the titles.</b></p>					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Training	The Office of EEO & Diversity continues to engage DEP senior and bureau-level staff in identifying specific areas for training delivery and support.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>



		<input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<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><b><u>Managing for Excellence (MFE)</u></b>                      Essential goals of the MFE Program are:</p> <ul style="list-style-type: none"> <li>▪ Focus new managers, and to refocus seasoned managers, on fundamental management skills to increase productivity, improve performance and engage our workforce to greater heights.</li> <li>▪ 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 some perspectives on management tools and approaches that work – or don't.</li> <li>▪ 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</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>management batteries and to have some fun.</p> <ul style="list-style-type: none"> <li>▪ To level the playing field by placing the same tools in everybody’s tool box – meaning management tools. These are the tools executive and senior staff endorsed as necessary to drive our values and culture in a positive direction.</li> <li>▪ 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.</li> </ul> <p><b><u>Supervision in Action (SIA): Mastering the Basics</u></b>          Provides supervisory skills that will help hone 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>Always Creating Excellence (A.C.E.) Awards: DEP’s appreciation program, A.C.E.</p>	<p>1. DEP’s appreciation program, Always Creating Excellence (A.C.E.) was implemented in January 2016. A.C.E. ceremonies</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>are held on a quarterly basis and include a wide variety of recognition categories: Leadership, Environmental Health &amp; Safety, Customer Services, Innovation (Early Careers, Technology, Sustainability and Operations, Administration/Support and Engineering), and the Commissioner’s Award.</p> <p>7. In consideration of the COVID-19 outbreak and related Centers for Disease Control, the in-person event that was previously scheduled to honor awardees has been postponed. A special edition of Weekly Pipeline “Extra” edition, was released on April 10, 2020 and announced the A.C.E. award recipients for the first quarter of 2020. DEP issued another special edition of its weekly Newsletter, <i>Pipeline</i> “Extra” edition, on January 18, 2021 announcing the A.C.E. award recipients for the fourth quarter of 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.

- **On January 15, 2021:** An agency blast was sent out to announce our January Awareness Communications to highlighting the following observances: National Mentoring Month, National Glaucoma Awareness, Cervical Health Awareness Month, National Blood Donor Month, and National Braille Literacy Month.
- **On February 12, 2021:** An agency blast email was sent out to announce our February Awareness Communications to highlighting to the following observances: Black History Month, Lunar New Year, and American Heart Month. The e-mail blast also included the launch of our Reflections and Diversity Inclusion (RDI) Series that serves for an opportunity for continued dialogue, and to hear from you on trending diversity and inclusion topics.
- **On February 17, 2021:** An agency wide email released the SharePoint Site, *Reflections on Diversity and Inclusion (RDI)*, a virtual workforce engagement series geared at facilitating further healthy dialogue across DEP on trending diversity and inclusion topics. This site included virtual engagement virtual engagement for **February 22, 23, 24 and 26** in honor of February observances and employees were asked to submit their response to this month's RDI question: **What does diversity and inclusion mean to you, and how will you use your unique strengths or strategies to promote or value or celebrate diversity and inclusion this month?**
- **On March 8, 2021:** An agency blast was sent out to announce our March Awareness Communications to highlighting the following observances: International Women's Day, Women History Month, National Developmental Disabilities Awareness Month, St. Patrick's Day, International Transgender Day of Visibility.
- **On March 12, 2021:** An agency wide email announcing our virtual event, *Reflections on Diversity and Inclusion (RDI) event*, Herstory A Virtual Round Table Talk scheduled for March 31<sup>st</sup>. This month's SharePoint Site included a virtual engagement activity in honor of Women's Herstory Month for **March 16, 23 & 31**. Employees were asked to submit their response to this month's RDI question: **What do diversity and inclusion mean to you, and how will you use your unique strengths or strategies to promote or value or celebrate diversity and inclusion this month?**
- **On March 31, 2021** we held our virtual event, *Reflections on Diversity and Inclusion (RDI) event*, Herstory A Virtual Round Table Talk in which was an opportunity for employees to share brave insights, practice tools and talk about woman empowerment and ally ship. There were 25 employees who registered for the event and participated in this event.
- **April 7, 2021**, an agency blast email was sent out to announce our April Awareness Communications to highlighting the following observances: Celebrate Diversity Month, Arab American Heritage Month, National Autism Awareness Month, National Poetry Month and Earth Day. Some of the virtual activities held this month is *Spoken Word*/poetry presentations in honor of National Poetry Month and Virtual Diversity Quiz

Reference link: [April Awareness \(sharepoint.com\)](#)

- **On April 8, 2021**, a webinar replay of Race, Health & You was held.
- **May 10<sup>th</sup>, 2021**: An agency blast email was sent out to announce our May Awareness Communications to highlighting the following observances: Mental Health Month, Jewish American Heritage Month, Memorial Day, and Asian Pacific Islander Month. Some of the virtual activities held are : viewing of Tanenbaum’s 2021 Religious Diversity Leadership Summit and video message from Lana Yang, EEO Investigator Specialist/EEO Attorney.

Reference: [May Awareness \(sharepoint.com\)](#)

- **On June 2, 2021**, an agency wide event was held titled Vaccine Information w/Dr. William Fisher, DOHMH Special
- **June 18, 2021**: An agency blast email was sent out to announce our June Awareness Communications to highlighting the following observances: National Safety Month, Men’s Health month, Caribbean Heritage Month and World Environment Month, Pride Month and Juneteenth. Some of the virtual activities we held are Diversity Bingo. We held a virtual Diversity Bingo that had approximately 18 employees attend.

Reference Link: [June Awareness \(sharepoint.com\)](#)

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>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.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Increase outreach to improve recruitment strategies across New York City and upstate New York.	In FY 2021, the agency will: <ul style="list-style-type: none"> <li>☑ Continue or plan to promote diversity and EEO community outreach in providing government services</li> <li>☑ Promote participation with minority and women owned business enterprises (MWBEs).</li> <li>☑ Conduct a customer satisfaction survey.</li> <li>☑ Identify best practices for establishing a brand of inclusive customer service.</li> <li>☑ Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Planned</li> <li><input type="checkbox"/> Not started</li> <li><input checked="" type="checkbox"/> Ongoing</li> <li><input type="checkbox"/> Delayed</li> <li><input type="checkbox"/> Deferred</li> <li><input type="checkbox"/> Completed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>

<p>Vacancies that require special skills and abilities that are deemed 'hard to recruit'.</p>	<p>All postings have been for current City employees in the title, those on the current list or those who took and successfully passed the last DCAS exam and are currently waiting for their official scores.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input checked="" type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>
<p>Community Job Fairs</p>	<p>Due to COVID we have not held any community job fairs</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
Empty space for reporting other activities					

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruit a diverse group of interns to develop a pipeline of future talent.	<p><b>The actions listed below require internal agency collaboration and are not necessarily executed by the EEO Office.</b></p> <p>The agency will address underutilization in FY 2021 by:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.</li> <li><input checked="" type="checkbox"/> Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.</li> </ul> <p>The agency will implement the following</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>strategies to address the impending retirement of employees and possible loss or gap in talent:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Job analysis and skills audit.</li> <li><input checked="" type="checkbox"/> Conduct workforce planning and forecasting.</li> <li><input checked="" type="checkbox"/> Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.</li> <li><input checked="" type="checkbox"/> Ensure that there will be a diverse applicant pool for the anticipated vacancies.</li> <li><input checked="" type="checkbox"/> Evaluate best sources for diverse candidates</li> <li><input checked="" type="checkbox"/> Encourage agency employees to take promotional civil service examinations.</li> </ul> <p>The agency will implement the following initiatives to develop and retain employees:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Identification of Ready Now &amp; High Potential Talent.</li> <li><input checked="" type="checkbox"/> Institute coaching, mentoring and cross training programs.</li> <li><input checked="" type="checkbox"/> Institute succession planning for top managerial positions.</li> </ul>				
--	--	--	--	--	--

	<input checked="" type="checkbox"/> Implement initiatives to improve the personal and professional development of employees.				
In FY'21, DEP will increase outreach efforts to the Mayor's Office for People With Disabilities (MOPD) and ACCESS VR.	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.	<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"/>
		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:  
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M __ F __ N-B __ O __ U __
2. Public Service Corps	6	3 Black, 2 Asian, 1 White	M _2_ F _4_ N-B __ O __ U __
3. Summer College Interns	58	27 Asian, 7 Black, 7 Hispanic, 17 White	M _29_ F _29_ N-B __ O __ U __

4. Summer Graduate Interns	15	5 Asian, 5 Black, 6 White,	M _11_ F _5_ N-B ___ O ___ U ___
5. Other (specify): National Science Foundation Scholars	5	1 Asian, 1 black, 1 Hispanic , 2 White	M _2_ F _3_ N-B ___ O ___ U ___

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 certification lists, and the selection process for mission critical occupations, are also reviewed. There were no interns or Urban fellows due to Covid-19.

**C. 55-A PROGRAM**

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

Currently, there are 28 55-a participants.

During the 1st Quarter, 0 new applications for the program were received.

During the 1st Quarter 1 participant left the program due to retirement.

During the 2nd Quarter, 0 new applications for the program were received.

During the 2nd Quarter 3 participants left the program due to: (1) retirement (2) death (3) appointed to a competitive title.

During the 3rd Quarter, a total of 0 new applications for the program were received.

During the 3rd Quarter 2 participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of 0 new applications for the program were received.

During the 4th Quarter 0 participants left the program due to [state reasons] \_\_\_\_\_.

The 55-a Coordinator has achieved the following goals:

- 1. Disseminated 55-a information – by e-mail:  Yes  No
  - in training sessions:  Yes  No
  - on the agency website:  Yes  No
  - through an agency newsletter:  Yes  No

2. \_\_\_\_\_

3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	<ul style="list-style-type: none"> <li>- Each week, OD&amp;HR sends out a list of job vacancies and exam schedules to the workforce.</li> <li>- A list of promotional and transfer opportunities are posted at each facility and central locations.</li> <li>- OD&amp;HR routinely distributes training and development programs to improve skills, performance and career opportunities.</li> <li>- OD&amp;HR hold information sessions where employees are provided information on civil service and what it means to become a permanent civil servant.</li> <li>- OD&amp;HR provides technical assistance in filing for upcoming civil service exams.</li> </ul>	<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>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<p>Each quarter, the Office of EEO &amp; Diversity reviews CEEDS data with OD&amp;HR to address underutilization. A review of policies, procedures, and practices related to hiring, which also includes vacancy announcements, use of certification lists, and the selection process for mission critical occupations, are also reviewed.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists.</p>	<p>Each quarter, the Office of EEO &amp; Diversity reviews CEEDS data with OD&amp;HR to address underutilization. A review of policies, procedures, and practices related to hiring, which also includes vacancy announcements, use of certification lists, and the selection process for mission critical occupations, are also reviewed.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).</p>	<ul style="list-style-type: none"> <li>- The agency’s EEO Officer ensures that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process;</li> <li>- Reviews questions for structured interviews; and</li> <li>- Participates in interview panels and reviews promotional packages.</li> </ul>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups.</p>	<p>The agency analyzes the impact of layoffs and terminations on racial, gender and age groups.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p><b>Other Selection Strategies and Initiatives:</b> Ongoing collaboration with OD&amp;HR</p>	<p>The Office of EEO &amp; Diversity continues to work alongside OD&amp;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><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>During this Quarter the Agency activities included:</p>	<p># of Posting Vacancies # of Agency Vacancies: # of New Hires # of New Promotions</p>	<p># 8 # 412 # 3 # 1</p>	<p># 16 # 485 # 1 # 12</p>	<p># 125 # 427 # 1 # 11</p>	<p># _____ # _____ # _____ # _____</p>

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**VIII. REASONABLE ACCOMMODATION**

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

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

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

*Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*



**C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. <b>Q1</b> <input checked="" type="checkbox"/> <b>Q2</b> <input checked="" type="checkbox"/> <b>Q3</b> <input checked="" type="checkbox"/> <b>Q4</b> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
<b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mspwwa-dcslnx01.csc.nycnet/Login.aspx">https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</a></b>

**D. LOCAL LAW 101: CLIMATE SURVEY**

**Please provide a short description of your efforts to analyze the results of climate survey in your agency.**

<i>Describe any follow-up measures taken to address the results of the climate survey:</i>
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*Based on the climate survey data, DEP has enhanced its EEO related training curriculum to, among other things, increase and deepen workforce awareness of EEO policies, processes, and best practices. Also, DEP’s EEO, Human Resources, and Labor Management/Disciplinary professionals consistently partner with each other and DEP’s leadership to identify and implement strategies for ensuring fair and equitable employment outcomes. Further efforts are ongoing to implement a multifaceted equity campaign, including toolkit resources for identifying and eliminating inequities and driving equitable outcomes in core agency decision-making and procedures, and to ensure cultural agility as a core leadership competency.*

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC 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 the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

**APPENDIX: DEP 826 EEO PERSONNEL DETAILS**

EEO PERSONNEL FOR \_\_First\_\_ QUARTER, FISCAL YEAR 2021

**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
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
Name & Title	Danielle Barrett, Assistant Commissioner	Darlene Martinez, Diversity Director/RA Coordinator	Sandra Rhabb Campbell, EEO Office Manager
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/Office Manager <input type="checkbox"/> Other: (specify)
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 %):
Completed Trainings:			
EEO Awareness	<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
Diversity & Inclusion	<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
IgbTq: The Power of Inclusion	<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
Sexual Harassment Prevention	<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
Unconscious Bias	<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 DEP 826 AS OF First QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b><u>Diversity &amp; Inclusion Officer</u></b>					
<b><u>EEO Officer/Director</u></b>	Danielle Barrett	<b><u>Assistant Commissioner</u></b>	<b><u>100%</u></b>	<a href="mailto:dbarrett@dep.nyc.gov">dbarrett@dep.nyc.gov</a>	718-595-3432
Deputy EEO Officer					
ADA Coordinator Disability Rights Coordinator Disability Service Facilitator	<u>Darlene Martinez</u>	<u>Executive Assistant to the Commissioner</u>	100%	<a href="mailto:dmartinez@dep.nyc.gov">dmartinez@dep.nyc.gov</a>	718-595-5742
Diversity Liaison	<u>Gloria Rodriguez</u>	<u>Community Coordinator</u>	100%	<a href="mailto:grodriguez@dep.nyc.gov">grodriguez@dep.nyc.gov</a>	718-595-4549
55-a Coordinator	<u>Sandra Rhabb Campbell</u>	<u>Principal Administrative Associate</u>	100%	<a href="mailto:scampbell@dep.nyc.gov">scampbell@dep.nyc.gov</a>	718-595-6558
Career Counselor					
EEO Counselor					
EEO Investigator	<u>Lana Yang</u>	<u>Agency Attorney</u>	100%	<a href="mailto:lyang@dep.nyc.gov">lyang@dep.nyc.gov</a>	718-595-3451
EEO Counselor\ Investigator					
Investigator/Trainer	<b><u>Candice Sylvester</u></b>	<u>Agency Attorney Intern</u>	<b><u>100%</u></b>	<a href="mailto:csylvester@dep.nyc.gov">csylvester@dep.nyc.gov</a>	
EEO Training Liaison					

Other (describe)					
<u>EEO Intake Specialist</u>	<u>Zachary Taylor</u>	<u>Community Coordinator</u>	<u>100%</u>	<u><a href="mailto:ztaylor@dep.nyc.gov">ztaylor@dep.nyc.gov</a></u>	<u>718-595-7301</u>

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above you may indicate it on the chart.

**FY 2021**  
**QUARTERLY AGENCY REPORT – PART II: DIVERSITY AND EEO TRAINING SUMMARY**

**INSTRUCTIONS**

**REMINDERS AND REQUESTS:**

- \* Please fill out all identifying information on lines 8, 13 and 14.
- \* Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- \* Do not change the formatting and layout of the worksheet.
- \* To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified.



## FY 2021 QUARTERLY REPORT Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **NYC DEP****4th Qtr****FY 2021****NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!****INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.****DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS****SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2021 DEEO TRAINING SUMMARY**SUBMITTED BY [TITLE]: **Tanika Thomas**DATE SUBMITTED: **9/3/2021**E-MAIL: **tthomas@de**TEL #: **(718) 595-7592**

1st Quarter (July-September) DUE October 30, 2020; 2nd Quarter DUE February 1, 2021;  
 3rd Quarter (January-March) DUE April 30, 2021; 4th Quarter (April-June) DUE July 30, 2021.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2021 Agency D&EEO Plan	1st Qtr (July - Sept. 2020)	2nd Qtr (Oct. - Dec. 2020)	3rd Qtr (Jan. - March 2021)	4th Qtr (April - June 2021)	YEAR TO DATE
<b>TOTAL DIVERSITY &amp; EEO TRAINING</b>	<b>0</b>	<b>1538</b>	<b>1089</b>	<b>5054</b>	<b>448</b>	<b>8129</b>

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	551	94	3740	51	4436
<b>1. EEO Awareness</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>25</b>	<b>7</b>	<b>44</b>
Administered by DCAS [Copy data from DCAS Learning & Development report]					<b>7</b>	<b>7</b>
Administered by Agency		<b>8</b>	<b>4</b>	<b>25</b>	<b>0</b>	<b>37</b>
<b>2. D&amp;I "Everybody Matters"</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>19</b>	<b>3</b>	<b>25</b>
Administered by DCAS [Copy data from DCAS Learning & Development report]					<b>3</b>	<b>3</b>
Administered by Agency		<b>2</b>	<b>1</b>	<b>19</b>	<b>0</b>	<b>22</b>
<b>3. IgbTq: The Power of Inclusion</b>	<b>0</b>	<b>21</b>	<b>2</b>	<b>3626</b>	<b>15</b>	<b>3664</b>
Administered by DCAS [Copy data from DCAS Learning & Development report]					<b>15</b>	<b>15</b>
Administered by Agency		<b>21</b>	<b>2</b>	<b>3626</b>	<b>0</b>	<b>3649</b>
<b>4. Sexual Harassment Prevention</b>	<b>0</b>	<b>520</b>	<b>87</b>	<b>70</b>	<b>26</b>	<b>703</b>
Administered by DCAS [Copy data from DCAS Learning & Development report]					<b>14</b>	<b>14</b>
Administered by Agency		<b>520</b>	<b>87</b>	<b>70</b>	<b>12</b>	<b>689</b>
<b>5. Disability Etiquette</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Administered by DCAS [Copy data from DCAS Learning & Development report]					<b>0</b>	<b>0</b>
Administered by Agency		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2021 Agency D&EEO Plan	1st Qtr (July - Sept. 2020)	2nd Qtr (Oct. - Dec. 2020)	3rd Qtr (Jan. - March 2021)	4th Qtr (April - June 2021)	YEAR TO DATE
<b>OTHER DIVERSITY AND EEO TRAINING (All Modalities)</b>						
ALL OTHER DIVERSITY & EEO TRAINING	0	987	995	1314	397	3693
<b>6. New Employee Orientation (Only if it includes EEO Component)</b>	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		0	0	0	197	197
<b>7. Structured Interviewing</b>	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED		0	0	0	0	0
<b>8. Unconscious Bias</b>	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
<b>9. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	EEO Semi Annual Briefing				
TOTAL PARTICIPANTS TRAINED		42	160	6		208
<b>10. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Supervision in Action - Mastering the Basics				
TOTAL PARTICIPANTS TRAINED		89	173	148	35	445
<b>11. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Executive Order 16				
TOTAL PARTICIPANTS TRAINED		20	1	875		896
<b>12. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	EEO Fundamentals Training				
TOTAL PARTICIPANTS TRAINED		5	0	0	0	5
<b>13. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	Equal Employment EEO (seminannual review)				
TOTAL PARTICIPANTS TRAINED		613	633	275	165	1686
<b>14. Other Diversity/EEO Related</b>	<b>Specify topic:</b>	EEO Briefing				
TOTAL PARTICIPANTS TRAINED		218	28	10		256
<b>15. Other Diversity/EEO Related</b>	<b>Specify topic:</b>					
TOTAL PARTICIPANTS TRAINED						0