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Service Offerings Brochure

Data-driven. Client focused. Learn more about DCI and all of our service offerings!

For more information, visit dciconsult.com





DCI Consulting Group is your one-stop shop for HR compliance, data analytics, and litigation support.

Strategically located in Washington, DC, with experts located across the United States, we leverage our expertise in industrial and organizational psychology, labor economics, and the regulatory landscape to understand our clients' organizational challenges and identify strategic solutions. DCI aims to develop best practices and solutions in the areas of employee selection, equal opportunity, and diversity within the workplace.

With over 800 clients and 20 years in business, DCI has experience with industries including aerospace and defense, healthcare, financial services, higher education, construction, and more

THE DCI DIFFERENCE

Accuracy

When it comes to employment analytics, data integrity and accurate analyses are key. DCI consultants take extra steps to ensure the work we provide is helpful and compliant. Committing to accuracy saves your organization time and money.

Experience

Thanks to DCI's nearly 25 years in the industry, we understand that the fields of affirmative action, pay equity, equal employment opportunity, and diversity, equity, and inclusion are constantly evolving. As your partners in compliance, we make sure you are aware of your regulatory obligations.

Involvement

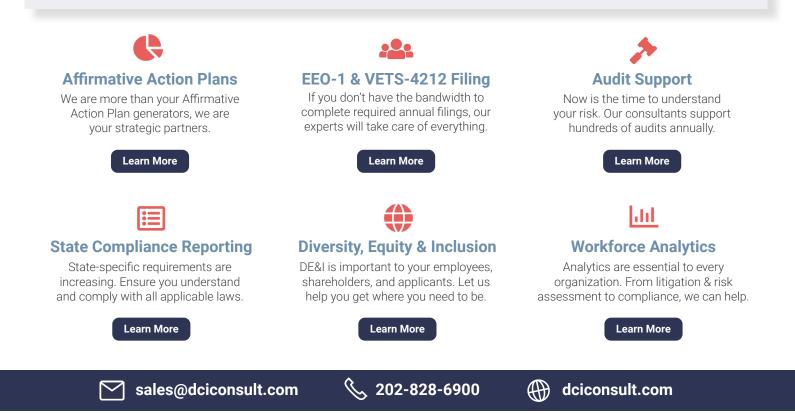
Through our strategic partnership with The Institute for Workplace Equality and our Washington, D.C. location, we have access to and frequently engage with OFCCP and EEOC leadership. We are proud to be thought leaders and we provide our clients timely industry updates, resources, and strategy.

OFCCP Compliance

Your Compliance Needs - Handled. We offer full service consulting to ensure your organization meets best practices and complies with applicable laws.

Complying with OFCCP requirements and regulations can be extremely complex and time consuming. We're here to make compliance less complicated. At DCI, we've helped hundreds of federal contractors meet their EEO/Affirmative Action compliance obligations. We'll work with you to create and implement a proactive Affirmative Action Plan, and we'll ensure that you're fully prepared in the event of an audit.

With OFCCP's increased focus on systemic discrimination and pay equity, it has become even more important to develop a technically-compliant plan. DCI experts know OFCCP requirements inside and out. Prior to a compliance review, our team of professionals can effectively identify potential areas of liability within your organization. We'll guide you through the entire audit process to eliminate surprises, correct addressable issues, and lessen the potentially negative impact of OFCCP findings.



Affirmative Action Plans

At DCI, we are more than your Affirmative Action Plan developers. We are your strategic partners.

Accuracy

Gain confidence in your compliance with an accurate and meaningful AAP. We will identify issues and assist with implementation.

Audit-Readiness

We are prepared to help you with an audit. Our thorough data checks give you the option to prepare audit-ready AAPs every time, so there is less stress when you receive a scheduling letter.

Unmatched Industry Knowledge

We understand the ever-changing regulations and are up to date on current practices. If you are audited, we will be be your strategic partner and help defend you through the entire process.

Get a free compliance check!



Check your compliance and see which regulations apply to you with our free and confidential compliance quiz.

Take Quiz

Our Affirmative Action Plan Solutions:



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DCI Dashboards for AAP Data

Maximize your AAP potential by visualizing AAP analytics at a glance.

DCI Dashboards - AAP Data - provides the ability to dig deeper into areas of your organization and track your progress through comprehensive visuals that will impress your C-Suite. The dashboards are designed for ease-of-use, enabling easy manipulation and multi-year trending. Appropriate for both corporate and local review, the DCI dashboards will not only save time, but will provide new insights into company trends and identify priority areas.

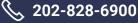
- Visualize AAP results, including:
 - Employee Representation
 - Goal Summary & Goal Attainment
 - · Adverse Impact for hiring, promotions, and terminations
 - Summaries for Veterans and Individuals with Disabilities
- View AAP summaries and dig into specific regions or areas of the workforce
- Trend results over multiple years and across locations
- Break out results by AAP job group or job title
- Identify priority results for research and action planning

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Quick Demo

More Information







OFCCP Audit Support

If you are being audited, you want the best team to support you.



Negotiation with OFCCP

We have experience working with OFCCP and will defend our work and help you navigate the audit process. We can represent our clients on OFCCP matters.

Experience & Knowledge

Our extensive OFCCP knowledge and experience navigating audits make us the premier choice for audit support.

Audit-Ready AAPs

Our thorough data checks give you the option to prepare audit-ready AAPs annually, so there's no scrambling when you receive a scheduling letter.

Support if Review is Escalated

If you receive a Notice of Violations and/or Conciliation Agreement, or if your review is escalated to litigation, we can defend your work at a high stakes national office level. We have experience defending organizational audits with OFCCP national office staff. Our team can assess next steps, provide additional analyses, back pay calculations, and guidance.

Audit Support Packages

We provide overall strategic support and help your organization submit materials in the best manner possible.

This includes:

- Strategy and risk assessment advice
- Preparation of the desk audit submission package
- Assistance with follow-up requests
- Preparing your team for interviews

Learn More About Audit Support

Are You on the CSAL?

If your organization is listed on the Corporate Scheduling Announcement List (CSAL), be on the lookout for your scheduling letter. Once your scheduling letter is received, you have 30 days to submit your AAP. View our free audit guides below!







EEO-1 Filing

Your EEOC filing – Handled.

We are your compliance experts. From AAPs to EEO-1 Reports, simplify your process with our one-stop-shop solution.

Thinking of Publicly Disclosing? We Can Help!

Who is required to file an EEO-1 Report?

- All employers that have 100 employees or more
- Federal contractors and first-tier subcontractors with 50 or more employees and \$50,000 or more in contracts

What can DCI do for you?

- Consult on how to strategically structure establishments and locations in a compliant manner
- Review data for accuracy and provide information on data errors
- Develop reports and provide opportunities for approval and feedback
- Upload final reports to EEOC's Filing Portal
- Communicate with EEOC regarding technical difficulties or requested extensions

202-828-6900



VETS-4212 Reporting

Your Federal Contractor Compliance Experts

We are your compliance experts. From AAPs to EEO-1 Reports, to VETS-4212, you can simplify your process with our one-stop-shop solution.

VETS-4212 Filing Scope of Work

- · Data integrity review and data questions
- Electronic upload to VETS data system
- · Where appropriate, interface with VETS administration

Let us simplify your reporting process!

Who is required to file a VETS-4212 Report?

Federal contractors or subcontracts with a contract worth \$150,000 or more, regardless of the number of employees, are required to file a VETS-4212 report annually on September 30 each year.

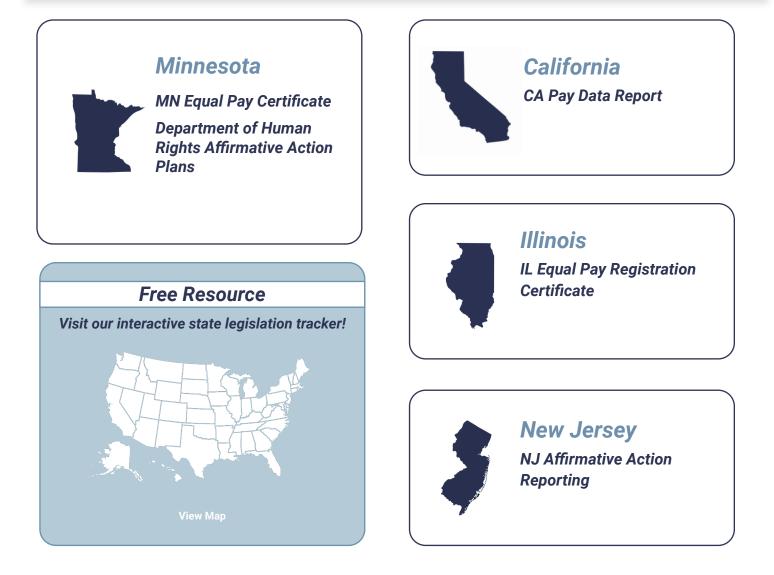
Contact Our Team Today



State Pay Reporting

As state laws change and more states implement their own fair pay regulations, we are continuing to develop our services to assist organizations working across the United States.

Learn More About State Pay Laws



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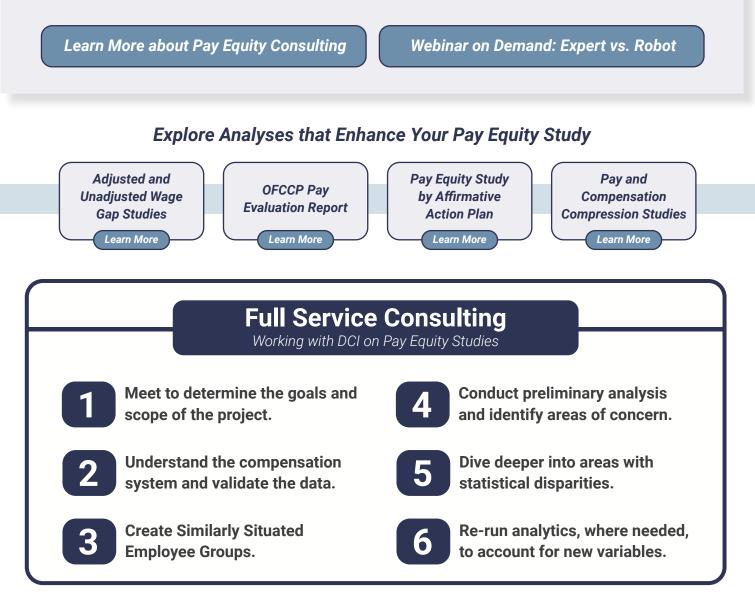


Pay Equity

Paying employees equitably is the right thing to do. DCI is here to help.

Our consultants aim to ensure your compensation practices are accurate and legally defensible so you have the confidence to make decisions that **improve the wellbeing of your organization and your employees**. We conduct pay equity analyses based on the standards set under Title VII of the Civil Rights Act and understand how to control for the variables that affect your organization's compensation decisions. Our industrial/organizational psychologists and labor economists are experts at developing Similarly Situated Employee Groups (SSEG), running statistical analyses while accounting for relevant pay factors, and evaluating multiple compensation types.

More than two decades in this field has helped us design a six-step road map to pay equity that is **thorough, customized, and simple to understand**. At DCI, our top priority is creating lasting relationships with our clients, which is why our clients keep coming back to us.





EEOPay: Pay Equity Software

Designed by experts. Used by experts. Supported by experts.

Why EEOPay?

- **Accurate Reports:** EEOPay is the tool you need to complete an accurate, defensible pay equity analyses for your entire organization.
- **User-Friendly:** With user-friendly templates, EEOPay simplifies complex EEO statistical models.
- Recognized Methods: EEOPay uses statistical methods accepted by the courts, EEOC, and OFCCP.

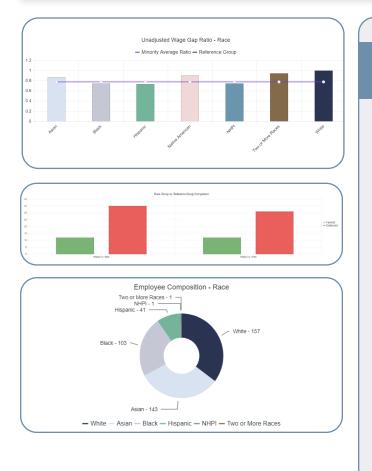


DCI Dashboard for Pay Equity

Let your data tell a story using trends, visuals, and interactive reports.

The DCI Dashboard for Pay Equity allows your organization to see the results of your compensation analyses in all new ways. With the dashboard, organizations can produce interactive reports helpful for anyone involved in compensation decisions, from the local HR team to the C-suite. Backed by leading labor economists and industrial/organizational psychologists, the DCI Dashboard for Pay Equity bridges the gap from expert analysis to easy-to-understand presentations and interactive reports.

Learn More



Impactful analyses in one user-friendly platform

- Visualize compensation analyses results, including:
 - Wage Gap Report •
 - Statistical Coverage Summary
 - Technical and Non-Technical Regressions
 - Mann-Whitney U Test .
- Trend results over multiple years and across locations
- Examine results organization-wide or drill down by location or SSEG
- Customize access to specific users
- Invite users within your organization to view interactive reports
- Identify priority results for research and action planning
- Generate on-demand reports



Wage Gap Consulting

The wage gap has become a popular metric for employees, shareholders, and the media.

Understanding your wage gap and identifying areas of risk is crucial — before you disclose information publicly. Our experts can help you understand what a wage gap really means and how it differs from a pay equity analysis. We may recommend further analytics to supplement your existing analysis and remedy any areas of concern.

Learn More

Scope of Work

We will work with you to understand the necessary and available data to conduct a wage gap study at your organization, examining the gap along both gender and race lines. Our consultants will produce both the unadjusted and adjusted wage gap. We will help you understand this distinction and what the differences between these gaps can tell you about you your organization.

<u>Unadjusted Wage Gap</u> - The percent difference between protected groups without controlling for factors related to the level or complexity of the work performed or other structural variables.

<u>Adjusted Wage Gap</u> - The percent difference between protected groups after controlling for factors related to the level or complexity of the work performed or other structural variables. Factors may include line of business, job title, or geographical difference.

Global Wage Gap

We can conduct a global wage gap by country and across country, depending on the availability of a common wage metric. We will use a log-linear multiple regression model that groups all employees in an analysis. We will identify the unadjusted wage gap and adjusted wage gap accounting for organizational and structural factors.

<u>United Kingdom Mandatory Gender Pay Gap Reporting</u> - Based on a snapshot of UK employees, we will compute the mean and median gender pay gap, the mean and median gender bonus pay gap, and the proportion of men and women in each of four pay quartiles.





Compensation Consulting

A well-designed compensation structure can increase the competitiveness of talent acquisition efforts, motivate employees, and minimize risk while meeting pay transparency requirements. **DCI is here to help.**

Learn More

Project Lifecycle

Phase I: Alignment and Job Architecture

DCI can assess your organization's roles, categorize your positions based on relevant factors to establish a structured hierarchy, and define a clear pathway for advancement. We will then work with stakeholders like management, human resources, and legal to determine the appropriate compensation system parameters, including compensable factor identification, geographical differentials, and pay range sizes. Applicable local, state, and federal laws will be taken into account as well.

Phase II: Benchmarking

DCI will match your organization's job families, levels, and descriptions to market data, while controlling for appropriate variables, and develop a custom job leveling guide to help identify the correct placement of your organization's jobs.

Phase III: Pay Band Creation

DCI will establish salary ranges for each job family, considering factors such as experience, education, and performance within 25/50/75th percentiles, while also comparing external competitiveness and analyzing market trends. By doing so, your organization can align employee pay with market rates while considering your budget and internal equity.



OFCCP Pay Evaluation Report

and

OFCCP expects that federal contractors and subcontractors conduct an in-depth analysis of their compensation systems, in accordance with 41 CFR 60-2.17(b)(3).



Our Recommendation to Contractors

OFCCP's expectations regarding the regularly required compensation system evaluation have changed in recent years. While OFCCP used to require little to no proof that an analysis of this nature was completed, recent guidance from the agency has effectively increased the amount of information contractors must provide during a compliance review.

DCI Consulting recommends that contractors conduct a basic analysis of their compensation that simultaneously satisfies OFCCP's expectations while minimizing the risk of potentially damaging information being given to the agency.

Learn More

DCI's OFCCP Pay Evaluation Report

Designed to Meet the Compliance Obligations of OFCCP's Regulations and Directives

- Groups all employees collectively in a single analysis separated by AAP establishment or Functional Affirmative Action Plan
- Controls for job title
- Identifies average percent differences in base pay between men and women, and non-minority and minority subgroups
- Reports Unadjusted and Adjusted Wage Gap
- Minimizes risk by not including statistical tests
- Supports Item 22 on OFCCP's audit scheduling letter





Diversity & Equity Analytics

Organizations can't afford to guess when it comes to setting and meeting Diversity, Equity, Inclusion, and Accessibility (DEIA) goals. More than two decades of experience in equal employment opportunity has taught us that the roadmap to progress looks different for every organization. Let us help you meet your goals.

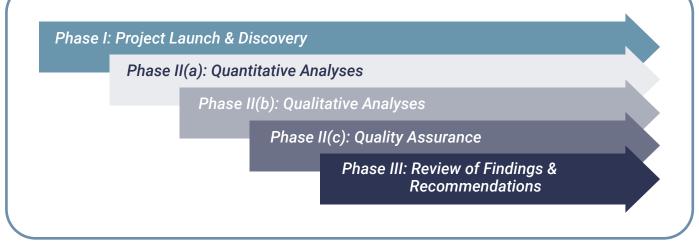
Learn More About DEIA

We will work with you to determine which studies will benefit your organization. Below are a few of our most common projects:

- · Bridging affirmative action, compensation, and DEIA analytics
- Barrier analyses
- Diversity profile reviews
- Employee lifecycle studies and dashboards
- Holistic organizational diagnostics
- Intersectionality analyses
- DEI risk assessment
- Racial equity and civil rights audits
- Policy reviews
- · Velocity of promotions and attrition studies

A strategic diversity plan will be provided at the conclusion of the project that provides a roadmap of action steps to enhance workforce equity.

Project Lifecycle







DEI Risk Assessment

DEI Programs are facing increased legal scrutiny. DCI is here to help.

There is a growing spotlight on employer diversity, equity, and inclusion (DEI) practices and commitments due to activism and the recent Supreme Court decision involving the use of race in higher education admissions.

Many organizations are turning to outside experts to review their DEI programs to keep management and shareholders apprised of potential legal exposure. DCI Consulting, working in tandem with legal partners, offers a four-step DEI Risk Assessment to help.

This proactive, comprehensive, and privileged assessment is a crucial first step to identifying and mitigating potential legal risk.

Learn More



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Higher Education Recommendations

Addressing Pay Equity and Diversity, Equity & Inclusion at higher education institutions:

Across the country, students, faculty and the public are urging universities to examine their practices for equity across race and gender. Higher education institutions need to prioritize these issues.

Learn more

Our Recommendation

Our metric-based approach is founded in decades of experience working with higher education institutions. We understand the unique structure and challenges and will customize our analytics based on your organization's needs.

Based on our success with higher education institutions, we recommend a twophase approach.

Phase I: Faculty and Staff Pay Equity Studies

This includes a separate faculty and staff pay equity study based on standards established in Title VII of the Civil Rights Act of 1991.

Phase II: Diversity, Equity & Inclusion Analyses

This phase begins with an initial discovery and scoping step, followed by analyses customized based on step one findings.





Workforce Analytics

Analytics are essential to every organization. Whether you are facing litigation, assessing your risks, or seeking compliance, we are your data experts.

Adverse Impact Analysis

Every personnel decision risks resulting in adverse impact. Understand your liability and mitigate risk.

Learn More

Reduction in Force

A RIF or Furlough Analysis can be done before layoffs in order to analyze EEO implications, or they can be done afterwards to understand and possibly defend the process used to determine terminated employees.

Learn More

T ining Consideration

Hiring Considerations

If you are considering a significant increase in workforce, it's crucial to review and evaluate your process.

Learn More



EEO analytics can be framed to monitor the entire employee life cycle. From recruitment and hiring to retirement, understand barriers in your organization.

Learn More



Custom Availability Reporting and Trending

In order to have a technically-compliant AAP, you need to have accurate availability reporting. If the employment data from the Census Bureau does not accurately reflect your population, consider alternate sources of availability.

Learn More



Project Scope

Adverse impact is a substantially different selection rate between groups that puts members of certain groups at a disadvantage. Understanding this area of liability is often crucial. We can conduct adverse impact analyses on your organization's application, promotion, and termination decisions, identifying areas of concern from a statistical and a practical standpoint.

Our consultants will provide best practice recommendations on personnel decisions to mitigate your risk moving forward.

Steps Analysis

If you are complying with the Uniform Guidelines on Employee Selection Procedures (UGESP), it may be useful to evaluate the steps, or stages, in a selection process that may be causing a barrier to an employment outcome. DCI consultants are experts in adverse impact and the detailed stages of defining selection procedures. Our statistical experts can evaluate which stage of the hiring or selection process (e.g., interview process, resume review, selection test) may be the root cause of adverse impact.

Contact Our Team Today





Reduction in Force

A RIF or Furlough Analysis can be done before layoffs in order to analyze EEO implications, or they can be done afterwards to understand and possibly defend the process used to determine terminated employees.

Learn More

Project Scope

It's important to have an expert review your reduction in force (RIF) to ensure that the staffing changes don't result in adverse impact. DCI consultants provide RIF analytics based on such categories as race/ethnicity, sex, and age. We can customize these analytics to consider variables like performance ratings, tenure, incentive offers, and other eligibility metrics.

RIF or Furlough Analyses can be done before layoffs or furlough decisions in order to analyze EEO implications, or they can be done afterwards to understand and possibly defend the process used to determine terminated employees.

When conducting a RIF analysis, there are many factors to consider.

Contact Our Team Today



Hiring Considerations

If you are considering a significant increase in workforce, it's crucial to review and evaluate your process.

Learn More

Project Scope

DCI consultants provide analytics and EEO guidance identifying potential adverse impact on categories such as race/ethnicity, sex, and age. When making significant changes to the workforce, employers must abide by laws such as Executive Order 11246 and Title VII of the Civil Rights Act, among others. Certain recruitment and outreach efforts may also be required.

Contact Our Team Today





Barrier Analysis

EEO analytics can be framed to monitor the entire employee life cycle. From recruitment and hiring to retirement, understand barriers in your organization.

Learn More

Project Scope

DCI consultants can frame EEO analytics to monitor the entire employee life cycle. This cycle often begins with recruitment and hiring; transitions to promotions, raises, and bonuses; and ends with separation via voluntary turnover, involuntary turnover, or retirement. Such monitoring can also be paired with qualitative research in the form of interviews, focus groups, and materials reviews. By taking multiple factors into account, we see a more complete picture and we're able to conduct a more accurate analysis.

Contact Our Team Today





Custom Availability Reporting and Trending

In order to have a technically-compliant AAP, you need to have accurate availability reporting. If the employment data from the Census Bureau does not accurately reflect your population, consider alternate sources of availability.

Learn More

Project Scope

Customized availability analysis is important because in order to have a technically-compliant AAP, you're going to need accurate availability reporting. Employment data collected by the U.S. Census Bureau may not accurately reflect the unique populations from which you fill open positions, and this makes it more difficult to estimate the availability of women and minorities for specific jobs.

That's where we come in.

DCI's proprietary software allows for the use of alternate sources of availability. When better sources than Census data are available, our software helps us see a clearer picture of the labor pool.

What does that mean for you?

Accurate availability reporting can help you set goals that are more realistic and attainable, which means your AAP will be more effective and successful.

Contact Our Team Today



Litigation Services

Providing Research, Insight, and Support

Are you currently facing litigation? Our team of Industrial-Organizational Psychologists and Labor Economists support law firms by performing a wide variety of expert witness services. Our Ph.D. level staff has extensive knowledge and experience.

DCI's litigation support practice is dedicated to assisting clients by providing expert testimony and HR consulting related to employment discrimination claims.

Methodologies are based on best practices as identified by the most recent scientific literature and professional standards. Services may include:

- **Expert witness services** in class action employment discrimination lawsuits and investigations related to HR areas such as selection, promotion, pay, performance evaluation, and sexual harassment. DCI performs this work during all stages of litigation from class certification through post-litigation.
- Proactive work to identify risks in employment practices and design new systems.
- Post-litigation activities to comply with settlements or consent decrees

Work frequently involves:

- Customized qualitative and quantitative research such as coding studies to support expert testimony
- Job analysis
- Test validation and psychometric analyses
- Adverse impact analyses

General Litigation Support

Expert Witness Services



Personnel Selection

Our highly qualified Selection & Assessment Team is here to help.



Our Selection & Assessment Team will work with your organization to conduct an evaluation across your organization or designated scope. We can provide employee selection and equal employment consulting as well as employment testing, job analysis, validation strategies, and quantitative methods in the equal employment context. We have experience conducting large scale adverse impact analyses of selection processes, developing and validating selection procedures, and training clients on a variety of employee selection issues.

Selection Procedure Development & Validation Research

In the fight against systemic discrimination in the workplace, employment tests and other selection methods have become an important issue for both the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP).

DCI will work with you to customize a scope that meets the needs of your organization.

Scope could include:

- Evaluating your organization's selection procedures to determine your potential for adverse impact
- Provide an objective review of content and job-relatedness evidence to make sure you're measuring what you should be measuring
- Conduct formal validation research of your selection procedures to help you see how effective and legally-defensible your employment decisions are.

Job Analysis Research

A comprehensive job analysis may uncover critical information for your organization. DCI has conducted job analysis research across a wide range of industries and roles. Our customizable consulting services will help you make essential employment decisions, from hiring and training to assessing and promoting.

Accomplish organizational goals including:

- Redesigning jobs
- Setting compensation
- Identifying Skill gaps and training needs
- Updating job descriptions
- Developing and validating selection procedures or policies

Learn More

Learn More





Litigation Support

We provide support – before, during, and after litigation.

Our team of Industrial Organizational Psychologists and Labor Economists support law firms by performing a wide variety of expert witness services.

Expert Witness Services

Testifying Work

To conduct a thorough evaluation of tools, policies and procedures being challenged in litigation, DCI consultants will analyze organizational policies and procedures, depositions, research studies, and other relevant information.

In some situations, DCI I/O Psychologists may conduct independent research as well as research related to job analysis, job-relatedness, psychometrics, adverse impact, leveraging a variety of quantitative and qualitative approaches.

As testifying experts, DCI consultants can write affirmative reports related to available theory, research, and professional opinion. DCI Experts can also objectively evaluate the work of other experts, and write rebuttal reports. Testifying experts provide deposition and court testimony.

Consulting Work

When our consultants are needed in a non-testifying role, we'll work with law firms as consulting experts. Our Industrial Organizational Psychologists and Labor Economists have performed a wide variety of services in this capacity.

Learn More

We offer:

- Review of recruitment and Equal Employment Opportunity (EEO) Compliance
- Job analysis
- Evaluation of HR processes (hiring, promotion, performance measurement)
- Validation research
- Analysis of workforce data
- And more!

Post-Litigation Services

Remedial Work

Our expert staff have been selected as the post-settlement experts on a wide variety of matters. When an EEO trial ends or an organization settles an EEO claim, there are often remedial dimensions of the agreement that must be addressed. As jointly-appointed experts, our Industrial Organizational Psychologists and Labor Economists work to meet the requirements of the settlement agreement. This complicated work often involves evaluating and refining a variety of HR processes and interacting with plaintiff attorneys, defense attorneys, and federal agency/court stakeholders.





Bias Audits of AEDTs

With decades of experience in the evaluation of selection assessments, our experts can help your organization's automated employment decision tools (AEDTs) remain compliant and equitable.

Learn More

For over 20 years, DCI has been offering independent audit and expert review services, covering both traditional assessments and assessments powered by artificial intelligence and machine learning, to evaluate compliance with professional and legal standards. DCI's experts are proficient in identifying applicable regulations for your organization, formulating a compliant and constructive analysis, and subsequently executing the analysis.

Whether your organization is undertaking a bias audit for regulatory compliance or proactively seeking to address potential biases, DCI brings extensive experience conducting high-stakes adverse impact analyses. Our team brings in-depth knowledge of the following:



Environmental Social Governance

Priorities are changing. Assess your risks and ethical impact.

ESG is vital to your business strategy. Your customers, stakeholders, investors, and business leaders want to see how your company is acting on behalf of the common good. Environmental Social Governance measures efforts pertaining to sustainability and conservation, the treatment of people, and how the company is being conducted to make financial predictions.



Here at DCI, we can help with the Social and Governance aspects of ESG. We help solve organizational challenges for our clients so that they can leverage the results to affect company change.

Learn More About How DCI Can Help!

Our ESG Insights

Implementing an ESG data strategy that will drive change and enhance the value of your company requires the help of trained experts. Join our consultants as they discuss aspects of ESG you should be considering.

View Video Blogs

Contact Our Team Today





Visit dciconsult.com for resources, details on service offerings, and more!



Want to contact us? You can reach us by email, phone, or by finding us on social media!



sales@dciconsult.com



(202) 828-6900



dciconsult.com



DCI Consulting