



## ***Service Offerings Brochure***

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

***For more information, visit [dciconsult.com](http://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 fairness within the workplace.

With over 900 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.

# 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 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:



*Our Most Popular Option*

### Full-Service Consulting

We will partner with you to create annual AAPs in compliance with Executive Order 11246 and the implementing regulations set forth in 41 CR 60-1, 60-2, 60-300, and 60-741. Consulting includes onboarding, data cleaning, an executive summary, and additional support as needed!

[Learn More](#)



*Software for Small Businesses*

### Online Software

Pronto AAP is an affordable software option only available to businesses with **150 or fewer employees**. For organizations looking for an in-house approach, Pronto AAP offers a user-friendly platform backed by industry-experts. Hourly consulting help is available as needed.

[Learn More](#)

## More Information:

[AAP Services Overview](#)

[AAP FAQs](#)

[AAP Resources](#)

[AAP Structure](#)

[Client Success Story](#)



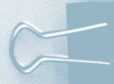
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# EEO-1 Filing

## ***Your EEOC filing – Handled.***

*We are your compliance experts. Simplify your government filing needs with our one-stop-shop solution.*

***Partner with DCI!***

## **Who is required to file an EEO-1 Report?**

All employers with 100 or more employees are required to file EEO-1 Reports with the Equal Employment Opportunity Commission each year by Title VII of the Civil Rights Act.

## **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

***Contact Our Team Today***

***Meet Our Consultants***

## ***Free Resource***

***Blog: Common Mistakes When  
Filing an EEO-1 Report***

***Read Now***



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# 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***

***Meet Our Consultants***



# 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.

[Learn More about Pay Equity Consulting](#)

[Webinar on Demand: Expert vs. Robot](#)

## Explore Analyses that Enhance Your Pay Equity Study

**Adjusted and  
Unadjusted Wage  
Gap Studies**

[Learn More](#)

**Pay and  
Compensation  
Compression Studies**

[Learn More](#)

## Full Service Consulting

*Working with DCI on Pay Equity Studies*

- 1** Meet to determine the goals and scope of the project.
- 2** Understand the compensation system and validate the data.
- 3** Create Similarly Situated Employee Groups.
- 4** Conduct preliminary analysis and identify areas of concern.
- 5** Dive deeper into areas with statistical disparities.
- 6** Re-run analytics, where needed, to account for new variables.



# State Pay Reporting

*As state laws change and more states implement their own fair pay regulations, we have developed comprehensive services to assist organizations working across the United States.*

[Learn More About State Pay Laws](#)



## Minnesota

**MN Equal Pay Certificate**

[Learn More](#)



## Massachusetts

**MA Salary Range Transparency and Pay Reporting Law**

[Learn More](#)



## California

**CA Pay Data Report**

[Learn More](#)



## Illinois

**IL Equal Pay Registration Certificate**

[Learn More](#)

## Free Resource

**Visit our interactive state legislation tracker!**



[View Map](#)



## New Jersey

**NJ Diane B. Allen Equal Pay Act**

[Learn More](#)



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# 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.

## Am I a good candidate for Pay Equity Software?

*A good candidate for pay equity software has the following:*



Comfort and knowledge around statistical analyses



Plans to analyze pay equity more frequently than once a year



Has in-house staff well versed in legal, statistics, and compensation

## EEOPay Reporting Includes:



Pattern of Disparity Reports



Wage Gap Report



Salary Adjustment Calendar



Large Employee Group Comparisons



Large Employee Group Comparisons



Non-Statistical Comparisons

*And more!*

[EEOPay Brochure](#)

[Learn More about EEOPay](#)



# 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 your organization.

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

Adjusted Wage Gap - 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.

United Kingdom Mandatory Gender Pay Gap Reporting - 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.

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**Free Resource**

**Webinar: Pay Gap vs. Pay Equity**

[Watch Now](#)



# 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

*Develop a structured hierarchy, define pay factors, determine applicable laws, and solidify compensation philosophy.*

### Phase II: Benchmarking

*Match jobs to market data while controlling for relevant pay variables.*

### Phase III: Pay Band Creation

*Establish pay ranges accounting for experience, education, and performance while considering competitiveness with the market, available budget, and internal equity.*

## Deliverables

**Comprehensive  
report with detailed  
findings**

**Fully developed  
and equitable  
salary structure**

**Strategic  
compensation  
philosophy**



# 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](#)

## ***Four-Step DEI Risk Assessment***

- 1** Self-Evaluation of DEI Programs and Commitments
- 2** Listening Sessions with Executives and Leaders
- 3** Legal Review & Risk Assessment of Policies, Procedures and Practices
- 4** Scorecard & Best Practice Recommendations

# 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](#)



## Hiring Considerations

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

[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](#)



## 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](#)





# Adverse Impact Analysis

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

[Learn More](#)[What is Adverse Impact?](#)[Success Story](#)

## ***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.

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# Reduction in Force

*A **Reduction in Force** 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.*

## Determine the Impact

It's important to have an expert analyze your reduction in force or furlough before it occurs to ensure that the staffing changes do not result in adverse impact on any protected classes. Also, a RIF analysis can be conducted afterwards to understand and defend the process. DCI's RIF analytics can be conducted on categories including race/ethnicity, sex, and age, and can be customized to consider variables like performance ratings, tenure, incentive offers, and other eligibility metrics.

[Learn More](#)[Contact Our Team Today](#)[Meet Our Consultants](#)

### Free Resource

*Infographic: A Guide to RIF Analyses*

[Access Now](#)[sales@dciconsult.com](mailto:sales@dciconsult.com)[202-828-6900](tel:202-828-6900)[dciconsult.com](http://dciconsult.com)

# 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.

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# 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.

[Learn More](#)

## 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](#)

# Litigation Support

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

[Learn More](#)

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.

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.



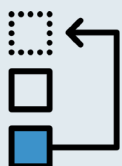
# Bias Audits of AEDTs

*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.

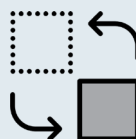
Whether your organization is undertaking a bias audit for regulatory compliance or proactively seeking to address potential biases, DCI brings extensive experience conducting high-stakes adverse impact analyses. Our team brings in-depth knowledge of the following:



**The broader legal framework and the professional and legal standards governing the use of selection procedures**



**The specific requirements of the various relevant state and local laws**



**The development, implementation, and validation of selection systems and assessments**



**Nuanced statistical issues associated with conducting adverse impact analyses of employment decisions**

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**Free Resource**

[Visit our interactive state legislation tracker!](#)

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