



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 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

Your partner in affirmative action compliance.

Partner with DCI!

Strategic

We craft your AAPs with purpose.

Our consultants use knowledge of the regulations stemming from Section 503 of the Rehabilitation Act and the Vietnam Era Veterans' Readjustment and Assistance Act to ensure that your AAPs for individuals with disabilities and protected veterans are completed in a compliant and strategic manner. We specialize in structuring your data and workforce in ways that allow for the most accurate analyses possible while minimizing risk.

Experienced

Our knowledge means your success.

With decades of experience, we know the challenges employers face in taking action based on the results of your AAPs. We have in depth experience helping HR, legal, and compliance teams implement their plans and can help your organization prioritize compliance efforts to most effectively use resources and make positive change in your organization.

Accurate

We focus on the details.

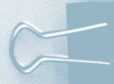
Without accurate analytics, your organization may make changes based on your results that waste time and resources - or make your organization's challenges worse. Our consultants know the common pitfalls that employers face when producing the data required for AAP analytics and can partner with your team to identify and clean inconsistencies so you can be confident your analytics are dependable for decision-making.

Federal Construction Contractors

Requirements for construction companies differ based on contract amounts and types. Covered federal contractors need to maintain affirmative action plans for Section 503 of the Rehabilitation Act and the Vietnam Era Veterans' Readjustment and Assistance Act. Additionally, federal construction contracts must measure their workforce against a 7% utilization benchmark for individuals with disabilities and an annually set hiring benchmark for veterans.

Learn how DCI can help!





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

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**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 and EEO-1 Reports to VETS-4212 submissions, you can simplify your process with our one-stop-shop solution

How DCI Can Help:

- Check data for accuracy and completeness
- Complete reports and upload to VETS-4212 system
- Interface with VETS representatives if needed

Let us simplify your reporting process!

Who is required to file a VETS-4212 Report?

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

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**Check out our Veteran Resources Toolkit for
more information and insights!**

Access Kit

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](#)



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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 Mitigation

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

DCI will work with your organization alongside legal counsel to provide a proactive, comprehensive, and attorney-client privileged assessment to help identify and mitigate risks arising from President Trump's Executive Order on Non-Discrimination and Merit-Based Employment Practices. This Executive Order will require contractors to certify that they do not participate in illegal DEI practices. Non-compliance or false claims may put federal contracts and payments at risk.

DCI will conduct qualitative and quantitative reviews in order to provide recommendations to assist your organization in the decision-making process.

[Learn More](#)

Two Levels of Services to Meet Your Organization's Unique Needs

DEI Risk Assessment

Qualitative Review

- Review outreach recruitment programs to align to the new Executive Order
- Ensure compliance with Section 503 and VEVRAA statutes
- Review and update non-discrimination policies and procedures along with any former EO 11246 policies
- Review handbooks, websites, job postings, and other materials for reference to affirmative action
- Ensure messaging about non-discrimination could not be construed as misaligned with recent presidential actions
- Evaluate whether Employee Resource Groups or leadership development programs exclude employees based on race or gender or provide differential opportunities
- Review policies around workforce opportunities like mentorship, apprenticeship, and internship programs
- Review reasonable accommodation policies
- Advise on regular messaging regarding workplace culture of compliance, dignity & respect, non-discrimination, anti-harassment, no bullying and no retaliation
- Discuss state affirmative action and non-discrimination provisions if applicable

DEI Risk Audit

Qualitative and Quantitative Review

Along with a comprehensive qualitative review as depicted on the left, DCI's experts will conduct a number of quantitative analyses and provide recommendations to help your organization mitigate the risk of unintentionally violating merit-based non-discrimination principles.

Additional analysis results to review may include:

- Selection rates
- Promotion rates
- Performance evaluations
- Compensation

DEI Risk Audits can also include an evaluation of whether any use of artificial intelligence in employment decision making is programmed to favor particular groups.

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Workforce Analytics

You can't manage what you don't measure.

Whether you're looking to improve key organizational outcomes like increasing retention rates or proactively ensuring non-discrimination, DCI can conduct quantitative and qualitative analyses to help you reach your goals.

[Learn More](#)



DEI Risk Mitigation

Holistic analysis of policies, procedures, and selection systems to help ensure non-discrimination.

[Learn More](#)



Adverse Impact Analysis

Comprehensive analysis of personnel actions such as hires and promotions to encourage merit-based decision making.

[Learn More](#)



Reduction in Force

In-depth analysis to determine the equal employment opportunity implications of a RIF before it occurs.

[Learn More](#)

Additional Services



**Strategic
Workforce
Planning**



**Labor Force
Availability
Source**



**Employee
Lifecycle
Dashboard**



**Selection
Outcome
Study**



**Attrition
Study**



**Velocity of
Promotions/
Turnover**

Adverse Impact Analysis

***Every personnel decision can result in adverse impact.
DCI can help mitigate the risk.***

[Learn More](#)

Adverse impact can occur when a seemingly neutral selection practice has a disproportionate effect on members of a protected classes such as sex, ethnicity/race, and age. We can conduct an adverse impact analysis on your organization's applicant flow, hires, promotions, or terminations to identify potentially problematic practices based on statistical and practical indicators. Additionally, our experts can perform a steps analysis based on the Uniform Guidelines on Employee Selection Procedures to evaluate which stage of the selection process may be the root cause of adverse impact.

Once the analysis is completed, our consultants will provide recommendations on best practices to mitigate your risk moving forward.



DEI Risk Mitigation

Holistic analysis of policies, procedures, and selection systems to help ensure non-discrimination.

[Learn More](#)



Barrier Analysis

Comprehensive analysis of personnel actions paired with qualitative research to provide insights to your workforce.

[Learn More](#)



Reduction in Force

In-depth analysis to determine the equal employment opportunity implications of a RIF before it occurs.

[Learn More](#)

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.

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Free Resource

Infographic: A Guide to RIF Analyses

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Barrier Analysis

From recruitment to separation, DCI can use EEO analytics to help you understand barriers in your organization

[Learn More](#)

Look Closer to See the Big Picture

DCI can structure EEO analytics to monitor the entire employee life cycle, including recruitment and hiring, promotions, raises, bonuses, and separations. Paired with qualitative research in the form of interviews, focus groups, and materials reviews, these analytics can provide an accurate and insightful picture of the areas of success and opportunities in your workforce.



DEI Risk Mitigation

Holistic analysis of policies, procedures, and selection systems to help ensure non-discrimination.

[Learn More](#)



Adverse Impact Analysis

Comprehensive analysis of personnel actions such as hires and promotions to encourage merit-based decision making.

[Learn More](#)



Reduction in Force

In-depth analysis to determine the equal employment opportunity implications of a RIF before it occurs.

[Learn More](#)

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.

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

[Learn More](#)

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.



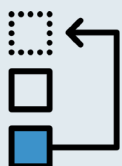
Bias Audits of AEDTs

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.

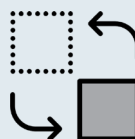
Whether your organization is undertaking a bias audit for regulatory compliance or proactively seeking to address potential biases, DCI brings extensive experience conducting high-stakes adverse impact analyses. Our team brings in-depth knowledge of the following:



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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