



NYC Parks

Susan M. Donoghue
Commissioner

T (212) 360-1305
F (212) 360-1345

E susan.donoghue@parks.nyc.gov

City of New York
Parks & Recreation

The Arsenal
Central Park
New York, NY 10065
nyc.gov/parks

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2023

Parks & Recreation



Central Park



NYC Parks

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I. Commitment and Accountability Statement by the Agency Head

Dear Parkies,

For two years, the world, United States and New York City has been forced to look at itself in more ways than one. We have had to grapple with COVID-19, unemployment, economic loss, and the Black Lives Matter movement among so many other topics. We have been compelled to look in the mirror to see our own reflection and prepare for change.

The same has been true for companies and organizations, they too have been forced to hold that same mirror and reflect on their role in race relations, social injustice, and how they treat their employees. For some, addressing these issues has only come in the form of a statement by the agency head or CEO. At NYC Parks, our journey has and will continue to be more than just a statement and checking a box. We know better, and we are better.

In June 2020, the Agency began holding listening sessions called "Reflections On" where we heard so many employees' emotional cries; their pain and frustration; what was happening in their neighborhoods, and what was happening within the agency. Those conversations were not easy, but they are important. At the same time, we also heard from employees on how they felt we should best move forward as a Parks community.

At Parks, our reflection shows an agency that is dedicated, diverse, and resilient, and we also acknowledge that we have areas we need to examine and improve.

We hear you. We see you.

Now, I want to express, along with my senior leadership team, we are committed to taking the following steps towards that continuous improvement. Our strategy is categorized in five major substantive areas: Communication; Wellness; Training and Development; Accountability, and Equity. In many of these areas, we are already doing the work and we will continue to build on that work to serve all Parkies.

As such, to further improve our Parks culture we are committed to:

- Create an environment where people can show up as themselves and be heard irrespective of their background.
- Ensure that our employees have both emotional and physical support to do their jobs.
- Ensure that our leaders are prepared to lead a diverse workforce.
- Create greater accountability among supervisors, managers, and leaders so that inappropriate behavior is not only addressed but eradicated.
- To make sure that equity is considered and a part of the fabric of the agency.

To advance our commitment:

- The first step I am taking is renaming the Equal Employment Opportunity Office (EEO) to the Diversity, Equity, Inclusion and Belonging Office (DEIB). This change reflects our values, and it embodies the true spirit of who we are as an agency.

- We are happy to announce that our Diversity, Equity, Inclusion and Belonging Office's Assistant Commissioner Iyana Titus has selected Solita Riley to serve as its first Deputy Diversity & Inclusion Officer. Ms. Riley will help further our agency's diversity, equity, and inclusion efforts, reporting to Commissioner Titus; and Flaveia Henry will continue to serve as the agency's Deputy EEO Officer.
- And, she has also promoted Daniel Dajani to Chief Investigator for the unit.

Additionally, we are prepared to move this endeavor forward for the betterment of us all. To begin doing that we:

- Have outlined next steps for the evolution of "Reflections On" – *attached*.
- Have outlined the Agency's Wright v. Stern accountability – *attached*.
- Have developed our "Supervisor's Guidance on Race" – *attached*.
- Are creating a DEI Council—more to come.

Finally, in order to utilize language that reflects our commitment to people and culture, we have decided to rebrand Central Personnel and Employee Resources. Central Personnel will now be called Human Resources while Employee Resources will be referred to as Employee Engagement and Services.

Sincerely,



Sue and NYC Parks Senior Leadership

This statement is new and was provided via a broadcast message to all employees on July 5, 2022.

This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, the Agency accomplished the following as part of its commitment to DEI and EEO:

1. Parks is one of top three performing agencies with respect to MWBEs. During the previous fiscal year, the Agency registered \$44 million to MWBEs which was the total of all contracts awarded either directly to MWBE "prime" contractors or to MWBEs as subcontracts. Furthermore, the Agency's MWBE utilization rate increased during the fiscal year to 39%.
2. During FY 2022, the Agency expanded its "Reflection On" platform and hosted a "Reflections On: Russia/Ukraine Examining our Humanity during War and Conflict." The session featured employees who served in the military as well as employees of Russian

and Ukraine descent. Concerns regarding the war were highlighted and a call to action was discussed.

3. Women in Leadership (WIL) sponsored three events during the previous fiscal year. On December 8, 2021, WIL hosted a program called "Gender Equity: Developing Action items to effect Change." The program included breakout sessions which focused on different facets of gender equity with a goal of developing shared action steps for moving the conversation forward. On March 30, 2022, WIL hosted a program entitled "Redefining and Executing Your Vision: Connecting Ideas to Action." The focus of that program was to learn how to use mapping and visualization tools to develop action plans. Finally, on June 29, 2022, WIL held its first in person event entitled "Connect to Grow: The Big Picture."
4. The Agency worked with the Center for Creative Conflict Resolution (The Center) and utilized restorative circles for the first time. Circles were themed by job title. One circle was celebratory and it was centered around the Agency's EEO counselors / Chiefs of Administrative Services. The other circles were focused on Parks Enforcement Patrol (PEP) officers who utilized Narcan while executing their duties.
5. During the fiscal year, the Agency hosted its first virtual career fair, which featured a broad cross-section of agency titles and divisions, as well as a diversity of staff ages, genders, and race/ethnic backgrounds. This event presented information on how to apply to jobs and how to grow at Parks, including information on the civil service process. The virtual career fair also provided an overview of benefits and training opportunities.
6. On May 17th and May 18th, the Agency partnered with AHRC and hosted an agency wide training entitled, "What every Supervisor should know about COVID-Era Reasonable Accommodations and Disability Etiquette." The training explained reasonable accommodation procedures as well as disability etiquette related to both intellectual and physical disabilities.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total **Headcount:** 4,144

1. In FY 2023, the Agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

On-boarding of new employees

Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2. On a quarterly basis, the DEIB Office provides the Personnel Officer with the Agency's workforce dashboard. However, on an annual basis, workforce demographics, EEO trends and EEO training numbers are discussed with the Personnel Officer and the General Counsel via a meeting. During this annual meeting, the DEIB Office makes a formal presentation and provides a report. The meeting has been a forum to generate ideas that promote recruitment, retention, and address the climate in the workplace. As an aside, the EEO Officer, Personnel Officer and the General Counsel also meet on a bi-weekly basis to discuss personnel, labor relations, disciplinary and EEO issues within the Agency. The EEO Officer also meets with the Agency Head on a bi-weekly basis to discuss demographics, EEO cases, and EEO trends among other topics.

The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other- Deputy Commissioner for Administration/ Executive Financial Officer

Quarterly Semi-Annually Annually Other _____

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ **Workforce:**

- During the fiscal year, the Agency will host a Leadership Conference called “People Centric Leadership” The conference will focus on leadership development among other topics. The Agency anticipates training a minimum of 600 supervisors and managers.
- The Agency will create a professional development program entitled, “Planting the Seed,” which will focus on non-managerial employees. As a goal, the Agency will launch the program in the winter of 2023 and have a cohort of 20-30 employees.
- The Agency will research vendors and conduct at least one antiracism training session during the fiscal year.
- The Agency will hold at least one virtual career fair.
- The Agency will expand its outreach to include at least five HBCUs offering majors that align with the Agency’s titles.
- The Agency will have at least three ERGs participate in job fairs.

❖ **Workplace:**

- During the previous fiscal year, the Agency launched a Wellness Ambassador program in collaboration with the Office of Labor Relations (OLR). Ambassadors help to extend WorkWell NYC's reach by planning and implementing worksite wellness activities for staff. The Agency is aiming to conduct at least one wellness session in each borough and hold a minimum of 25 wellness programs during the fiscal year.
- The Agency will create its first Diversity, Equity and Inclusion (DEI) council during the fiscal year. The council will consist of a variety of employees from various divisions, titles and backgrounds.
- The Agency will continue to utilize restorative practices as a forum for employees to express themselves and as a tool to restore relationships and build a stronger community. During the fiscal year, in collaboration with the Center for Creative Conflict Resolution, the Agency will hold at least three additional restorative practices sessions.
- The Agency will expand its "Reflections On" platform to discuss issues important employees. The Agency is aiming to hold four sessions during the fiscal year and will utilize its employee resource groups to facilitate the sessions.

❖ **Community:**

- During the previous fiscal year, the Agency started having discussions with its partners to develop at least one new program which will address diversity, equity and inclusion (DEI). The DEIB Office, along with one of the Agency's partners, will implement at least one program. In the past, the Agency has relied upon its Public Programs division to create diversity related programs for the public. However, this initiative will have more involvement from the Agency's DEIB Office.
- Through the Agency's Framework for an Equitable Future initiative, the Agency will continue its commitment towards creating thriving public spaces for all New Yorkers. This framework was used to strategically allocate resources; make the city cleaner, greener, and more resilient; incorporate substantial community and stakeholder engagement; and develop innovative and data-driven approaches to designing, planning, developing, and delivering services in our parks. Such initiatives include the Anchor Parks, Community Parks Initiative (CPI) and Walk to a Park among other items. The Agency will also partner with EquityNYC to develop other ways to measure the status of racial and social inequities in the City.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- Reflections On- In 2020 the Agency launched a new platform called “Reflections On...” which provided the Agency with an opportunity to listen to employees discuss the current issues surrounding generational, institutional racism and injustice against Black people in America. Since those sessions, the Agency has drafted a strategic plan which was finally approved by the new commissioner this past fiscal year.

Within this strategic plan are the following focus areas: communication, wellness/safety, training and development, accountability and equity. Many of the Agency’s current initiatives (mentioned in this document) are in response to this strategic plan.

2. Planned Programs, Initiatives, Actions

A. Workforce

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

- In addition to the items listed above, the Women in Leadership group will continue to host programs geared towards professional development among other items.
- The Agency will also sponsor a DEI conference which will focus on environmental disparities in urban communities and the lack of diversity in green careers.
- The Agency will host another, “What every Supervisor should know about COVID-Era Reasonable Accommodations and Disability Etiquette” session. Presenters will include the DEIB Office, Chris Noel (Disability Rights Coordinator) and AHRC (a not for profit, which works with individuals with disabilities).

Quarterly CEEDS reports and dashboards, along with other data, indicate underutilization of women and minorities in certain major job groups. For the Agency, these job groups include, but are not limited to: social workers; guards; craft; and laborer.

In FY2023, representatives from DEIB and Human Resources will meet each quarter, as a team, to review underutilization reports. During those meetings, the team will examine the titles associated with each job group, identifying constraints (e.g., civil service exams/lists) as well as partnership opportunities that could affect diversity within the applicant pool. As mentioned in other areas of this plan, the team will network with educational institutions and community groups to conduct information sessions and outreach that could help generate a more diverse applicant pool.

In some cases, the Agency will develop working groups to squarely focus on strategies for a specific job group. For example, a working group has been tasked to address underutilization

in the guard category. During FY 2023, this group will work to scrutinize demographics within this job group. It will seek to expand qualifications, work functions/assignments, and/or titles associated with the guard category. The working group will develop plans for targeted recruitment and pipeline development for the guards.

DEIB Office and Human Resources will continue to ensure that agency staff are aware of opportunities for professional development. As mentioned, Human Resources will publicize opportunities to learn about civil service careers, as well as upcoming civil service exams. DEIB will strategize with senior executives to build upon existing leadership and professionalizing opportunities.

B. Workplace

Please see the above concerning ways the agency will create an inclusive workplace culture. In addition, the Agency will continue to promote diversity through its ERGs and through its events/programs geared towards the public.

- Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. Lotus (AAPI)
2. Stonewall (LGBTQ+)
3. Ebony (Black & African American)
4. Latino (Latino)
5. Emerald (Irish American)
6. Italian American (Italian American)

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

Through its Public Programs division, the Agency will continue to provide a host of programming for the public which centers around diversity, equity and inclusion.

Furthermore, as mentioned above, the Agency will continue to create thriving public spaces for all New Yorkers. Through the Agency's Framework for an Equitable Future the Agency will continue to strategically allocate resources and incorporate substantial community and stakeholder engagement and develop innovative and data-driven approaches to designing, planning, developing, and delivering services in our parks. Such initiatives have included Anchor Parks and Walk to the Park.

In FY 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Conduct a customer satisfaction survey
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

The Agency will continue to regularly post available positions on its Intranet. Human Resources staff will also send email blasts to employees about upcoming civil service exams, highlighting exams for titles in use at Parks.

Human Resources will further continue to develop content for the Agency's LinkedIn page in order to attract a broader pool of candidates. Furthermore, Human Resources has also begun to brainstorm about local educational institutions and community based organizations with whom to partner for recruitment outreach.

To strengthen the partnerships with the above groups, Human Resources will identify programs/disciplines offered by the organizations which closely align with job groups experiencing underutilization. The recruitment team will invite Agency ERG representatives and other staff to provide targeted outreach sessions. These sessions will highlight workforce entry points, career ladders, and work experiences for indicated job group/titles. Also, the Agency will create and launch "Behind the Leaf", which will offer video profiles to better depict occupations at Parks. These profiles could be shared during targeted outreach sessions and, more generally, with a broad

array of audiences, such as college students, those changing careers, and participants in Parks’ educational programs.

Two divisions within the agency initiated reviews of preferred candidate qualifications for certain titles. Noting that these qualifications may unnecessarily limit the pool of applicants, these divisions modified postings to include additional background experience and/or remove degree requirements.

Human Resources expanded the core of veteran liaison support by adding one more staff volunteer for this role. There are now four staff serving in this capacity.

B. Recruitment Sources

1. Non-traditional Employment for Women (NEW) – to help recruit women for targeted titles in “Craft” job group
2. City College/City University of New York (CCNY/CUNY) – to help recruit diverse pool of applicants for targeted titles in “Science Professionals” job group
3. Diversity-focused job boards, such as Monster Diversity – to help recruit diverse pool of applicants for generally available positions.
4. Profile-focused platforms, such as LinkedIn - to appeal to broad pool of applicants, with related skills and interests, for generally available positions.
5. Job boards such as Idealist, Indeed - to appeal to broad pool of applicants for generally available positions

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. College Graduates	3	1 White 1 Hispanic 1 Unknown	M_1_ F_2_ Non-Binary — Other ___ Unknown ___
2. Graduate Students	2	1 White 1 Unknown	M_1_ F_1_ Non-Binary — Other ___ Unknown ___
3. High School Students	22	8 Asian 5 Black 4 Hispanic	M_8_ F_9_ Non-Binary —

		3 Unknown 2 White	Other __ Unknown _5_
4. High School Graduate	1	1 Black	M __ F_1_ Non-Binary __ Other __ Unknown __
5. Undergraduates	41	10 Asian 10 Black 12 Hispanic 3 Two or More 2 Unknown 4 White	M 10__ F_24_ Non-Binary __ Other __ Unknown _7_
6. Unknown Student type	5	1 Black 4 Unknown	M_3_ F_1_ Unknown_4_
7. SYEP Students	19	8 Asian 4 Black 2 Hispanic 2 Two or more 3 Unknown	M_5_ F_9_ Unknown_5_
8. Ladders for Leaders	5	3 Asian 1 Black 1 Hispanic	M_1_ F_3__ Unknown _1_
9. CUNY	1	1 Black	M__ F__ Unknown _1_

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 4 [number] 55-a participants.
- There are 4 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

The Agency will continue to utilize the 55a program to hire and retain individuals with disabilities. To enhance the number of participants in the program, the Agency will continue to post 55a information on the Intranet and incorporate information about the program in its Basic EEO and Disability Etiquette trainings. Language concerning the 55a program will also be included on job postings.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The Agency's Career Coaching program helps staff conceptualize and develop a plan to grow their career at the agency. An employee is personally matched with a coach that is tailored to his/her unique needs and will work with the employee on a one-on-one basis to: learn about career options throughout the agency; develop career strategies; understand the civil service system, write resumes and cover letters; prepare for interviews and explore training opportunities.

B. New Hires and Promotions

Currently the Agency reviews new hires and promotions when warranted. However, going forward, the Agency will commit to reviewing this information on a more consistent basis. In addition, the Agency will continue to post announcements for all mid and high-level discretionary positions and conduct outreach towards underrepresented groups to ensure a diverse applicant pool. Furthermore, the Agency will continue to work with the Mayor's Office of Appointment to help identify diverse applicant pool.

- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

C. EEO Role in Hiring and Selection Process

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).

- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	1000	Q3
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	500	Q4
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	5,000	Q4
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	1,000	Q4
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees	500	Q4
	All other employees	500	Q4
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees	250	Q4
	All other employees	250	Q4
7. Disability Awareness and Etiquette	Employees and Supervisors	100	Q3
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring managers and supervisors	50	Q4
9. Other (Equity)	Employees	100	Q4
10. Other (Anti-racism)	Employees	100	Q4

VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

In the event a complainant is not satisfied with the Agency's determination, he/she may appeal to David Terhune (Chief of Personnel). Mr. Terhune reviews the initial determination and accepts any additional information if warranted. During the appeal process, Mr. Terhune also confers with the complainant's supervisors. After gathering all of the evidence, Mr. Terhune provides a determination in writing to the complainant.

As an aside, the Agency examines reasonable accommodation trends and is in the process of trying to capture said information in a database.

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : David Terhune (Chief of Human Resources)
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures


- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

SUSAN DONOGHUE

Print Name of Agency Head



Signature of Agency Head

11/30/22

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Iyana Titus	iyana.titus@parks.nyc.gov	(212) 360-2707
2.	Agency Deputy EEO Officer	Flaveia Henry	flaveia.henry@parks.nyc.gov	(212) 360-2796
3.	Agency Deputy Diversity & Inclusion Officer	Solita Riley	solita.riley@parks.nyc.gov	(212) 360-2733
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Joy Wang	joy.wang@parks.nyc.gov	(212) 360-1302
5.	ADA Coordinator	Chris Noel	christopher.noel@parks.nyc.gov	(718) 760-6831
6.	Disability Rights Coordinator	See ADA Coordinator		
7.	Disability Services Facilitator	See ADA Coordinator		
8.	55-a Coordinator	Iyana Titus	iyana.titus@parks.nyc.gov	(212) 360-2707
9.	EEO Investigator(s)	Daniel Dajani Nicole Machado	daniel.dajani@parks.nyc.gov nicole.machado@parks.nyc.gov	(212) 360- 2782
10.	Career Counselor(s)	See below		
11.	EEO Training Liaison(s)	Michael Crescenzo	michael.crescenzo@parks.nyc.gov	(718) 760-6588
12.	EEO Counselor(s)	See Below		

Career Counselors

Joann Bayron
(212) 830-7711
joann.bayron@parks.nyc.gov

Melvin Carey
(212) 830-7783
melvin.carey@parks.nyc.gov

Judd Faulkner
(212) 830-7751
judd.faulkner@parks.nyc.gov

Greg Gordon
(212) 830-7703
greg.gordon@parks.nyc.gov

Vera Jacobs
(212) 830-7734
vera.jacobs@parks.nyc.gov

Ellen King
(212) 830-7740
ellen.king@parks.nyc.gov

Katia Matias
(212) 830-7708
katia.matias@parks.nyc.gov

Glen Williams
(212) 830-7802
glen.williams@parks.nyc.gov

Serry Jones
(718) 430-4639
serry.jones@parks.nyc.gov

Sandra Williams
(718) 430-4609
sandra.jwilliams@parks.nyc.gov

Melissa Charley
(862) 206-6258
melissa.charley@parks.nyc.gov

Rafael Sanchez
(862) 801-2027
rafael.sanchez@parks.nyc.gov

Marjorie Mayes
(212) 830-7718
marjorie.mayes@parks.nyc.gov

Josh Chrisman
(718) 760-6996
joshuah.chrisman@parks.nyc.gov

Erica Grazette
(718) 760-6997
erica.grazette@parks.nyc.gov

Terica Mannette
(718) 760-6998
terica.mannette@parks.nyc.gov

Harpreet Rathor
(718) 760-6995
harpreet.rathor@parks.nyc.gov

EEO Counselors

Barbara Nickels
(718) 760-6842
Barbara.nickels@parks.nyc.gov

Gina Berdecia
(718) 760-6595
Gina.berdecia@parks.nyc.gov

Michele Lignore-Diaz
(212) 410-8364
Michelle.Lignore-Diaz@parks.nyc.gov

Karen Dugan
(212) 360-8206
Karen.dugan@parks.nyc.gov

Liliya Kane
(212) 830-7876
Liliya.kane@parks.nyc.gov

William LaCurtis
(718) 984-8266
Bill.LaCurtis@parks.nyc.gov

Desiree Paulin
(718) 965-8906

Desiree.paulin@parks.nyc.gov

Eileen Egan
(718) 760-6685
Eileen.egan@parks.nyc.gov

Roy Tellason
(212) 360-8103
Roy.tellason@parks.nyc.gov

Nicole Brooks
(718) 390-8005
Nicole.brooks@parks.nyc.gov

Charles Krugler
(718) 430-1874
Charles.krugler@parks.nyc.gov

Corisa Robinson
(718) 520-5906
Corisa.robinson@parks.nyc.gov

Bala Kolasinac
(718) 430-1841
bala.kolasinac@parks.nyc.gov

Shawn James
(718) 430-1831
shawn.james@parks.nyc.gov

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

- The DEIB Office will circulate a revised EEO Policy on the Intranet as well as on bulletin boards throughout the Agency.
- The DEIB Office will ensure that the Agency consistently conducts EEO related trainings so that employees' knowledge of the EEO policy is augmented.

➤ Intended reach

- All staff, including, senior executives, managers, interns, consultants, etc.

➤ Who will be responsible for implementing the action?

- DEIB Office

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

- The DEIB Office will conduct in person meetings in the fall to discuss next steps in the "Reflections On" platform and to increase the office's visibility to the workforce.

➤ Intended reach

- All staff but a focus will be placed on Maintenance & Operations and Public Programs employees given their limited access to computers.

➤ Who will be responsible for implementing the action?

- DEIB Office

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

➤ Planned actions, initiatives, programs, or policies:

- Aside from conducting EEO trainings and circulating the revised EEO Policy as mentioned above, the Agency will revive its Parkies Advocating for Real Change Program (PARC). The purpose of PARC is to promote involvement in creating positive culture change around harassment, as well as increase procedural awareness for reporting incidents of harassment. PARC participants deliver talking points concerning sexual harassment, among other duties which includes informing employees where and how to file an EEO complaint.
- In addition, the Agency plans on holding an in person summit sponsored by the PARC program during the fiscal year. During the summit, topics which will be

discussed include how to file a complaint and what happens after a complaint is filed.

- The Agency will ensure that its anti-sexual harassment marketing campaign, which primarily consists of posters, is visible throughout the Agency. Those posters also provide DEIB's contact information.
- The Agency will create a marketing campaign to highlight its EEO counselors which are responsible for intaking EEO complaints among other duties.

➤ **Intended reach**



- The intended reach is all staff but particularly those who do not have access to a computer.

➤ **Who will be responsible for implementing the action?**

- DEIB along with the PARC participants

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

➤ **Planned actions, initiatives, programs, or policies:**

- As previously mentioned, the Agency will revive the PARC (Parkies Advocating for Real Change) program in which employees will lead discussions concerning EEO and other topics including sexual harassment.
- The Agency will have at least one program (summit) focusing on sexual harassment.
- The Agency will ensure that its anti-sexual harassment marketing campaign, which primarily consists of posters, is visible throughout the agency.

➤ **Intended reach**

- All staff

➤ **Who will be responsible for implementing the action?**

- DEIB Office and the PARC participants

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

➤ **Planned actions, initiatives, programs, or policies:**

- As previously mentioned, the Agency plans on hosting a summit, which will address measures that an employee may take to report EEO violations.

- Online EEO training will still be required for all Agency's employees, including its managers. The training is also geared towards augmenting a supervisor's awareness of their responsibilities under the EEO Policy.

➤ **Intended reach**

- Managers and supervisors who primarily have limited access to a computer.

➤ **Who will be responsible for implementing the action?**

- DEIB Office

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

➤ **Planned actions, initiatives, programs, or policies:**

- See #3, 4, 5 above.

➤ **Intended reach**

➤ **Who will be responsible for implementing the action?**