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November 10, 2015

Daniel A. Nigro
Commissioner
NYC Fire Department
9 MetroTech Place, Rm. 4E-3
Brooklyn, NY 11201-3857

Re: Audit: Preliminary Determination: Review, Evaluation and Monitoring of the NYC Fire Department Employment Practices and Procedures from January 1, 2012 to December 31, 2014.

Dear Commissioner Nigro:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's employment practices and procedures for the period covering January 1, 2012 to December 31, 2014.

The New York City Charter, Chapter 36, Section 831(d)(5), empowers this Commission to audit and evaluate city agencies' employment practices, programs, policies and procedures, and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment with city agencies. Section 831(d)(2) provides that this Commission may, pursuant to an audit, make a preliminary determination that any plan, program or procedure utilized by any city agency does not provide equal employment opportunity and recommend all necessary and appropriate procedures, approaches, measures, standards and programs to be utilized by agencies in these efforts.

The NYC Fire Department, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government



where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury...”

The purpose of this audit and analysis is to evaluate the agency’s employment practices and procedures. This Commission has adopted *Uniform Standards for EEPD Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies’ EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code, §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters. This Commission does not issue findings of discrimination pursuant to the New York City Human Rights Law.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

Scope and Methodology

This Commission’s audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency’s *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS).

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency’s workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPD requests that the agency submit similar statistics and analyses.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency’s employment practices. Where underutilization is revealed within an

¹ Corresponding audit/analysis standards are numbered throughout the document.



agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the Principal Human Resources Professional are given a two-week deadline to complete their individual questionnaires and return any items requested. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The New York City Fire Department is the emergency response agency, providing fire protection, search and rescue, pre-hospital care and other critical public safety services to residents and visitors in the five boroughs.

The NYC Fire Department employed 15,765 employees at the end of the audit period. (See Appendix 3 the workforce composition).

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the standards for this subject area.

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ The Fire Commissioner issued an EEO Policy statement on July 24, 2014 which was published in both hard and electronic formats. The *Equal Employment Opportunity (EEO) Anti- Discrimination/ Harassment Policy Statement* declared the agency's commitment toward "compliance with federal, state and city laws and FDNY rules and regulations that prohibit employment discrimination, harassment and retaliation." The statement also advised employees of the phone number, email address and location of the agency's EEO Office and informed employees that they could obtain a list of EEO Liaisons and their contact information from the EEO office.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.
- ✓ The agency's EEO Office established a booklet of policies which were posted on its intranet site. The booklet combined policies on the following topics: *EEO Anti-Discrimination/ Harassment, Sexual Harassment, Anti-Retaliation, Social Media, Hazing, Workplace Violence Prevention*. The booklet also included an EEO complaint form, an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO office, as well as federal, state and local agencies that enforce laws against discrimination. The agency's EEO policy is part of the employee handbook - *Civilian Resource Manual*; and was distributed to new employees as part of the new hire package.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standards for this subject area.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
- ✓ The agency established and implemented an EEO training plan which ensured that employees, including managers and supervisors, received training on unlawful discriminatory practices under local, state and federal EEO laws. The requirement for EEO training was included in the agency's EEO policy which stated in part that "*the FDNY EEO efforts are strengthened by educating employees about EEO Laws. The EEO Office shall (1) Conduct new employee orientation programs that include a discussion of the FDNY EEO policy..., (2) Conduct ongoing and periodic EEO training for all personnel, supervisory and non-supervisory alike..., (3) Conduct specialized training upon request to units within the FDNY, (4) Select, train and update all EEO Professionals and (5) Maintain all EEO training documentation, lesson plans, evaluations, and training.*" EEO training was conducted on site by the agency's eighteen part-time trainers.

Between July 2013 and June 2014 the agency held 630 live EEO, and Diversity and Inclusion Basic Training sessions which were attended by 13,795 employees (87% of

the total workforce), including 1,243 managers and 19 *Work Experience Program* employees, temporary workers or outside consultants. Topics included *EEO, Diversity and Inclusion, Disability, Recruitment (Training I and II), How to be a Mentor & Recruiter (levels I and II), and Everybody Matters.*

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

Determination: The agency is in partial compliance with the standards for this subject area.

4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
- ✓ In response to the EEPD's request for documentation of the agency's assessment of methods and criteria used to recruit, the agency submitted a copy of its report entitled "City of New York's Recruitment Report Pursuant to Modified Remedial Order Paragraph 26"² (*hereinafter referred to as "the Recruitment Report"*). The Recruitment Report submitted to the Court on July 15, 2013, identified and evaluated the effectiveness of the FDNY's Office of Recruitment and Diversity's (ORD) recruitment activities for recruiting Black and Hispanic firefighter candidates, identified best practices for recruitment of Black and Hispanic employees and firefighters, recommended tactics for improving effectiveness and efficiency of recruiting Black and Hispanic firefighters, and recommended long-term and short-term changes to ORD's recruitment strategies.
- The agency did not demonstrate that it assessed its recruitment efforts beyond the scope of the Recruitment Report which primarily focused on the recruitment of Black and Hispanic Firefighters; nor did the agency demonstrate that since 2013, it assessed its recruitment efforts to determine whether such efforts adversely impact any particular group. **Corrective action is required.**

Corrective Action 1: Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

²Report to the United States District Court, Eastern District of New York, pursuant to Modified Remedial Order entered in *United States and Vulcan Society v. City of New York*, 07-CV-2067 (July 15, 2013).

5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
- ✓ The principal EEO Professional reviewed employment practices, policies and programs on an as needed basis and at the behest of a court monitor. The Human Resources Department also reported that it produced statistical workforce reports (by race/ethnicity and gender) and participated in discussions and development of practices to eliminate barriers to employment and promotional opportunities.
 - The agency did not provide documentation that the principal EEO Professional, HR Professional, and General Counsel, reviewed the agency's number of EEO complaints annually to identify barriers or deficiencies.

Corrective Action 2: Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

6. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

Prior to the period in review, the U.S. District Court found that the agency's selection procedures for the Firefighter title resulted in disparate impact upon minority candidates³. Firefighter Examination No. 2000 was created to address the disparate impact, it was administered in 2012 and the agency began hiring entry-level firefighters from the Exam 2000 eligible list in July 2013.

- Subsequently, the agency did not assess the manner in which candidates (for other titles) were selected for employment, to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. In addition, the 2nd Quarter 2015 *CEEDS Report- Work Force Compared with Internal and External Pools* (see **Appendix 2 attached**) indicates underutilization of protected classes in ten

³In July 2009, the court held that the written examinations that the FDNY used to screen and rank applicants between 1999 and 2007 had discriminatory effects on minority applicants and failed to test for relevant job skills. The issue was not whether the city recruited enough black applicants but whether the screening and ranking procedures that the city applied to those applicants were racially discriminatory. The court held that the City did not meet its burden to undermine the Vulcan Society's statistical evidence of adverse impact. This liability issue was disposed of by Summary Judgment. *U.S. (Vulcan Society) v. City of New York*, 683 F. Supp. 2d 225 (F.D.N.Y 2009).

job groups which persisted in the 4th quarter of 2015 (the latest quarter available as of the date of this report). **Corrective action is required.**

Corrective Action 3: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

➤ The 4th quarter of fiscal year, 2015 CEEDs Report - *Work Force Compared with Internal and External Pools* (latest quarter available) indicates underutilization of protected classes in eleven job groups (*Administrators, Managers, Management Specialists, Health Professionals, Technicians, Clerical Supervisors, Clerical, Health Services, Craft, Laborers, and Para Professionals*) which may include discretionary titles (see Appendix 2 attached). **Corrective action is required.**

Corrective Action 4: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

NOTE: As noted in Section III. 6. of this report, the U.S. District Court previously found that the agency's selection procedure for the civil service title Firefighter resulted in disparate impact of minority candidates. The agency's Recruitment Report outlined several tactics to address this issue, one of which was the *Cadet/ Exploring Program* which was focused on the recruitment of females. The *Cadet/ Exploring Program* was focused on "*building alliances with organizations that offer special programs for girls to*

teach them nontraditional skills and show nontraditional career options” [Non Traditional Employment for Women; New York Urban League, United Women Firefighters]. (*Report pg. 44*)

- The agency did not demonstrate that it assessed the impact or effectiveness of the measures described in the Recruitment Report. In addition, the 4th Quarter 2015 CEEDs Report - *Work Force Compared with Internal and External Pools* (latest quarter available), indicates underutilization of Blacks, Hispanics, Asians, and/or females in eleven job groups which may include civil service (list) titles (**see Appendix 2 attached**). **Corrective action is required.**

Corrective Action 5: If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruitment and hiring processes are trained to use EEO-related interviewing and selection techniques to identify and select the most capable candidates (i.e. structured interview training or guide).
- ✓ The agency provided a copy of its *Effective Interviewing Skills Training Guide FDNY, 2008* and *FDNY Interview Notes* form. The *Effective Interviewing Skills Training* guide covered topics such as: perception and communication, establishing a format, active listening, difficult interview situations, final selection considerations, and recording relevant information. The agency’s procedures required Human Resources personnel to ensure that all interviews were consistent with the principles of structured interviewing by reviewing procedures with the hiring bureau prior to initiating the interview process. Interview questions were predetermined for each position. The agency submitted a sample of common interview questions.
10. Promote employees’ awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.
- ✓ The agency reported that job vacancies were advertised via the agency’s intranet site and bi-weekly *Employee Bulletins*, and posted at work locations. Employees were given a timeframe by which to respond via the *Employee Self-Service*⁴. For non-civil service EMS promotions/ transfers, applicant packages were sent directly to the Human Resources

⁴ Employee Self-Service is an online tool that provides employees access to personal, pay, tax, and benefits information.

department and/or relevant bureaus. Uniformed discretionary vacancies were distributed via *Department Order*, posted to the agency's intranet site, or posted on work location bulletin boards, with directions enclosed.

11. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ The agency advertised several vacant positions during the period in review including; *Procurement Analyst II, Executive Agency Counsel M-1, Principal Administrative Associate II, Community Associate and Computer Specialist (Software) III*. All internal job vacancy notices included the EEO tagline "*The Fire Department is an Equal Opportunity Employer*".

In addition, the agency also advertised several positions in newspapers and online (e.g. Health Care Compliance Officer via the *Health Care Compliance Association* website; Deputy Commissioner/ Chief Compliance Officer via the *CityLimits* newspaper; Deputy Commissioner/ Chief Diversity and Inclusion Officer via the *New York Times* (print and digital), the *New York Law Journal* newspaper, and the *Cornell University*, and *Monster.com* websites; Information Technology Manager via *Monster.com*; and Administration Quality Assurance Specialist via the *New York Daily News* (print). Each advertisement included the EEO tagline "*The Fire Department of New York City is an Equal Opportunity Employer.*"

12. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

- ✓ The agency utilized the citywide Recruitment Management System- *eHire* to track the disposition of applicants and candidates from recruitment to hire. *eHire* captured *applicants'/candidates' names, identification number, interview date, interviewers' names, recruitment and referral sources* and produces an *Applicant/ Interview Log* report. *eHire* also allowed applicants the option to self-identify ethnicity, gender, disability and/or veteran status. The agency confirmed use of this program via the submission of "*Manage Applicants*" forms for opening numbers 178948 (*Procurement Analyst*), 179364 (*Principal Administrative Associate*), and 178526 (*Community Associate*).

IV. CAREER COUNSELING:2

Determination: The agency is in partial compliance with the standards for this subject area.

13. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ The agency's Career Counselor was introduced to employees during lunch-time seminars in August 2014 and January 2015.
- The agency reported that the Career Counselor position became vacant in May 2015.

Corrective Action 6: Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

NOTE: The agency is currently in the process of filling the Career Counselor position. A hiring pool was scheduled for November 9, 2015. The agency should notify the EEPD when it designates a new Career Counselor.

14. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities.
- ✓ In August 2014 and January 2015 the agency's Human Resources Bureau conducted lunch-time seminars for civilian employees regarding civil service and the civil service exam processes. The principal EEO Professional ensured that all new employees were advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures. Cross-training, cross-divisional assignments, job transfers, and rotation programs were the responsibility of individual bureaus. The agency reported that the principal Human Resources Professional along with the EEO professional, Disabilities Rights Coordinator and Legal Department reviewed positions with respective bureaus to assess the positions' viability for 55-a status. In addition, the agency's Human Resources Department develops and conducts training programs independently and with other non-FDNY entities. It also works with outside organizations to conduct annual Benefit Fairs as well as provides lunch-time seminars (i.e. civil service process, etc.).

**V. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:**

Determination: The agency is in compliance with the standards for this subject area.

15. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
- ✓ The agency reported it was immediately prepared to provide large print copies of information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures. The agency affirmed its commitment to provide information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures in other appropriate formats upon request.
16. Document reasonable accommodation requests and their outcomes.
- ✓ The agency used the following forms to document requests for accommodations: *Request for Reasonable Accommodation for Religious Observances, Practices or Beliefs; Sabbath/ Religious Holiday Observance; Request for a Reasonable Accommodation for Disability; Reasonable Accommodation Referral, Appeal of Reasonable Accommodation Determination; and Request Form for Reasonable Accommodation for Victims of Domestic Violence, Sex Offense OR Stalking*. The agency's reasonable accommodation policy stated: "The fire department will protect the confidentiality of reasonable accommodation requests and related employee information and medical documentation. Such records and information will be maintained by the EEO Office separate from other personnel files..." The agency's Disability Rights Coordinator (DRC) received all requests for accommodations. The principal EEO Professional reviewed and approved recommendations by the DRC.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:
Determination: The agency is in partial compliance with the standards for this subject area.

17. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, federal and state EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ On October 9, 2014, the agency announced the appointment of its Chief Diversity and Inclusion Officer/ Deputy Commissioner via Employee Bulletin. Prior to appointment, the Chief Diversity and Inclusion Officer received advanced training and certifications from

the National Employment Law Institute, *Stop Hate* (bias incident training); and chaired the Southern Connecticut State University president's Commission on Campus Climate and Inclusion, with particular attention to programs and policies designed to increase inclusion and participation of traditionally underrepresented groups. She also investigated and responded to complaints of sexual discrimination, misconduct or harassment and has extensive experience in EEO and workforce development in both the public and private sectors.

18. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

- ✓ The agency's *EEO Unit* consisted of nine employees including five attorneys: four of whom received EEO complaints and conducted investigations; one Disabilities Rights Coordinator; and four Clerical/ Administrative support staff. The agency reported that the attorneys who received EEO complaints and conducted investigations have completed *Diversity and Equal Employment Opportunity Basic Training*.

19. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

- ✓ During the period in review, the Assistant Commissioner of EEO reported to the Commissioner of EEO who is a direct report to the Fire Commissioner. The agency's organization chart reflected this reporting relationship.

In October 2014, the agency appointed a Chief Diversity and Inclusion Officer/ Deputy Commissioner to oversee the EEO, Compliance and Recruitment & Diversity Units. The Chief Diversity and Inclusion Officer/Deputy Commissioner reported directly to the Fire Commissioner, this reporting relationship was reflected in the agency's organization chart.

20. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

- ✓ The agency reported that management of the EEO Office met on various occasions in small forums with Fire Chiefs and representatives of the *Uniformed Fire Officers Association* (UFOA) to discuss ways in which to prevent EEO complaints; and the Assistant Commissioner of EEO met bi-weekly with senior management personnel to apprise them of EEO concerns and new initiatives (*Quarterly Report on EEO Activity- 2nd Quarter, 2015*).

- The agency did not maintain documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the

principal EEO Professional regarding decisions made that impacted the administration and operation of the EEO program. Corrective action is required.

Corrective Action 7: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:

Determination: The agency is in partial compliance with the standards for this subject area.

21. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

- ✓ The agency established an annual non-managerial performance evaluation program. The agency's Bureau of Human Resources held three one-hour *Performance Evaluation Training* sessions per month in December 2014 and January 2015 for managerial and supervisory staff responsible for evaluating or reviewing performance evaluations. The purpose of the training was to enable managers and supervisors to "*hone their skills in conducting evaluations*". In January 2014, the Assistant Commissioner of Human Resources distributed a memorandum to remind staff of the January 31 due date for non-managerial civilian performance evaluations. The memorandum reiterated the significance of conducting annual performance evaluations by stating, "*performance evaluations should be used as a tool to communicate constructively with employees. It is a vehicle, through on-going interaction, to commend employees for performance during the past year, identify obstacles that may impede performance and promote individual growth and development*".

- The agency did not establish an annual managerial performance evaluation program. Corrective action is required.

NOTE: Subsequent to the period in review, in 2015, the agency reported that it "*is participating with the Department of Citywide Administrative Service in the development of a managerial evaluation program*".

Corrective Action 8: Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

22. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions

based on merit and equal consideration, or treat others in an equitable and impartial manner).

- The agency did not rate managers on their implementation of the agency's EEO-related policies and/or performing EEO-related responsibilities. **Corrective action is required.**

Corrective Action 9: Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

VIII. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the standards for this subject area.

23. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ During the period in review the agency submitted its Annual Plans of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement those plans.

After implementation of the EEPC's corrective actions, if any:

24. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Final Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

The agency has **9** required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14



(Optional Conference) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(No Response Option) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "Ilacia N. Zuell", written over a horizontal line.

Ilacia N. Zuell, EEO Program Analyst

Approved by,

A handwritten signature in black ink, appearing to read "Charise L. Terry", written over a horizontal line.
Charise L. Terry, PHR
Executive Director

att

c: Don H. Nguyen, Deputy Director of EEO
Donay Queenan, principal Human Resources Professional

Appendix - 1

EEO Job Group Descriptions

**DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES**

001 Administrators: Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 Managers: Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 Management Specialists: Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 Science Professionals: Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 Health Professionals: Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 Social Scientists: Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 Social Workers: Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 Lawyers: Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.

009 Public Relations: Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: health technicians (clinical laboratory, dental hygienists, health records, radiologic

and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.

011 Sales: Not applicable.

012 Clerical Supervisors: Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 Clerical: Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 Household Services: Not applicable.

015 Police Supervisors: Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 Fire Supervisors: Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 Firefighters: Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes: firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 Police and Detectives: Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 Guards: Occupations in which employees are entrusted with public safety and security. This category includes: school crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 Food Preparation: Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes: cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 Health Services: Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.

022 Building Services: Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

023 Personal Services: Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

024 Farming: Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 Craft: Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 Operators: Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027 Transportation: Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 Laborers: Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 Sanitation Workers: Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: sanitation workers, debris removers and kindred workers.

030 Teachers: Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 Paraprofessionals: Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix - 2

Workforce Compared with Internal and External Pools
2nd and 4th Quarters of Fiscal Year 2015

RUN DATE: 01/05/15
RUN TIME: 8:19:56
FY2015-Q2

AGENCY:
EEO VARIABLE:

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 37
PROGRAM: EBP961
EXTRACT DATE: 12/31/14

057 FIRE DEPARTMENT
ETH ETHNICITY
PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE		BLACK		HISPANIC		ASIAN /		NATIVE A		ETH UNKN	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	6	5	3	2	0	1	0	0	1	U	0	0
002 MANAGERS	131	81	67	22	25	15	17	10	10	1	13	2	0
003 MNGMNT SPECS	245	136	100	52	72	27	32	28	1	1	32	2	5
004 SCIENCE PROFS	113	53	152	16	20	7	12	37	0	0	26	1	5
005 HEALTH PROFS	82	60	30	6	30	3	8	11	0	0	11	0	4
007 SOCIAL WORKERS	7	6	1	1	4	0	1	0	0	0	0	2	1
008 LAWYERS	19	8	11	1	2	2	2	2	0	0	0	0	0
009 PUBLIC REL	5	2	3	1	1	1	1	1	0	0	1	0	0
010 TECHNICIANS	3589	1536	1261	843	1182	997	690	193	1	0	361	0	0
012 CLERICAL SUPS	115	38	26	49	65	21	16	7	10	14	6	6	0
013 CLERICAL	312	142	58	96	167	59	47	11	0	0	22	0	65
016 FIRE SUPS	2708	2541	2604	53	36	101	52	19	4	4	4	0	3
017 FIREFIGHTER	7995	6362	6785	601	429	857	604	148	3	23	121	1	15
021 HEALTH SERVICES	9	2	2	2	4	4	2	1	148	23	4	4	8
025 CRAFT	337	239	125	41	108	38	45	18	0	0	23	0	43
026 OPERATORS	2	2	1	0	0	0	0	0	1	1	1	0	0
027 TRANSPORTATION	24	6	5	11	12	5	4	2	0	0	0	0	33
028 LABORERS	16	9	4	6	5	1	4	0	0	0	1	0	0
030 TEACHERS	1	1	0	0	0	0	0	0	0	0	0	0	1
031 PARA PROFESSION	46	16	15	15	12	10	11	5	0	0	4	0	1

RUN DATE: 01/05/15
 RUN TIME: 8:19:56
 FY2015 Q2

AGENCY: 057 FIRE DEPARTMENT
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 38
 PROGRAM: EBP961
 EXTRACT DATE: 12/31/14

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE OBSRV EXPCT I	FEMALE OBSRV EXPCT I	GENR OBSRV EXPCT I	GENR EXPCT I
001 ADMINISTRATORS	9	8	1	3	0
002 MANAGERS	131	92	39	55	0
003 MNGMT SPECS	245	111	134	99	3
004 SCIENCE PROFNS	113	79	34	35	3
005 HEALTH PROFNS	82	44	38	62	2
007 SOCIAL WORKERS	7	7	0	5	0
008 LAWYERS	19	7	12	9	0
009 PUBLIC REL	5	3	2	2	0
010 TECHNICIANS	3589	2652	937	1314	35
012 CLERICAL SUPS	115	22	93	89	2
013 CLERICAL	312	169	143	211	11
016 FIRE SUPS	2708	2700	8	6	36
017 FIREFIGHTER	7995	7942	53	60	0
021 HEALTH SERVICES	9	8	1	7	0
025 CRAFT	337	334	3	33	29
026 OPERATORS	2	2	0	0	0
027 TRANSPORTATION	24	19	5	3	0
028 LABORERS	16	16	0	4	2
030 TEACHERS	1	1	0	1	1
031 PARA PROFESSION	46	14	32	27	0

RUN DATE: 07/02/15
RUN TIME: 14:25:28
PY2015-Q4

AGENCY: 057 FIRE DEPARTMENT
EEO VARIABLE: ETH ETHNICITY

NEW YORK CITY DEPARTMENT OF PERSONNEL
C E D S Y S T E M
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 37
PROGRAM: EBP961
EXTRACT DATE: 06/30/15

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	WHITE EXPT I	BLACK OBSRV	BLACK EXPT I	HISPANIC OBSRV	HISPANIC EXPT I	ASIAN OBSRV	ASIAN EXPT I	NATIVE A OBSRV	NATIVE A EXPT I	ETH UNKN OBSRV	ETH UNKN EXPT I
001 ADMINISTRATORS	9												
002 MANAGERS	129	6	5	3	2	0	1	0	1	0	0	0	0
003 MNGMNT SPECS	255	79	66	22	24	15	17	12	13	1	0	0	0
004 SCIENCE PROFNS	109	142	104	52	75	29	33	30	33	1	1	1	5
005 HEALTH PROFNS	80	47	50	16	19	9	11	37	25	0	0	0	3
007 SOCIAL WORKERS	8	58	30	6	29	3	8	11	11	0	0	2	1
008 LAWYERS	14	7	1	1	5	0	1	0	0	0	0	0	0
009 PUBLIC REL	5	6	3	1	2	2	1	1	1	0	0	0	0
010 TECHNICIANS	3801	2	8	876	1252	1	1	206	382	0	0	0	0
012 CLERICAL SUPS	110	1666	1336	49	62	1034	731	7	6	14	10	5	69
013 CLERICAL	321	35	25	5	6	19	15	11	23	0	0	0	3
016 FIRE SUPS	2635	150	60	95	172	61	48	4	4	4	1	0	15
017 FIREFIGHTER	8072	2471	2534	52	35	100	51	8	4	3	4	1	44
021 HEALTH SERVICES	9	6347	6850	630	433	912	610	155	122	24	15	4	8
025 CRAFT	332	2	2	2	4	4	44	1	1	0	0	0	0
026 OPERATORS	2	235	123	39	107	37	44	19	23	1	1	1	33
027 TRANSPORTATION	23	2	4	0	0	0	0	0	0	0	0	0	0
028 LABORERS	18	6	5	11	11	4	4	0	0	0	0	0	2
030 TEACHERS	1	10	0	6	5	2	4	0	1	0	0	0	1
031 PARA PROFESSION	56	15	18	22	15	10	14	7	5	0	0	0	2

RUN DATE: 07/02/15
 RUN TIME: 14:25:28
 FY2015 Q4

AGENCY:
 EEO VARIABLE:

057 FIRE DEPARTMENT
 GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 38
 PROGRAM: EBP961
 EXTRACT DATE: 06/30/15

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE OBSRV	EXPCT I	FEMALE OBSRV	EXPCT I	GENR U OBSRV	EXPCT I
001 ADMINISTRATORS	9	8	5	1	3	0	0
002 MANAGERS	129	90	69	39	54	0	0
003 MNGMNT SPECS	255	117	146	138	103	0	3
004 SCIENCE PROFNS	109	75	72	34	34	0	2
005 HEALTH PROFNS	80	42	18	38	61	0	0
007 SOCIAL WORKERS	8	7	3	1	5	0	0
008 LAWYERS	14	4	6	10	7	0	0
009 PUBLIC REL	5	3	3	2	2	0	0
010 TECHNICIANS	3801	2839	2349	962	1392	0	37
012 CLERICAL SUPS	110	22	23	88	85	0	2
013 CLERICAL	321	179	91	142	218	0	12
016 FIRE SUPS	2635	2628	2629	7	6	0	0
017 FIREFIGHTER	8072	8018	7974	54	61	0	36
021 HEALTH SERVICES	9	8	2	1	7	0	0
025 CRAFT	332	329	269	3	33	0	28
026 OPERATORS	2	2	1	0	0	0	0
027 TRANSPORTATION	23	19	17	4	3	0	0
028 LABORERS	18	18	12	0	4	0	2
030 TEACHERS	1	1	0	0	1	0	1
031 PARA PROFESSION	56	17	21	39	33	0	0

Appendix - 3

Workforce Composition Summary
2nd Quarter of Fiscal Year 2015

RUN DATE: 01/05/15
RUN TIME: 08:22:33.7

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
AGENCY 057 FIRE DEPARTMENT

PAGE: 67
REPORT: EBER210

QUARTER 2 YEAR 2015

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
12935 DEPUTY COMMISSIONER	3	1	0	0	0	0	0	0	5
12991 COMMISSIONER	1	0	0	0	0	0	0	0	1
13003 FIRST DEPUTY COMMISSIONER	1	1	0	0	0	0	0	0	2
30161 COUNSEL (FIRE DEPARTMENT)	1	0	0	0	0	0	0	0	1
70388 CHIEF OF DEPARTMENT (FDNY)	1	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:	66.67	22.22	0.00	0.00	0.00	11.11	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 002 MANAGERS

TITLE CODE DESCRIPTION	MALE				FEMALE				TOTAL EMP
	WHITE	BLACK	HISP	UN- KNOWN	WHITE	BLACK	HISP	UN- KNOWN	
06699 ADMINISTRATOR OF MEDICAL A	0	0	1	0	0	0	0	0	1
10003 ADMINISTRATIVE GRAPHIC ART	0	0	0	0	0	0	0	0	0
10004 ADMINISTRATIVE ARCHITECT	0	0	0	0	0	0	0	0	0
10010 ADMINISTRATIVE MANAGEMENT	0	0	0	0	0	0	0	0	0
10015 ADMINISTRATIVE ENGINEER	1	1	0	0	0	0	0	0	2
10020 ADMINISTRATIVE COMMUNITY R	0	0	0	0	0	0	0	0	0
10022 ADMINISTRATIVE INVESTIGATO	3	0	0	0	0	0	0	0	3
10024 ADMINISTRATIVE COMMUNITY R	0	0	0	0	0	0	0	0	0
10026 ADMINISTRATIVE FIRE PROTEC	3	2	0	0	0	0	0	0	5
10033 ADMINISTRATIVE STAFF ANALY	4	0	0	0	0	0	0	0	4
10035 ADMINISTRATIVE PUBLIC INFO	1	0	0	0	0	0	0	0	1
10038 ADMINISTRATIVE SUPERVISOR	1	0	0	0	0	0	0	0	1
10038 ADMINISTRATIVE SUPERVISOR	1	0	0	0	0	0	0	0	1
10050 COMPUTER SYSTEMS STOREKEEPER	0	0	0	0	0	0	0	0	0
10054 ADMINISTRATIVE SYSTEMS MANAGER	4	2	0	0	0	0	0	0	6
10064 ADMINISTRATIVE BLASTING IN	1	0	0	0	0	0	0	0	1
10077 ADMINISTRATIVE TESTS AND M	1	0	0	0	0	0	0	0	1
10096 ADMINISTRATIVE INSPECTOR (0	0	0	0	0	0	0	0	0
12929 ASSISTANT COMMISSIONER SE	1	0	0	0	0	0	0	0	1
13385 EXECUTIVE PROGRAM SPECIALI	1	0	0	0	0	0	0	0	1
34202 CONSTRUCTION PROJECT MANAG	0	1	0	0	0	0	0	0	1
5304B AGENCY DEPUTY MEDICAL DIRE	0	1	0	0	0	0	0	0	1
5305E SUPERVISING EMERGENCY SERV	4	0	0	0	0	0	0	0	4
5305F SUPERVISING EMERGENCY MEDI	18	3	3	0	7	0	0	0	24
5305G FIRE MEDICAL OFCR DTL'D TO	2	0	0	0	0	0	0	0	2
7106B DIRECTOR OF DISPATCH OPERA	1	0	0	0	0	0	0	0	1
7106C DEPUTY DIRECTOR OF DISPATCH	1	0	0	0	0	0	0	0	1
82950 AGENCY CHIEF CONTRACTING O	1	0	0	0	0	0	0	0	1
82976 ADMINISTRATIVE PROCUREMENT	1	0	0	0	0	0	0	0	1
82984 TELECOMMUNICATIONS MANAGER	1	0	0	0	0	0	0	0	1
82986 ADMINISTRATIVE RETIREMENT	0	0	1	0	0	0	0	0	1

RUN DATE: 01/05/15
RUN TIME: 08:22:33.7

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2015 AGENCY 057 FIRE DEPARTMENT

PAGE: 70
REPORT: EBEPR210

30087 AGENCY ATTORNEY 3 3 0 1 0 0 5 4 2 1 0 0 0 19
EEO JOB GROUP TOTAL.....: 15.79 15.79 0.00 5.26 0.00 0.00 26.32 21.05 10.53 5.26 1 0.00 0.00 19 100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	DESCRIPTION	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP
60621	PROGRAM PRODUCER	1	0	0	0	0	0	0	0	0	0	0	0	0	3
60816	ASSOCIATE PUBLIC INFORMATI	0	0	0	0	0	0	0	0	0	0	0	0	0	1
90635	SENIOR PHOTOGRAPHER	0	0	1	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1	1	1	0	0	0	1	0	0	1	0	0	0	5

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	DESCRIPTION	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP
13615	COMPUTER SERVICE TECHNICIA	0	1	0	1	0	0	0	0	0	0	0	0	0	2
13616	SUPERVISING COMPUTER SERVI	1	0	0	0	0	0	0	0	0	0	0	0	0	1
20113	ENGINEERING TECHNICIAN	1	0	0	0	0	0	0	0	0	0	0	0	0	1
21562	BIO MEDICAL EQUIPMENT TECH	4	3	1	0	0	1	0	5	3	0	0	0	0	17
31105	INVESTIGATOR	0	1	0	0	0	0	0	0	0	0	0	0	0	1
31121	ASSOCIATE INVESTIGATOR	0	0	0	0	0	0	0	1	0	0	0	0	0	1
31305	INDUSTRIAL HYGIENIST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40493	ASSOCIATE RETIREMENT BENEF	0	1	0	0	0	0	0	0	0	0	0	0	0	1
50811	MEDICAL RECORD LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
53053	EMERGENCY MEDICAL SPECIALI	715	371	458	79	10	0	157	204	212	18	1	1	0	228
53054	EMERGENCY MEDICAL SPECIALI	288	136	165	57	1	1	75	62	63	22	0	1	0	871
53055	SUPERVISING EMERGENCY MEDI	229	37	72	14	1	0	63	21	21	0	1	0	0	459
71105	FINGERPRINT TECHNICIAN TRA	0	0	0	0	0	0	0	0	1	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1238	550	697	151	12	4	298	293	300	42	2	2	0	3589

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	DESCRIPTION	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISP	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER	TOTAL EMP
10124	PRINCIPAL ADMINISTRATIVE A	8	7	5	2	0	0	30	42	16	5	0	0	0	115
EEO JOB GROUP TOTAL.....:		6.95	6.09	4.35	1.74	0.00	0.00	26.09	36.52	13.91	4.35	0.00	0.00	0.00	115



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

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BY MAIL AND EMAIL

November 25, 2015

Daniel A. Nigro
Commissioner
NYC Fire Department
9 MetroTech Place, Rm. 4E-3
Brooklyn, NY 11201-3857

RE: Audit Resolution #: **2015/057**: Final Determination Pursuant to the Review, Evaluation and Monitoring of the Fire Department's Employment Practices and Procedures from January 1, 2012 to December 31, 2014

Dear Commissioner Nigro:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit.

As the EEPC did not receive the Fire Department's response to our November 10, 2015 Preliminary Determination within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the attached Determination is now Final.

As indicated in our Preliminary Determination, this Commission has adopted uniform standards¹ to assess agencies' employment practices and programs for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. The attached Determination contains the Commission's findings and required corrective actions pertaining to the referenced review, evaluation and monitoring of your agency's employment practices and procedures.

Chapter 36, Section 832.c of the New York City Charter requires that:
1) the EEPC assign a 6-month compliance period to monitor your agency's efforts to eliminate remaining required corrective actions;

¹ Founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a; Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7) and the equal employment opportunity requirements of the New York City Charter.



and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

The assigned compliance-monitoring period is: December 2015 to May 2016.

If corrective actions remain: Your agency's response should indicate (with attached documentation) what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Thereafter, your agency will be monitored monthly until all corrective actions have been implemented. Compliance-monitoring instructions will be provided. Upon your agency's completion of the final corrective action, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. Once received, a *Determination of Compliance* will be issued.

If no corrective actions remain: Your agency is exempt from the aforementioned monitoring period. However, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. This will be considered your agency's final action. Upon receipt of the memo, a *Determination of Compliance* will be issued.

If there are further questions regarding this Final Determination or the compliance-monitoring process, please have the Principal EEO Professional call Marie Giraud, Esq., Agency Attorney/Director of Compliance Monitoring at 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charise L. Terry".

Charise L. Terry, PHR
Executive Director



FINAL DETERMINATION
11/25/2015

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

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November 10, 2015

Daniel A. Nigro
Commissioner
NYC Fire Department
9 MetroTech Place, Rm. 4E-3
Brooklyn, NY 11201-3857

Re: Audit: Preliminary Determination: Review, Evaluation and Monitoring of the NYC Fire Department Employment Practices and Procedures from January 1, 2012 to December 31, 2014.

Dear Commissioner Nigro:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's employment practices and procedures for the period covering January 1, 2012 to December 31, 2014.

The New York City Charter, Chapter 36, Section 831(d)(5), empowers this Commission to audit and evaluate city agencies' employment practices, programs, policies and procedures, and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment with city agencies. Section 831(d)(2) provides that this Commission may, pursuant to an audit, make a preliminary determination that any plan, program or procedure utilized by any city agency does not provide equal employment opportunity and recommend all necessary and appropriate procedures, approaches, measures, standards and programs to be utilized by agencies in these efforts.

The NYC Fire Department, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government

where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury...”

The purpose of this audit and analysis is to evaluate the agency’s employment practices and procedures. This Commission has adopted *Uniform Standards for EEPD Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies’ EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code, §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters. This Commission does not issue findings of discrimination pursuant to the New York City Human Rights Law.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual EEO Plans.

Scope and Methodology

This Commission’s audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency’s *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System* (CEEDS).

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency’s workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPD requests that the agency submit similar statistics and analyses.) EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency’s employment practices. Where underutilization is revealed within an

¹ Corresponding audit/analysis standards are numbered throughout the document.

agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the Principal Human Resources Professional are given a two-week deadline to complete their individual questionnaires and return any items requested. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

Description of the Agency

The New York City Fire Department is the emergency response agency, providing fire protection, search and rescue, pre-hospital care and other critical public safety services to residents and visitors in the five boroughs.

The NYC Fire Department employed 15,765 employees at the end of the audit period. (See Appendix 3 the workforce composition).

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the standards for this subject area.

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ The Fire Commissioner issued an EEO Policy statement on July 24, 2014 which was published in both hard and electronic formats. The *Equal Employment Opportunity (EEO) Anti- Discrimination/ Harassment Policy Statement* declared the agency's commitment toward "compliance with federal, state and city laws and FDNY rules and regulations that prohibit employment discrimination, harassment and retaliation." The statement also advised employees of the phone number, email address and location of the agency's EEO Office and informed employees that they could obtain a list of EEO Liaisons and their contact information from the EEO office.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.
- ✓ The agency's EEO Office established a booklet of policies which were posted on its intranet site. The booklet combined policies on the following topics: *EEO Anti-Discrimination/ Harassment, Sexual Harassment, Anti-Retaliation, Social Media, Hazing, Workplace Violence Prevention*. The booklet also included an EEO complaint form, an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO office, as well as federal, state and local agencies that enforce laws against discrimination. The agency's EEO policy is part of the employee handbook - *Civilian Resource Manual*; and was distributed to new employees as part of the new hire package.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standards for this subject area.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
- ✓ The agency established and implemented an EEO training plan which ensured that employees, including managers and supervisors, received training on unlawful discriminatory practices under local, state and federal EEO laws. The requirement for EEO training was included in the agency's EEO policy which stated in part that "*the FDNY EEO efforts are strengthened by educating employees about EEO Laws. The EEO Office shall (1) Conduct new employee orientation programs that include a discussion of the FDNY EEO policy..., (2) Conduct ongoing and periodic EEO training for all personnel, supervisory and non-supervisory alike..., (3) Conduct specialized training upon request to units within the FDNY, (4) Select, train and update all EEO Professionals and (5) Maintain all EEO training documentation, lesson plans, evaluations, and training.*" EEO training was conducted on site by the agency's eighteen part-time trainers.

Between July 2013 and June 2014 the agency held 630 live EEO, and Diversity and Inclusion Basic Training sessions which were attended by 13,795 employees (87% of

the total workforce), including 1,243 managers and 19 *Work Experience Program* employees, temporary workers or outside consultants. Topics included *EEO, Diversity and Inclusion, Disability, Recruitment (Training I and II), How to be a Mentor & Recruiter (levels I and II), and Everybody Matters.*

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

Determination: The agency is in partial compliance with the standards for this subject area.

4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
- ✓ In response to the EEPIC's request for documentation of the agency's assessment of methods and criteria used to recruit, the agency submitted a copy of its report entitled "City of New York's Recruitment Report Pursuant to Modified Remedial Order Paragraph 26"² (*hereinafter referred to as "the Recruitment Report"*). The Recruitment Report submitted to the Court on July 15, 2013, identified and evaluated the effectiveness of the FDNY's Office of Recruitment and Diversity's (ORD) recruitment activities for recruiting Black and Hispanic firefighter candidates, identified best practices for recruitment of Black and Hispanic employees and firefighters, recommended tactics for improving effectiveness and efficiency of recruiting Black and Hispanic firefighters, and recommended long-term and short-term changes to ORD's recruitment strategies.
 - The agency did not demonstrate that it assessed its recruitment efforts beyond the scope of the Recruitment Report which primarily focused on the recruitment of Black and Hispanic Firefighters; nor did the agency demonstrate that since 2013, it assessed its recruitment efforts to determine whether such efforts adversely impact any particular group. **Corrective action is required.**

Corrective Action 1: Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

²Report to the United States District Court, Eastern District of New York, pursuant to Modified Remedial Order entered in *United States and Vulcan Society v. City of New York*, 07-CV-2067 (July 15, 2013).

5. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
- ✓ The principal EEO Professional reviewed employment practices, policies and programs on an as needed basis and at the behest of a court monitor. The Human Resources Department also reported that it produced statistical workforce reports (by race/ethnicity and gender) and participated in discussions and development of practices to eliminate barriers to employment and promotional opportunities.
- The agency did not provide documentation that the principal EEO Professional, HR Professional, and General Counsel, reviewed the agency's number of EEO complaints annually to identify barriers or deficiencies.

Corrective Action 2: Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

6. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

Prior to the period in review, the U.S. District Court found that the agency's selection procedures for the Firefighter title resulted in disparate impact upon minority candidates³. Firefighter Examination No. 2000 was created to address the disparate impact, it was administered in 2012 and the agency began hiring entry-level firefighters from the Exam 2000 eligible list in July 2013.

- Subsequently, the agency did not assess the manner in which candidates (for other titles) were selected for employment, to determine whether there was any adverse impact upon any particular racial, ethnic, disability, or gender group. In addition, the 2nd Quarter 2015 *CEEDS Report- Work Force Compared with Internal and External Pools* (see **Appendix 2 attached**) indicates underutilization of protected classes in ten

³In July 2009, the court held that the written examinations that the FDNY used to screen and rank applicants between 1999 and 2007 had discriminatory effects on minority applicants and failed to test for relevant job skills. The issue was not whether the city recruited enough black applicants but whether the screening and ranking procedures that the city applied to those applicants were racially discriminatory. The court held that the City did not meet its burden to undermine the Vulcan Society's statistical evidence of adverse impact. This liability issue was disposed of by Summary Judgment. *U.S. (Vulcan Society) v. City of New York*, 683 F. Supp. 2d 225 (F.D.N.Y 2009).

job groups which persisted in the 4th quarter of 2015 (the latest quarter available as of the date of this report). **Corrective action is required.**

Corrective Action 3: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

➤ The 4th quarter of fiscal year, 2015 CEEDs Report - *Work Force Compared with Internal and External Pools* (latest quarter available) indicates underutilization of protected classes in eleven job groups (*Administrators, Managers, Management Specialists, Health Professionals, Technicians, Clerical Supervisors, Clerical, Health Services, Craft, Laborers, and Para Professionals*) which may include discretionary titles (see Appendix 2 attached). **Corrective action is required.**

Corrective Action 4: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

NOTE: As noted in Section III. 6. of this report, the U.S. District Court previously found that the agency's selection procedure for the civil service title Firefighter resulted in disparate impact of minority candidates. The agency's Recruitment Report outlined several tactics to address this issue, one of which was the *Cadet/ Exploring Program* which was focused on the recruitment of females. The *Cadet/ Exploring Program* was focused on "*building alliances with organizations that offer special programs for girls to*

teach them nontraditional skills and show nontraditional career options” [Non Traditional Employment for Women; New York Urban League, United Women Firefighters]. (*Report pg. 44*)

- The agency did not demonstrate that it assessed the impact or effectiveness of the measures described in the Recruitment Report. In addition, the 4th Quarter 2015 CEEDs Report - *Work Force Compared with Internal and External Pools* (latest quarter available), indicates underutilization of Blacks, Hispanics, Asians, and/or females in eleven job groups which may include civil service (list) titles (**see Appendix 2 attached**). **Corrective action is required.**

Corrective Action 5: If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruitment and hiring processes are trained to use EEO-related interviewing and selection techniques to identify and select the most capable candidates (i.e. structured interview training or guide).
- ✓ The agency provided a copy of its *Effective Interviewing Skills Training Guide FDNY, 2008* and *FDNY Interview Notes* form. The *Effective Interviewing Skills Training* guide covered topics such as: perception and communication, establishing a format, active listening, difficult interview situations, final selection considerations, and recording relevant information. The agency's procedures required Human Resources personnel to ensure that all interviews were consistent with the principles of structured interviewing by reviewing procedures with the hiring bureau prior to initiating the interview process. Interview questions were predetermined for each position. The agency submitted a sample of common interview questions.
10. Promote employees' awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.
- ✓ The agency reported that job vacancies were advertised via the agency's intranet site and bi-weekly *Employee Bulletins*, and posted at work locations. Employees were given a timeframe by which to respond via the *Employee Self-Service*⁴. For non-civil service EMS promotions/ transfers, applicant packages were sent directly to the Human Resources

⁴ Employee Self-Service is an online tool that provides employees access to personal, pay, tax, and benefits information.

department and/or relevant bureaus. Uniformed discretionary vacancies were distributed via *Department Order*, posted to the agency's intranet site, or posted on work location bulletin boards, with directions enclosed.

11. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ The agency advertised several vacant positions during the period in review including; *Procurement Analyst II, Executive Agency Counsel M-1, Principal Administrative Associate II, Community Associate and Computer Specialist (Software) III*. All internal job vacancy notices included the EEO tagline "*The Fire Department is an Equal Opportunity Employer*".

In addition, the agency also advertised several positions in newspapers and online (e.g. Health Care Compliance Officer via the *Health Care Compliance Association* website; Deputy Commissioner/ Chief Compliance Officer via the *CityLimits* newspaper; Deputy Commissioner/ Chief Diversity and Inclusion Officer via the *New York Times* (print and digital), the *New York Law Journal* newspaper, and the *Cornell University*, and *Monster.com* websites; Information Technology Manager via *Monster.com*; and Administration Quality Assurance Specialist via the *New York Daily News* (print). Each advertisement included the EEO tagline "*The Fire Department of New York City is an Equal Opportunity Employer*."

12. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

- ✓ The agency utilized the citywide Recruitment Management System- *eHire* to track the disposition of applicants and candidates from recruitment to hire. *eHire* captured *applicants'/candidates' names, identification number, interview date, interviewers' names, recruitment and referral sources* and produces an *Applicant/ Interview Log* report. *eHire* also allowed applicants the option to self-identify ethnicity, gender, disability and/or veteran status. The agency confirmed use of this program via the submission of "*Manage Applicants*" forms for opening numbers 178948 (*Procurement Analyst*), 179364 (*Principal Administrative Associate*), and 178526 (*Community Associate*).

IV. CAREER COUNSELING:2

Determination: The agency is in partial compliance with the standards for this subject area.

13. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ The agency's Career Counselor was introduced to employees during lunch-time seminars in August 2014 and January 2015.
- The agency reported that the Career Counselor position became vacant in May 2015.

Corrective Action 6: Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

NOTE: The agency is currently in the process of filling the Career Counselor position. A hiring pool was scheduled for November 9, 2015. The agency should notify the EEPD when it designates a new Career Counselor.

14. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities.
- ✓ In August 2014 and January 2015 the agency's Human Resources Bureau conducted lunch-time seminars for civilian employees regarding civil service and the civil service exam processes. The principal EEO Professional ensured that all new employees were advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures. Cross-training, cross-divisional assignments, job transfers, and rotation programs were the responsibility of individual bureaus. The agency reported that the principal Human Resources Professional along with the EEO professional, Disabilities Rights Coordinator and Legal Department reviewed positions with respective bureaus to assess the positions' viability for 55-a status. In addition, the agency's Human Resources Department develops and conducts training programs independently and with other non-FDNY entities. It also works with outside organizations to conduct annual Benefit Fairs as well as provides lunch-time seminars (i.e. civil service process, etc.).

**V. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:**

Determination: The agency is in compliance with the standards for this subject area.

15. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
- ✓ The agency reported it was immediately prepared to provide large print copies of information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures. The agency affirmed its commitment to provide information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures in other appropriate formats upon request.
16. Document reasonable accommodation requests and their outcomes.
- ✓ The agency used the following forms to document requests for accommodations: *Request for Reasonable Accommodation for Religious Observances, Practices or Beliefs; Sabbath/ Religious Holiday Observance; Request for a Reasonable Accommodation for Disability; Reasonable Accommodation Referral, Appeal of Reasonable Accommodation Determination; and Request Form for Reasonable Accommodation for Victims of Domestic Violence, Sex Offense OR Stalking.* The agency's reasonable accommodation policy stated: *"The fire department will protect the confidentiality of reasonable accommodation requests and related employee information and medical documentation. Such records and information will be maintained by the EEO Office separate from other personnel files..."* The agency's Disability Rights Coordinator (DRC) received all requests for accommodations. The principal EEO Professional reviewed and approved recommendations by the DRC.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:
Determination: The agency is in partial compliance with the standards for this subject area.

17. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, federal and state EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ On October 9, 2014, the agency announced the appointment of its Chief Diversity and Inclusion Officer/ Deputy Commissioner via Employee Bulletin. Prior to appointment, the Chief Diversity and Inclusion Officer received advanced training and certifications from

the National Employment Law Institute, *Stop Hate* (bias incident training); and chaired the Southern Connecticut State University president's Commission on Campus Climate and Inclusion, with particular attention to programs and policies designed to increase inclusion and participation of traditionally underrepresented groups. She also investigated and responded to complaints of sexual discrimination, misconduct or harassment and has extensive experience in EEO and workforce development in both the public and private sectors.

18. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

- ✓ The agency's *EEO Unit* consisted of nine employees including five attorneys: four of whom received EEO complaints and conducted investigations; one Disabilities Rights Coordinator; and four Clerical/ Administrative support staff. The agency reported that the attorneys who received EEO complaints and conducted investigations have completed *Diversity and Equal Employment Opportunity Basic Training*.

19. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

- ✓ During the period in review, the Assistant Commissioner of EEO reported to the Commissioner of EEO who is a direct report to the Fire Commissioner. The agency's organization chart reflected this reporting relationship.

In October 2014, the agency appointed a Chief Diversity and Inclusion Officer/ Deputy Commissioner to oversee the EEO, Compliance and Recruitment & Diversity Units. The Chief Diversity and Inclusion Officer/Deputy Commissioner reported directly to the Fire Commissioner, this reporting relationship was reflected in the agency's organization chart.

20. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

- ✓ The agency reported that management of the EEO Office met on various occasions in small forums with Fire Chiefs and representatives of the *Uniformed Fire Officers Association* (UFOA) to discuss ways in which to prevent EEO complaints; and the Assistant Commissioner of EEO met bi-weekly with senior management personnel to apprise them of EEO concerns and new initiatives (*Quarterly Report on EEO Activity- 2nd Quarter, 2015*).

- The agency did not maintain documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the

principal EEO Professional regarding decisions made that impacted the administration and operation of the EEO program. Corrective action is required.

Corrective Action 7: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:

Determination: The agency is in partial compliance with the standards for this subject area.

21. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

- ✓ The agency established an annual non-managerial performance evaluation program. The agency's Bureau of Human Resources held three one-hour *Performance Evaluation Training* sessions per month in December 2014 and January 2015 for managerial and supervisory staff responsible for evaluating or reviewing performance evaluations. The purpose of the training was to enable managers and supervisors to "*hone their skills in conducting evaluations*". In January 2014, the Assistant Commissioner of Human Resources distributed a memorandum to remind staff of the January 31 due date for non-managerial civilian performance evaluations. The memorandum reiterated the significance of conducting annual performance evaluations by stating, "*performance evaluations should be used as a tool to communicate constructively with employees. It is a vehicle, through on-going interaction, to commend employees for performance during the past year, identify obstacles that may impede performance and promote individual growth and development*".

- The agency did not establish an annual managerial performance evaluation program. Corrective action is required.

NOTE: Subsequent to the period in review, in 2015, the agency reported that it "*is participating with the Department of Citywide Administrative Service in the development of a managerial evaluation program*".

Corrective Action 8: Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

22. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions

based on merit and equal consideration, or treat others in an equitable and impartial manner).

- The agency did not rate managers on their implementation of the agency's EEO-related policies and/or performing EEO-related responsibilities. **Corrective action is required.**

Corrective Action 9: Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

VIII. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the standards for this subject area.

23. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.
- ✓ During the period in review the agency submitted its Annual Plans of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement those plans.

After implementation of the EEPC's corrective actions, if any:

24. The agency head distributes a memorandum informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Final Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

The agency has 9 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14



FINAL DETERMINATION 11/25/2015

(Optional Conference) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(No Response Option) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "Ilacia N. Zuell", written over a horizontal line.

Ilacia N. Zuell, EEO Program Analyst

Approved by,

A handwritten signature in black ink, appearing to read "Charise L. Terry", written over a horizontal line.
Charise L. Terry, PHR
Executive Director

att

c: Don H. Nguyen, Deputy Director of EEO
Donay Queenan, principal Human Resources Professional

Appendix - 1

EEO Job Group Descriptions

DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES

FINAL DETERMINATION

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001 Administrators: Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 Managers: Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 Management Specialists: Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 Science Professionals: Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 Health Professionals: Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 Social Scientists: Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 Social Workers: Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 Lawyers: Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.

009 Public Relations: Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: health technicians (clinical laboratory, dental hygienists, health records, radiologic

and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.

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011 Sales: Not applicable.

012 Clerical Supervisors: Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 Clerical: Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 Household Services: Not applicable.

015 Police Supervisors: Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 Fire Supervisors: Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 Firefighters: Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes: firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 Police and Detectives: Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 Guards: Occupations in which employees are entrusted with public safety and security. This category includes: school crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 Food Preparation: Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes: cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 Health Services: Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.

022 Building Services: Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

023 Personal Services: Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

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024 Farming: Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 Craft: Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 Operators: Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027 Transportation: Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 Laborers: Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 Sanitation Workers: Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: sanitation workers, debris removers and kindred workers.

030 Teachers: Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 Paraprofessionals: Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix - 2

Workforce Compared with Internal and External Pools
2nd and 4th Quarters of Fiscal Year 2015

RUN DATE: 01/05/15
 RUN TIME: 8:19:56
 FY2015 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 37
 PROGRAM: EBP9961
 EXTRACT DATE: 12/31/14

AGENCY: 057 FIRE DEPARTMENT
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	I	BLACK OBSRV	EXPCT	I	HISPANIC OBSRV	EXPCT	I	ASIAN / OBSRV	EXPCT	I	NATIVE A OBSRV	EXPCT	I	ETH UNKN OBSRV	EXPCT	I
001 ADMINISTRATORS	9	6	5		3	2		0	1	U	0	1	U	0	0	N	0	0	N
002 MANAGERS	131	81	67	O	22	25		15	17		10	13	N	1	0		2	5	N
003 MNGMNT SPECS	245	136	100	O	52	72	U	27	32		28	32		1	1		1	5	N
004 SCIENCE PROFNS	113	53	52		16	20		7	12	N	37	26	O	0	0	N	0	4	N
005 HEALTH PROFNS	82	60	30	O	6	30	U	3	8	U	11	11		0	0	N	2	1	N
007 SOCIAL WORKERS	7	6	1	N	1	4	N	0	1	N	0	0	N	0	0	N	0	0	N
008 LAWYERS	19	8	11	U	7	2	O	2	2		2	1		0	0	N	0	0	N
009 PUBLIC REL	5	2	3	N	1	1	N	1	1	N	1	0	N	0	0	N	0	0	N
010 TECHNICIANS	3589	1536	1261	O	843	1182	U	997	690	O	193	361	N	14	10		6	65	N
012 CLERICAL SUPS	115	38	26	O	49	65	U	21	16		7	6		0	0	N	0	3	N
013 CLERICAL	312	142	58	O	96	167	U	59	47		11	22	N	4	1	N	0	15	N
016 FIRE SUPS	2708	2541	2604	N	53	36	N	101	52	N	9	4	N	3	4	N	1	8	N
017 FIREFIGHTER	7995	6362	6785	U	601	429	N	857	604	N	148	121	N	23	14	N	4	43	N
021 HEALTH SERVICES	9	2	2		2	4	U	4	2		1	1		0	0	N	0	0	N
025 CRAFT	337	239	125	O	41	108	U	38	45		18	23	N	1	1		0	33	U
026 OPERATORS	2	2	1	N	0	0	N	0	0	N	0	0	N	0	0	N	0	0	N
027 TRANSPORTATION	24	6	5		11	12		5	4		2	1		0	0	N	0	3	U
028 LABORERS	16	9	4	O	6	5		1	4	U	0	1	U	0	0	N	0	1	U
030 TEACHERS	1	1	0	N	0	0	N	0	0	N	0	0	N	0	0	N	0	0	N
031 PARA PROFESSION	46	16	15		15	12		10	11		5	4		0	0	N	0	1	N

FINAL DETERMINATION
 11/25/2015

RUN DATE: 01/05/15
 RUN TIME: 8:19:56
 FY2015 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 38
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/14

AGENCY: 057 FIRE DEPARTMENT
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE OBSRV	EXPCT	I	FEMALE OBSRV	EXPCT	I	GENDER U OBSRV	EXPCT	I
001 ADMINISTRATORS	9	8	5	I	1	3	U	0	0	N
002 MANAGERS	131	92	70	O	39	55	U	0	3	N
003 MNGMNT SPECS	245	111	140	U	134	99	O	0	3	N
004 SCIENCE PROFNS	113	79	74		34	35		0	2	N
005 HEALTH PROFNS	82	44	18	O	38	62	U	0	0	N
007 SOCIAL WORKERS	7	7	2	N	0	5	N	0	0	N
008 LAWYERS	19	7	8		12	9		0	0	N
009 PUBLIC REL	5	3	3	N	2	2	N	0	0	N
010 TECHNICIANS	3589	2652	2218	O	937	1314	U	0	35	N
012 CLERICAL SUPS	115	22	24		93	89		0	2	N
013 CLERICAL	312	169	88	O	143	211	U	0	11	N
016 FIRE SUPS	2708	2700	2702		8	6		0	0	N
017 FIREFIGHTER	7995	7942	7898	N	53	60		0	36	N
021 HEALTH SERVICES	9	8	2	O	1	7	U	0	0	N
025 CRAFT	337	334	273	O	3	33	U	0	29	U
026 OPERATORS	2	2	1	N	0	0	N	0	0	N
027 TRANSPORTATION	24	19	18		5	3		0	2	U
028 LABORERS	16	16	11	O	0	4	U	0	1	N
030 TEACHERS	1	1	0	N	0	1	N	0	0	N
031 PARA PROFESSION	46	14	17		32	27		0	0	N

FINAL DETERMINATION
 11/25/2015

RUN DATE: 07/02/15
 RUN TIME: 14:25:28
 FY2015 Q4

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 37
 PROGRAM: EBP961
 EXTRACT DATE: 06/30/15

AGENCY: 057 FIRE DEPARTMENT
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	I	BLACK OBSRV	EXPCT	I	HISPANIC OBSRV	EXPCT	I	ASIAN / OBSRV	EXPCT	I	NATIVE A OBSRV	EXPCT	I	ETH UNKN OBSRV	EXPCT	I
001 ADMINISTRATORS	9	6	5		3	2		0	1	U	0	1	U	0	0	N	0	0	N
002 MANAGERS	129	79	66	O	22	24		15	17		12	13		1	0		0	5	N
003 MNGMNT SPECS	255	142	104	O	52	75	U	29	33		30	33		1	1		1	5	N
004 SCIENCE PROFNS	109	47	50		16	19		9	11		37	25	O	0	0	N	0	3	N
005 HEALTH PROFNS	80	58	30	O	6	29	U	3	8	U	11	11		0	0	N	2	1	
007 SOCIAL WORKERS	8	7	1	N	1	5	N	0	1	N	0	0	N	0	0	N	0	0	N
008 LAWYERS	14	6	8	U	5	2	O	2	1		1	1		0	0	N	0	0	N
009 PUBLIC REL	5	2	3	N	1	1	N	1	1		1	1		0	0	N	0	0	N
010 TECHNICIANS	3801	1666	1336	O	876	1252	U	1034	731	O	206	382	N	14	10		5	69	N
012 CLERICAL SUPS	110	35	25	O	49	62	U	19	15		7	6		0	0	N	0	3	N
013 CLERICAL	321	150	60	O	95	172	U	61	48		11	23	N	4	1	N	0	15	N
016 FIRE SUPS	2635	2471	2534	N	52	35	N	100	51	N	8	4	N	3	4		1	8	N
017 FIREFIGHTER	8072	6347	6850	U	630	433	N	912	610	N	155	122	N	24	15	N	4	44	N
021 HEALTH SERVICES	9	2	2		2	4	U	4	2		1	1		0	0	N	0	0	N
025 CRAFT	332	235	123	O	39	107	U	37	44		19	23		1	1		1	33	U
026 OPERATORS	2	2	1	N	0	0	N	0	0	N	0	0	N	0	0	N	0	0	N
027 TRANSPORTATION	23	6	4		11	11		4	4		2	1		0	0	N	0	0	N
028 LABORERS	18	10	5	O	6	5		2	4	U	0	1	U	0	0	N	0	2	U
030 TEACHERS	1	1	0	N	0	0	N	0	0	N	0	0	N	0	0	N	0	1	U
031 PARA PROFESSION	56	15	18		22	15	O	10	14	U	7	5		0	0	N	2	2	

FINAL DETERMINATION
 11/25/2015

RUN DATE: 07/02/15
 RUN TIME: 14:25:28
 FY2015 Q4

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 38
 PROGRAM: EBPFP961
 EXTRACT DATE: 06/30/15

AGENCY: 057 FIRE DEPARTMENT
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE OBSRV	EXPCT	I	FEMALE OBSRV	EXPCT	I	GENDER U OBSRV	EXPCT	I
001 ADMINISTRATORS	9	8	5		1	3	U	0	0	N
002 MANAGERS	129	90	69	O	39	54	U	0	3	N
003 MNGMNT SPECS	255	117	146	U	138	103	O	0	3	N
004 SCIENCE PROFNS	109	75	72		34	34		0	2	N
005 HEALTH PROFNS	80	42	18	O	38	61	U	0	0	N
007 SOCIAL WORKERS	8	7	3	N	1	5	N	0	0	N
008 LAWYERS	14	4	6	U	10	7		0	0	N
009 PUBLIC REL	5	3	3	N	2	2	N	0	0	N
010 TECHNICIANS	3801	2839	2349	O	962	1392	U	0	37	N
012 CLERICAL SUPS	110	22	23		88	85		0	2	N
013 CLERICAL	321	179	91	O	142	218	U	0	12	N
016 FIRE SUPS	2635	2628	2629		7	6		0	0	N
017 FIREFIGHTER	8072	8018	7974	N	54	61		0	36	N
021 HEALTH SERVICES	9	8	2	O	1	7	U	0	0	N
025 CRAFT	332	329	269	O	3	33	U	0	28	U
026 OPERATORS	2	2	1	N	0	0	N	0	0	N
027 TRANSPORTATION	23	19	17		4	3		0	2	U
028 LABORERS	18	18	12	O	0	4	U	0	1	N
030 TEACHERS	1	1	0	N	0	1	N	0	0	N
031 PARA PROFESSION	56	17	21	U	39	33		0	0	N

FINAL DETERMINATION
 11/25/2015

Appendix - 3

Workforce Composition Summary
2nd Quarter of Fiscal Year 2015

RUN DATE: 01/05/15
RUN TIME: 08:22:33.7

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
AGENCY 057 FIRE DEPARTMENT

PAGE: 67
REPORT: EBEPR210

QUARTER 2 YEAR 2015

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 001 ADMINISTRATORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
12935	DEPUTY COMMISSIONER	3	1	0	0	0	0	0	1	0	0	0	0	0	5
12991	COMMISSIONER	1	0	0	0	0	0	0	0	0	0	0	0	1	
13003	FIRST DEPUTY COMMISSIONER	0	1	0	0	0	0	0	0	0	0	0	0	1	
30161	COUNSEL (FIRE DEPARTMENT)	1	0	0	0	0	0	0	0	0	0	0	0	1	
70388	CHIEF OF DEPARTMENT (FDNY)	1	0	0	0	0	0	0	0	0	0	0	0	1	
EEO JOB GROUP TOTAL.....:		6	2	0	0	0	0	0	1	0	0	0	0	0	9
		66.67	22.22	0.00	0.00	0.00	0.00	0.00	11.11	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 002 MANAGERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
06699	ADMINISTRATOR OF MEDICAL A	0	0	1	0	0	0	0	0	0	0	0	0	0	1
10003	ADMINISTRATIVE GRAPHIC ART	0	0	0	1	0	0	0	0	0	0	0	0	0	1
10004	ADMINISTRATIVE ARCHITECT	0	0	0	0	0	0	0	0	0	0	0	0	0	1
10010	ADMINISTRATIVE MANAGEMENT	0	0	0	0	0	0	0	0	1	0	0	0	0	1
10015	ADMINISTRATIVE ENGINEER	1	1	0	0	0	0	1	0	0	0	0	0	0	1
1002F	ADMINISTRATIVE COMMUNITY R	0	0	0	0	0	0	1	0	0	0	0	0	0	3
10020	ADMINISTRATIVE INVESTIGATO	3	0	0	0	0	0	0	1	0	0	0	0	0	1
10022	ADMINISTRATIVE COMMUNITY R	0	0	0	0	0	0	1	0	0	0	0	0	0	4
10024	ADMINISTRATIVE FIRE PROTEC	3	2	0	0	0	0	1	0	0	0	0	0	0	1
10026	ADMINISTRATIVE STAFF ANALY	4	0	0	0	0	0	1	0	0	0	0	0	0	6
10033	ADMINISTRATIVE PUBLIC INFO	1	0	0	0	0	0	1	1	0	1	0	0	0	7
10035	ADMINISTRATIVE SUPERVISOR	1	0	0	0	0	0	0	1	0	0	0	0	0	2
10038	ADMINISTRATIVE STOREKEEPER	0	0	0	0	0	0	0	0	0	0	0	0	0	1
10050	COMPUTER SYSTEMS MANAGER	4	2	1	2	0	0	1	0	0	0	0	0	0	1
10054	ADMINISTRATIVE BLASTING IN	1	0	0	0	0	0	0	0	0	1	0	0	0	1
10064	ADMINISTRATIVE TESTS AND M	1	0	0	0	0	0	0	0	0	0	0	0	0	1
10077	ADMINISTRATIVE INSPECTOR (0	0	0	0	0	0	0	0	0	0	0	0	0	0
10096	ADMINISTRATIVE PRINTING SE	1	0	0	0	0	0	0	0	0	0	0	0	0	1
12929	ASSISTANT COMMISSIONER (BU	1	0	0	0	0	0	0	0	0	0	0	0	0	1
13385	EXECUTIVE PROGRAM SPECIALI	0	1	0	0	0	0	0	0	0	0	0	0	0	1
34202	CONSTRUCTION PROJECT MANAG	0	1	0	0	0	0	0	0	0	0	0	0	0	1
5304B	AGENCY DEPUTY MEDICAL DIRE	4	0	0	1	0	0	0	0	0	0	0	0	0	5
5305E	SUPERVISING EMERGENCY SERV	18	3	3	0	0	0	7	0	2	1	0	0	0	33
5305F	SUPERVISING EMERGENCY MEDI	2	0	0	0	0	0	0	0	0	0	0	0	0	2
5305G	FIRE MEDICAL OFCR DTL'D TO	1	0	0	0	0	0	0	0	1	0	0	0	0	1
7106B	DIRECTOR OF DISPATCH OPERA	1	0	0	0	0	0	1	0	1	0	0	0	0	3
7106C	DEPUTY DIRECTOR OF DISPATCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0
82950	AGENCY CHIEF CONTRACTING O	1	0	0	0	0	0	0	0	0	0	0	0	0	1
82976	ADMINISTRATIVE PROCUREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
82984	TELECOMMUNICATIONS MANAGER	1	0	0	0	0	0	1	1	0	0	0	0	0	3
82986	ADMINISTRATIVE RETIREMENT	0	0	1	0	0	0	0	0	0	0	0	0	0	1

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82987	MANAGER OF RADIO REPAIR OP	1	0	1	0	0	0	0	0	0	0	0	0	0	2
82991	ADMINISTRATIVE CONSTRUCTIO	2	0	0	0	0	0	0	0	0	0	0	0	0	2
82994	ADMINISTRATIVE LABOR RELAT	1	0	0	0	0	0	0	0	0	0	0	0	0	2
83008	ADMINISTRATIVE PROJECT MAN	2	3	1	3	0	0	2	0	0	0	0	0	0	11
95005	EXECUTIVE AGENCY COUNSEL	1	2	1	0	0	0	1	2	1	0	0	0	0	9
95039	ASSISTANT COMMISSIONER (FD	3	0	0	0	0	0	2	0	0	0	0	1	0	5
EEO JOB GROUP TOTAL.....:		59	15	9	7	1	1	22	7	6	3	0	1	0	131
		45.06	11.45	6.87	5.34	0.76	0.76	16.79	5.34	4.58	2.29	0.00	0.76	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
06688	INVESTIGATOR (EMPLOYEE DIS	2	1	0	0	0	0	2	0	1	0	0	0	0	6
1002A	ADMINISTRATIVE STAFF ANALY	12	4	1	2	0	0	13	7	2	5	0	0	0	46
1002C	ADMINISTRATIVE MANAGER NON	4	2	3	1	0	0	10	18	9	2	1	0	0	50
1002D	ADMINISTRATIVE STAFF ANALY	7	0	0	0	0	0	8	1	0	3	0	0	0	19
1002E	ADMINISTRATIVE STAFF ANALY	4	1	0	0	0	0	0	0	0	0	0	0	0	5
1008B	ADMINISTRATIVE QUALITY ASS	1	0	0	0	0	0	0	0	0	0	0	0	0	1
12158	PROCUREMENT ANALYST	2	3	0	2	0	0	9	2	4	3	0	0	0	25
12626	STAFF ANALYST	2	0	0	0	0	0	5	2	0	0	0	0	0	9
12627	ASSOCIATE STAFF ANALYST	8	0	1	2	0	0	1	4	5	0	0	0	0	21
12704	TESTS AND MEASUREMENT SPEC	1	0	0	0	0	0	0	1	0	1	0	0	0	3
22427	ASSOCIATE PROJECT MANAGER	4	0	1	3	0	0	0	0	0	1	0	0	0	9
31623	INSPECTOR (ELECTRICAL)	1	0	0	0	0	0	0	0	0	0	0	0	0	1
31643	ASSOCIATE INSPECTOR (ELECT	17	4	0	2	0	1	0	0	0	0	0	0	0	24
31840	SUPERVISING BLASTING INSPE	6	0	0	0	0	0	0	0	0	0	0	0	0	6
40510	ACCOUNTANT	2	0	0	0	0	0	0	0	0	1	0	0	0	3
53059	EMPLOYEE ASSISTANCE PROGRA	2	0	0	0	0	0	12	0	0	0	0	0	0	14
60216	PUBLIC RECORDS OFFICER	0	1	0	0	0	0	0	1	0	0	0	0	0	2
8297A	ADMINISTRATIVE PROCUREMENT	1	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		76	16	6	12	0	1	60	36	21	16	1	0	0	245
		31.02	6.53	2.45	4.90	0.00	0.41	24.49	14.69	8.57	6.53	0.41	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
12648	*SENIOR SYSTEMS ANALYST	0	0	0	0	0	0	0	1	0	0	0	0	0	1
13611	COMPUTER ASSOCIATE (TECHNI	1	3	0	1	0	0	0	1	0	0	0	0	0	4
13621	COMPUTER ASSOCIATE (OPERAT	2	3	0	1	0	0	1	1	0	2	0	0	0	10
13631	COMPUTER ASSOCIATE (SOFTWA	3	1	0	0	0	0	1	0	0	0	0	0	0	4
13632	COMPUTER SPECIALIST (SOFTW	13	0	2	8	0	0	6	2	0	9	0	0	0	40
13641	CERTIFIED IT ADMINISTRATOR	1	0	0	1	0	0	0	0	0	0	0	0	0	1
13642	CERTIFIED IT ADMINISTRATOR	1	0	0	2	0	0	0	0	0	0	0	0	0	1
13643	CERTIFIED IT DEVELOPER (AP	1	0	0	1	0	0	0	0	0	1	0	0	0	1

FINAL DETERMINATION
1/1/25/2015

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13651	COMPUTER PROGRAMMER ANALYS	0	0	0	1	0	0	0	0	0	0	0	0	0	1
13693	*CERTIFIED APPLICATIONS DE	1	0	0	0	0	0	0	0	0	0	0	0	0	1
20202	CIVIL ENGINEERING INTERN	0	0	0	0	0	0	0	0	0	1	0	0	0	1
20210	ASSISTANT CIVIL ENGINEER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
20215	CIVIL ENGINEER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
20246	TELECOMMUNICATIONS ASSOCIA	2	0	2	3	0	0	0	0	0	0	0	0	0	7
20302	ELECTRICAL ENGINEERING INT	1	0	0	1	0	0	0	0	0	0	0	0	0	2
20403	MECHANICAL ENGINEERING INT	2	1	0	0	0	0	0	0	0	0	0	0	0	3
20410	ASSISTANT MECHANICAL ENGIN	2	0	0	0	0	0	0	0	0	0	0	0	0	2
20510	ASSISTANT CHEMICAL ENGINEE	1	0	0	1	0	0	0	0	0	0	0	0	0	2
20515	CHEMICAL ENGINEER	1	0	0	2	0	0	0	0	0	0	0	0	0	3
21210	ASSISTANT ARCHITECT	0	0	1	0	0	0	0	0	0	0	0	0	0	1
21744	CITY RESEARCH SCIENTIST (A	0	1	0	0	0	0	0	0	0	0	0	0	0	1
40610	STATISTICIAN	0	0	0	1	0	0	2	0	0	1	0	0	0	4
60910	RESEARCH ASSISTANT	2	0	1	0	0	0	4	1	0	0	0	0	0	8
91628	OILER	3	1	1	0	0	0	0	0	0	0	0	0	0	5
EEO JOB GROUP TOTAL.....:		39	10	7	23	0	0	14	6	0	14	0	0	0	113
		34.52	8.85	6.19	20.35	0.00	0.00	12.39	5.31	0.00	12.39	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 005 HEALTH PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
50935	HEAD NURSE	1	0	0	0	0	0	2	1	0	0	0	0	0	4
50959	CASE MANAGEMENT NURSE (FIR	0	0	0	0	0	0	16	1	0	1	0	0	0	18
52700	PHYSICIAN'S ASSISTANT	0	0	0	0	0	0	1	0	0	0	0	0	0	1
53010	PHYSICIAN	1	2	0	1	0	0	1	0	0	0	0	0	0	5
53040	CITY MEDICAL SPECIALIST (P	13	0	1	2	0	1	5	0	0	1	0	1	0	24
53050	FIRE MEDICAL OFFICER	10	0	0	4	0	0	2	1	2	1	0	0	0	20
97022	ATTENDING PHYSICIAN	6	1	0	1	0	0	2	0	0	0	0	0	0	10
EEO JOB GROUP TOTAL.....:		31	3	1	8	0	1	29	3	2	3	0	1	0	82
		37.79	3.66	1.22	9.76	0.00	1.22	35.37	3.66	2.44	3.66	0.00	1.22	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 007 SOCIAL WORKERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
54610	CHAPLAIN	6	1	0	0	0	0	0	0	0	0	0	0	0	7
EEO JOB GROUP TOTAL.....:		6	1	0	0	0	0	0	0	0	0	0	0	0	7
		85.71	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 008 LAWYERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		

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30087 AGENCY ATTORNEY	3	3	0	1	0	0	5	4	2	1	0	0	0	19
EEO JOB GROUP TOTAL.....:	3	3	0	1	0	0	5	4	2	1	0	0	0	19
	15.79	15.79	0.00	5.26	0.00	0.00	26.32	21.05	10.53	5.26	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
60621	PROGRAM PRODUCER	1	1	0	0	0	0	0	0	0	1	0	0	0	3
60816	ASSOCIATE PUBLIC INFORMATI	0	0	0	0	0	0	1	0	0	0	0	0	0	1
90635	SENIOR PHOTOGRAPHER	0	0	1	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1	1	1	0	0	0	1	0	0	1	0	0	0	5
		20.00	20.00	20.00	0.00	0.00	0.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
13615	COMPUTER SERVICE TECHNICIA	0	1	0	1	0	0	0	0	0	0	0	0	0	2
13616	SUPERVISING COMPUTER SERVI	1	0	0	0	0	0	0	0	0	0	0	0	0	1
20113	ENGINEERING TECHNICIAN	1	0	0	0	0	0	0	0	0	0	0	0	0	1
21562	BIO MEDICAL EQUIPMENT TECH	0	0	1	0	0	0	0	0	0	0	0	0	0	1
31105	INVESTIGATOR	4	3	1	0	0	1	0	5	3	0	0	0	0	17
31121	ASSOCIATE INVESTIGATOR	0	1	0	0	0	0	0	0	0	0	0	0	0	1
31305	INDUSTRIAL HYGIENIST	0	0	0	0	0	0	0	1	0	0	0	0	0	1
40493	ASSOCIATE RETIREMENT BENEF	0	1	0	0	0	0	2	0	0	2	0	0	0	5
50811	MEDICAL RECORD LIBRARIAN	0	0	0	0	0	0	1	0	0	0	0	0	0	1
53053	EMERGENCY MEDICAL SPECIALI	715	371	458	79	10	2	157	204	212	18	1	1	0	2228
53054	EMERGENCY MEDICAL SPECIALI	288	136	165	57	1	1	75	62	63	22	0	1	0	871
53055	SUPERVISING EMERGENCY MEDI	229	37	72	14	1	0	63	21	21	0	1	0	0	459
71105	FINGERPRINT TECHNICIAN TRA	0	0	0	0	0	0	0	0	1	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1238	550	697	151	12	4	298	293	300	42	2	2	0	2583
		34.50	15.32	19.42	4.21	0.33	0.11	8.30	8.16	8.36	1.17	0.06	0.06	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
10124	PRINCIPAL ADMINISTRATIVE A	8	7	5	2	0	0	30	42	16	5	0	0	0	11
EEO JOB GROUP TOTAL.....:		8	7	5	2	0	0	30	42	16	5	0	0	0	11
		6.95	6.09	4.35	1.74	0.00	0.00	26.09	36.52	13.91	4.35	0.00	0.00	0.00	100.00

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EEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
10250	CLERICAL AIDE	1	0	0	0	0	0	0	0	0	0	0	0	0	1
10251	CLERICAL ASSOCIATE	2	9	5	3	0	0	15	42	28	2	2	0	0	108
10605	CASHIER	0	0	1	0	0	0	0	0	1	1	0	0	0	3
12200	STOCK WORKER	1	1	0	0	0	0	0	0	0	0	0	0	0	2
12202	SUPERVISOR OF STOCK WORKER	5	6	6	3	0	0	0	0	0	0	0	0	0	20
71010	FIRE ALARM DISPATCHER	74	8	9	0	0	0	11	26	6	1	2	0	0	137
71060	SUPERVISING FIRE ALARM DIS	29	2	2	0	0	0	3	1	0	0	0	0	0	37
83032	PLANNER: PRODUCTION CONTRO	1	0	0	1	0	0	0	1	0	0	0	0	0	3
95036	SECRETARY TO THE DEPUTY CO	0	0	0	0	0	0	0	0	1	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		113	26	23	7	0	0	29	70	36	4	4	0	0	312
		36.23	8.33	7.37	2.24	0.00	0.00	9.29	22.44	11.54	1.28	1.28	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 016 FIRE SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
70360	LIEUTENANT (FIRE)	1461	38	84	9	1	0	6	1	0	0	0	0	0	1600
70365	CAPTAIN (FIRE)	618	9	12	0	1	1	1	0	0	0	0	0	0	642
70370	BATTALION CHIEF	339	3	3	0	1	0	0	0	0	0	0	0	0	346
7038A	DEPUTY CHIEF (FIRE); DEP.	13	0	0	0	0	0	0	0	0	0	0	0	0	13
7038B	DEPUTY CHIEF (FIRE); ASST.	11	0	0	0	0	0	0	0	0	0	0	0	0	11
70382	DEPUTY CHIEF (FIRE)	69	0	0	0	0	0	0	0	0	0	0	0	0	69
7039B	ASSISTANT CHIEF FIRE MARSH	1	0	0	0	0	0	0	0	0	0	0	0	0	1
7039C	CHIEF FIRE MARSHAL (MANAGE	1	0	0	0	0	0	0	0	0	0	0	0	0	1
70393	SUPERVISING FIRE MARSHAL (21	2	2	0	0	0	0	0	0	0	0	0	0	25
EEO JOB GROUP TOTAL.....:		2534	52	101	9	3	1	7	1	0	0	0	0	0	2708
		93.57	1.92	3.73	0.33	0.11	0.04	0.26	0.04	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 017 FIREFIGHTER

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
31661	FIRE PROTECTION INSPECTOR	35	55	16	26	2	0	0	5	1	1	0	0	0	144
31662	ASSOCIATE FIRE PROTECTION	61	66	27	20	0	0	2	3	0	1	0	0	0	152
70310	FIREFIGHTER	6134	458	797	99	20	4	17	11	11	1	0	0	0	7552
70312	PILOT	14	0	0	0	1	0	0	0	0	0	0	0	0	15
70316	MARINE ENGINEER (UNIFORMED	15	0	2	0	0	0	0	0	0	0	0	0	0	17
70392	FIRE MARSHAL (UNIFORMED)	84	3	3	0	0	0	0	0	0	0	0	0	0	87

FINAL DETERMINATION
1/12/2015

RUN DATE: 01/05/15
RUN TIME: 08:22:33.7

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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QUARTER 2 YEAR 2015 AGENCY 057 FIRE DEPARTMENT

EEO JOB GROUP TOTAL.....:	6343	582	845	145	23	4	19	19	12	3	0	0	0	7995
	79.33	7.28	10.57	1.81	0.29	0.05	0.24	0.24	0.15	0.04	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 021 HEALTH SERVICES

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
81803	INSTITUTIONAL AIDE	2	1	4	1	0	0	0	1	0	0	0	0	0	9
EEO JOB GROUP TOTAL.....:		22.23	11.11	44.44	11.11	0.00	0.00	0.00	11.11	0.00	0.00	0.00	0.00	0.00	9

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 025 CRAFT

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
34205	SUPERVISOR OF ELECTRICAL I	4	1	0	2	0	0	0	0	0	0	0	0	0	7
70314	WIPER (UNIFORMED)	16	0	1	0	0	0	0	0	0	0	0	0	0	17
90698	MAINTENANCE WORKER	1	1	0	0	0	0	0	0	0	0	0	0	0	2
90723	LOCKSMITH	1	0	1	0	0	0	0	0	0	0	0	0	0	2
90733	RADIO REPAIR MECHANIC	13	0	7	3	0	0	0	0	0	0	0	0	0	23
90735	ROOFER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
90774	SUPERVISOR OF MECHANICS	2	0	0	0	0	0	0	0	0	0	0	0	0	2
91225	METAL WORK MECHANIC	1	0	0	0	0	0	0	0	0	0	0	0	0	1
91638	SENIOR STATIONARY ENGINEER	2	0	0	0	0	0	0	0	0	0	0	0	0	2
91717	ELECTRICIAN	13	2	0	0	0	0	0	0	0	0	0	0	0	15
91719	ELECTRICIAN (AUTOMOBILE)	0	1	0	0	0	0	0	0	0	0	0	0	0	1
91762	COMMUNICATION ELECTRICIAN	33	8	5	0	0	0	0	0	0	0	0	0	0	46
91763	SUPERVISOR COMMUNICATION E	4	2	1	0	0	0	0	0	0	0	0	0	0	7
91764	SENIOR SUPERVISOR COMMUNIC	1	0	0	0	0	0	0	0	0	0	0	0	0	1
91769	SUPERVISOR ELECTRICIAN	2	0	0	0	0	0	0	0	0	0	0	0	0	2
91830	PAINTER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
91915	PLUMBER	13	0	0	0	0	0	0	1	0	0	0	0	0	14
91925	STEAM FITTER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
91972	SUPERVISOR PLUMBER	2	0	0	0	0	0	0	0	0	0	0	0	0	2
92005	CARPENTER	11	2	0	1	0	0	0	0	0	0	0	0	0	14
92071	SUPERVISOR CARPENTER	2	0	0	0	0	0	0	0	0	0	0	0	0	2
92210	CEMENT MASON	1	0	0	0	0	0	0	1	0	0	0	0	0	2
92235	PLASTERER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
92340	SHEET METAL WORKER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
92505	AUTO MACHINIST	7	1	0	0	0	0	0	0	0	0	0	0	0	8
92508	AUTOMOTIVE SERVICE WORKER	5	7	3	3	1	0	1	0	0	0	0	0	0	16
92510	AUTO MECHANIC	68	9	17	9	0	0	0	0	0	0	0	0	0	103
92511	AUTO MECHANIC (DIESEL)	6	4	2	0	0	0	0	0	0	0	0	0	0	12
92575	SUPERVISOR OF MECHANICS (M	21	1	1	0	0	0	0	0	0	0	0	0	0	23
92587	MARINE MAINTENANCE MECHANI	4	0	0	0	0	0	0	0	0	0	0	0	0	4

FINAL DETERMINATION
11/25/2015

RUN DATE: 01/05/15
RUN TIME: 08:22:33.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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QUARTER 2 YEAR 2015 AGENCY 057 FIRE DEPARTMENT

EEO JOB GROUP TOTAL.....: 238 39 38 18 1 0 1 2 0 0 0 0 0 337
70.62 11.57 11.28 5.34 0.30 0.00 0.30 0.59 0.00 0.00 0.00 0.00 0.00 100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 026 OPERATORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
92355	WELDER	2	0	0	0	0	0	0	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:		2	0	0	0	0	0	0	0	0	0	0	0	0	2
		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 027 TRANSPORTATION

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
91212	MOTOR VEHICLE OPERATOR	5	6	4	2	0	0	0	4	1	0	0	0	0	22
91232	MOTOR VEHICLE SUPERVISOR	1	1	0	0	0	0	0	0	0	0	0	0	0	2
EEO JOB GROUP TOTAL.....:		6	7	4	2	0	0	0	4	1	0	0	0	0	24
		24.99	29.17	16.67	8.33	0.00	0.00	0.00	16.67	4.17	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 028 LABORERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
90702	CITY LABORER	4	3	1	0	0	0	0	0	0	0	0	0	0	8
90736	RUBBER TIRE REPAIRER	4	3	0	0	0	0	0	0	0	0	0	0	0	7
92306	BLACKSMITH'S HELPER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		9	6	1	0	0	0	0	0	0	0	0	0	0	16
		56.25	37.50	6.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 057 FIRE DEPARTMENT
EEO JOB GROUP : 030 TEACHERS AND COUNSELORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPAN	ASIAN PACIS	AM IND ALASK	UN- KNOWN		
60377	LECTURER (EMS)	1	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1	0	0	0	0	0	0	0	0	0	0	0	0	1
		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

FINAL DETERMINATION
11/25/2015

RUN DATE: 01/05/15
RUN TIME: 08:22:33.8

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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AGENCY CODE : 057 FIRE DEPARTMENT EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS		MALE						FEMALE								TOTAL EMP
TITLE CODE	TITLE DESCRIPTION	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN- KNOWN	OTHER		
12749	STAFF ANALYST TRAINEE	3	1	1	3	0	0	1	1	2	1	0	0	0	13	
56057	COMMUNITY ASSOCIATE	1	0	0	0	0	0	4	4	1	0	0	0	0	10	
56058	COMMUNITY COORDINATOR	1	1	2	1	0	0	6	8	4	0	0	0	0	23	
EEO JOB GROUP TOTAL.....:		5	2	3	4	0	0	11	13	7	1	0	0	0	46	
		10.87	4.35	6.52	8.70	0.00	0.00	23.91	28.26	15.22	2.17	0.00	0.00	0.00	100.00	

AGENCY TOTAL.....:		10720	1323	1745	390	40	12	526	502	403	93	7	4	0	15765	
		68.00	8.39	11.07	2.47	0.25	0.08	3.34	3.18	2.56	0.59	0.04	0.03	0.00	100.00	

FINAL DETERMINATION
11/25/2015

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION # 2015/057: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the New York City Fire Department's Employment Practices and Procedures from January 1, 2012 through December 31, 2014.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the New York City Fire Department's (FDNY) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 10, 2015, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate

in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in *civil service* (list titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
7. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
8. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
9. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on November 25, 2015 which indicated that corrective action(s) nos., 1 - 9 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from December 2015 through May 2016, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the

Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEP's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission will forward this Final Determination to New York City Fire Commissioner.

Approved unanimously on December 17, 2015.

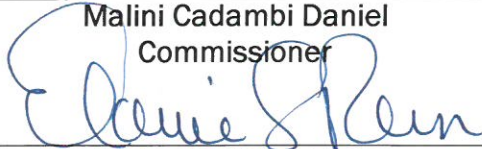


Angela Cabrera
Commissioner

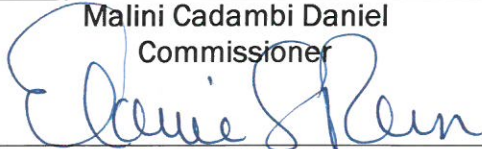


Arva Rice
Commissioner

Absent



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



FIRE DEPARTMENT

9 MetroTech Center, Brooklyn N. Y. 11201-3857

DON H. NGUYEN
Acting Assistant Commissioner
Equal Employment Opportunity

Tel.: (718) 999-1450

Fax: (718) 999-1289

Room 4E-2

December 22, 2015

Charise L. Terry
Executive Director
Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Re: Resolution # 2015/057: Final Determination Pursuant to the Review, Evaluation and Monitoring of the Fire Department's Employment Practices and Procedures from January 1, 2012 to December 31, 2014.

Dear Ms. Terry,

On November 25, 2015, the New York City Equal Employment Practices Commission ("EEPC") issued its Final Determination concerning its *Review, Evaluation and Monitoring of the NYC Fire Department Employment Practices and Procedures* for the time period of January 1, 2012 to December 31, 2014 ("EEPC Final Determination"). The EEPC Final Determination set forth nine corrective actions concerning the Fire Department's ("FDNY") employment practices and procedures. Pursuant to Chapter 36 of the New York City Charter, this letter serves as the FDNY's response to the corrective actions set forth in the EEPC Final Determination.

- Corrective Action No. 1: Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

Response: The FDNY will perform an assessment of its recruitment efforts, and if appropriate, consider measures such as targeted advertising and directed outreach to professional and community organizations serving protected groups within the City.

- Corrective Action No. 2: Ensure that the principal EEO Professional, HR Professional and General Counsel review the annual number of EEO Complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

Response: The FDNY EEO Unit will communicate the number of EEO Complaints to the Assistant Commissioner of Human Resources and Deputy Commissioner of Legal Affairs on a quarterly basis. At the conclusion of the 4th quarter, a review will be conducted of the numbers of EEO Complaints to determine the potential existence of barriers to equal employment opportunity.

The Department's most recent quarterly EEO Complaint statistics were distributed to the designated officials on November 17, 2015. See Enclosure A.

- Corrective Action No. 3: Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.

Response: The FDNY will assess candidate selection processes to determine whether there is any adverse impact upon any particular protected group. If appropriate after a review, the FDNY will re-examine job selection criteria to ensure that they are job related.

- Corrective Action No. 4: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority or female oriented publications, contact organizations serving women, minorities or other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to developed and hire interested and qualified candidates.

Response: The FDNY will perform a review of its workforce composition to determine whether any particular protected groups are underrepresented in discretionary titles. The FDNY will consider targeted advertising and directed outreach to ensure that a wider pool of potential applicants is aware of such openings.

- Corrective Action No. 5: If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority - or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Response: The New York City Department of Citywide Administrative Services ("DCAS") conducts analyses of titles that are used Citywide. All agencies, including the FDNY, participate as required. Human Resources and FDNY Bureaus presently work with DCAS to address qualifications for agency unique titles and ensure they are current. See Enclosure B. If adverse impact is identified for such titles, the Department will consider appropriate measures, including targeted advertising and directed outreach to ensure that a wider pool of potential applicants are aware of openings.

- Corrective Action No. 6: Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

Response: Department Human Resources is in the process of interviewing for the position of Career Counselor. A Civil Service list call was scheduled on Nov. 9, 2015 to which no prospective candidates reported. A new certification was recently received from DCAS and interviews are tentatively scheduled for January 2016.

- Corrective Action No. 7: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Response: The Acting Assistant Commissioner of the EEO Unit meets with the First Deputy Commissioner on a regular basis to discuss the FDNY's EEO program and implementation. Beginning on November 19, 2015, minutes have been maintained concerning each of the regular meetings. See Enclosure C for a copy of the EEO meeting minutes, subject to redaction to protect the confidentiality of the Department's EEO matters.

- Corrective Action No. 8: Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Response: FDNY Human Resources will continue to work with DCAS in the development of managerial performance evaluations. Non-managerial performance evaluations have been conducted for several years after supervisors were trained in the conduct of such evaluations. Human Resources will continue to offer first time and refresher courses to supervisors yearly.

- Corrective Action No. 9: Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Response: The Department is exploring options for inclusion of a managerial performance task and standard for knowledge of, compliance with, and enforcement of EEO policies for certain managerial titles. Changing evaluation procedures for certain titles may be subject to collective bargaining. See In the Matter of Yonkers Police Association, 39 PERB P4580 (July 11, 2006).

We look forward to working with the EEPD to continue our review of the FDNY EEO practices. Should you have any questions or concerns, please do not hesitate to contact me at (718) 999-1450.

Best Regards,

A handwritten signature in black ink, appearing to read 'Don H. Nguyen', with a stylized, flowing script.

Don H. Nguyen
Acting Assistant Commissioner
Equal Employment Opportunity

A WORD FROM FIRE COMMISSIONER DANIEL A. NIGRO:**FDNY Establishes Best Practices In Conjunction With The Equal Employment Practices Commission**

Over the course of the last year, the Equal Employment Practices Commission and FDNY have worked collaboratively to evaluate our equal opportunity program and formulate, develop and implement employment best practices. I am pleased to report the establishment of initiatives that will strengthen our EEO program and ensure that we not only comply with federal, state and local laws, but proactively create an environment that is diverse and inclusive for all.

These initiatives include, but are not limited to:

1. Identifying relevant professional and community organizations serving under-represented groups and collaborating with them when vacancies became available in discretionary-hire positions.
2. Reviewing EEO Complaints to identify barriers to equal opportunity and developing corrective actions.

As part of its proactive stance, the EEO office is training its staff as well as members of the entire Department. The EEO Office is also working directly with Department leadership to create a better awareness within the entire FDNY of both EEO objectives and resources.

3. Reviewing job titles and developing systems to ensure that selection criteria being utilized are job-related.
4. Conducting outreach to organizations serving underrepresented groups to attract interested and qualified candidates.
5. Reviewing the competencies, skills and abilities for available civil service positions to ensure that hiring standards are updated, job-related and required by business necessity.

6. Designating the FDNY Career Counselor.
7. Documenting decisions that impact the administration and operation of the EEO office.
8. Reinforcing the FDNY performance evaluation program by issuing reminders to staff concerning evaluation timetables.
9. Holding managers and supervisors responsible for making employment decisions based on merit and equal consideration through training and evaluations.

As Fire Commissioner, the principles of equal opportunity and diversity in employment are top priorities, as they are not only essential to performance of the best work possible but also to the accomplishment of the FDNY Strategic Plan. Under my leadership and the leadership of all of my executive staff, including but not limited to the First Deputy Commissioner, the Chief of Department, the Chief Officer of Diversity and Inclusion, and the Deputy Commissioner for Legal Affairs, the FDNY is committed to compliance with all federal, state and local laws supporting and enhancing best practices in equal employment opportunities, diversity and the most inclusive environment for all. Our objective is to be proactive and co-creative in the recruitment, employment, retention, promotion and advancement of employees on the basis of merit and fitness, and without regard to race, national origin, gender, religion, ethnicity or any other protected characteristics. In addition to preventing discrimination, harassment and/or retaliation in the work place, our goal is to ensure that every employee has an opportunity to contribute their diverse perspectives and talents to the FDNY's overall mission to protect the lives and property of the City of New York.

In April 2016, we adopted a Vision, Mission and Goals Statement (see *Mission Statement on Page 1*) that renews and revitalizes our commitment to embrace the diverse talents and perspectives of our current and prospective employees to fulfill our critical mission, as by so doing, we can only improve upon our stature as the premier Fire Department in the country.

We appreciate your assistance in our ongoing effort to accomplish our goal of maintaining a work environment that ensures equal opportunity, demands diversity and insists on inclusion.

**THE LAUNCH OF THE EEO COUNSELOR PROGRAM**

Over the past year, as we have evaluated and reorganized the EEO office, we have spoken to employees across various bureaus and units to get a sense of what types of changes they thought would benefit the Department. During the course of those discussions, one of the most requested initiatives that employees believed could benefit the Department was a strong and vibrant EEO Counselor program. As such, and in furtherance of its dedication to promote a diverse and inclusive workplace free of discrimination, the Department will be launching an Equal Employment Opportunity Counselor program this fall.

EEO Counselors will provide guidance, information, and other resources on behalf of the EEO Office. Counselors may be the first point of contact for any employee seeking guidance or assistance of the Equal Employment Opportunity Office. The Counselors may guide the employee through the EEO process; provide necessary forms and paperwork, and act as a general point of information and liaison between the EEO office and employee.

EEO Counselors will be trained and knowledgeable in the areas of federal, state, and local equal employment laws, the Citywide and Department EEO Policy, and Alternative Dispute Resolution techniques. We believe that this program will be beneficial to all members of the Department by providing alternative avenues for contact and information from the EEO Office. Counselors interested in becoming trainers will also receive training and opportunities to train other members. Candidates for the position must have a strong commitment to maintaining a fair and equitable work environment.

The Department will be seeking members from all ranks, titles and backgrounds, whether from Fire Operations or EMS, to serve as EEO Counselors for each of their respective battalions, divisions, or other applicable area(s) of employment. The EEO Counselor duties will be in addition to the employee's regular duties, and would not constitute a detail or reassignment. Compensation will be overtime or compensatory time subject to pay regulations for the respective title.

Interested candidates may find an application on the FDNY Intranet or Diamond-Plate. Please print and complete the application, and deliver or mail it to the FDNY Equal Employment Opportunity Office, 9 MetroTech Center, 4th Floor, Brooklyn, NY 11201, before October 7, 2016.

Interviews will be conducted of selected applicants.

Additional Resources

Please access our web-based materials on the FDNY's Intranet.

We welcome your opinions and thoughts on what you would like to see in our newsletter.

Please send us any articles, upcoming events and accomplishments that you would like for us to place in our newsletter.

We will do our very best to try to accommodate you.

Our e-mail address is:

Diversity.Inclusion@fdny.nyc.gov

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2016AP/057C-26 Determination of **Compliance** (Monitoring Period Required) by the New York City Fire Department with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2012 through December 31, 2014.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Fire Departments' (FDNY) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 10, 2015, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
7. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
8. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
9. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency did not submit a response to the EEPD's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPD issued a Final Determination on November 25, 2015, which indicated that corrective actions No., 1 – 9 require compliance-monitoring; and

Whereas, the FDNY submitted its response to the EEPD's final determination letter, on December 22, 2015, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPD monitored the agency's implementation of the remaining corrective actions from January 2016 through July 2016, and

Whereas, at the Commission's request the compliance period was extended to gather further information regarding recruitment; assessment of the manner in which candidates are selected for employment; and retention of candidates and employees in the Firefighter Job Group - Firefighter Title; and

Whereas, at the EEPD's request pursuant to Section 815.a.(15) of the New York City Charter, the FDNY submitted a copy of the agency head's memorandum to staff dated September 16, 2016, which outlined the corrective actions implemented in response to the EEPD's audit and reiterated

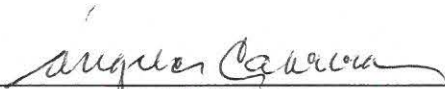
his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the New York City Fire Department has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission will forward the Determination of Compliance to the Commissioner Daniel A. Nigro of the New York City Fire Department.

Approved unanimously on February 16, 2017.



Angela Cabrera
Commissioner

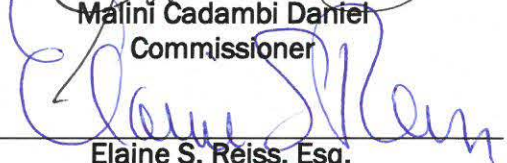


ABSENT

Arva Rice
Commissioner



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith García Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

Marie E. Giraud, Esq.
Agency Attorney/
Director of Compliance Monitoring

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 615. 8931 fax

BY MAIL AND EMAIL

February 16, 2017

Daniel A. Nigro
Commissioner
NYC Fire Department
9 MetroTech Place, Rm. 4E-3
Brooklyn, NY 11201-3857

Re: Resolution #2016AP/057C-26: Determination of Agency Compliance

Dear Commissioner Nigro:

On behalf of the members of the Equal Employment Practices Commission (EEPC or Commission), I want to inform you that the Commission has issued the attached Determination of Compliance to the New York City Fire Department. This Commission has determined that the New York City Fire Department has implemented the required corrective actions deemed necessary by this Commission for ensuring a fair and effective affirmative employment program of equal opportunity as required by the equal employment opportunity standards of this Commission and Chapters 35 and 36 of the New York City Charter.

On behalf of this Commission, I want to thank you and EEO Officer Don H. Nguyen for the cooperation extended to the EEPC during the compliance-monitoring period.

Sincerely,

A handwritten signature in black ink, appearing to read "Malini Cadambi Daniel". The signature is fluid and cursive, with the first name "Malini" being the most prominent part.

Malini Cadambi Daniel
Commissioner

c: Don H. Nguyen, Assistant Commissioner EEO

EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION

This

Determination of Compliance

is issued to the

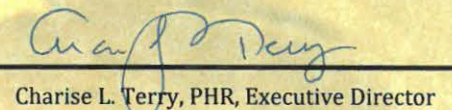
New York City Fire Department

for successfully implementing 9 of 9 required corrective actions pursuant to the Equal Employment Practices Commission's
Employment Practice and Procedures Audit From December 2014 to this date.

On this 16th day of February in the year 2017,


Malini Cadambi Dantel, Commissioner

In care of Commissioner, Daniel A. Nigro
and Principal EEO Professional Don H. Nguyen


Charise L. Terry, PHR, Executive Director