

**AGENCY**

**QUARTERLY DIVERSITY AND EEO REPORT FY 2019**

**AGENCY NAME:** NEW YORK CITY EMERGENCY MANAGEMENT

- 1<sup>st</sup> Quarter (July -September) and 2<sup>nd</sup> Quarter (October - December), due January 30th
- 3<sup>rd</sup> Quarter (January -March), due April 30th
- 4<sup>th</sup> Quarter (April -June), due July 30th

**Prepared by:**

Annette Santiago

EEO Officer



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Name	Title	Telephone No.
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**Date Submitted:** 5/02/2019

**FOR DCAS USE ONLY**

**Date Received:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019**

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Please save this Excel file as '**XXXX Quarter X FY 2019 DEEO Training Summary**', where '**XXXX**' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I:**

**NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): 5/30/2018  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

Diversity & EEO Awards

Public Notices

Diversity and EEO Appreciation Events

Positive Comments in Performance Appraisals

Other (please specify): Quarterly Agency "All Hands" Meetings

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): 2/20/2019  No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): 2/20/2019  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  
 Yes, On (Date): 4/15/2019  No

The review was conducted together with:  Human Resources  
 Agency Head

General Counsel  
 Other \_\_\_\_\_

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.  ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	<b>Status Update</b>
EEO notifications calendar	An notification calendar has been developed by the EEO team to make sure that EEO notifications are sent on a schedule	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
Reasonable Accommodation Process notification	An agency wide notification is periodically sent to all staff to inform them about the reasonable accommodation process. This notification also includes the Reasonable Accommodation Forms.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe
Sexual harassment and ltbTq: The Power of Inclusion training notification	Notified agency of sexual harassment training and lgbTq: The Power of Inclusion online DCAS trainings.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe

Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The EEO Officer reviews the CEEDS report and advises the commissioner of the status of the report. When positions become available in a division, underutilization (if any) is addressed at the Commissioner's weekly personnel meeting as well as any new job vacancies.

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	<b>Status Update</b>
<p>NYCEM maintains an inclusive work environment that takes into account the differences of all its employees by offering 30, 60, and 90 evaluations for all new employees and an annual evaluation of all employees. Participants are encouraged to speak candidly with each other. Employee evaluations ask focused questions to measure milestones, both perceived by the Supervisor as well as the employees, and set goals for both supervisor and employees moving forward</p>	<p>In a continued effort to promote inclusion and solid working relationships, NYCEM sponsors employee functions such as monthly All-Hands meetings hosted by the agency’s Commissioner where all of the agency staff is updated on agency projects, including milestones, awards, and promotions. Additional events at the agency inclusionary and cohesive practices include quarterly brown bags which address agency policies and practices, and annual summer potluck picnic, where all employees are encouraged to contribute foods unique to their culture and ethnicity. Other social gatherings from celebratory breakfasts, through going-away receptions, coaching programs and mentor programs may also be seen as elements of cohesion-building strategy within the agency. NYCEM’s Commissioner is centrally involved in all of these examples</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/>  <b>Completed</b>   <b>Other - please describe</b> </p>

<p>The agency conducted a strategic plan initiative. An early component of the effort was an agency wide survey to afford an opportunity to express job satisfaction; put forth concerns and ideas about the ways in which the agency can improve/and or change.</p>	<p>An agency suggestion box was placed on the intranet to allow the employee to continue to put forth concerns and ideas about the way in which the agency can improve/and or change.</p>	<p><input type="checkbox"/> <b>Planned</b>      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>      <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>      <input type="checkbox"/>  <b>Completed</b>  <b>Other - please describe</b></p>
<p>Enhancement of the agency's intranet</p>	<p>The intranet has been enhanced to include a "Message Board and Announcements" to increase communications, foster team building, and opportunities to engage staff.</p>	<p><input type="checkbox"/> <b>Planned</b>      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>      <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>      <input type="checkbox"/>  <b>Completed</b>  <b>Other - please describe</b></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>		
<p>Agency newsletters are distributed quarterly. Employees and Managers are encouraged to send milestones and/or notifications of awards to the Communications unit to be included in these newsletters.</p> <p>The Assistant Commissioner for Human Resources sends out promotion and/or position change notifications to the agency both of which are included in the newsletter</p>		



**C. COMMUNITY:**

<p>Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.</p> <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b></li> </ul>	<p><b>Status Update</b></p>
<p>Cultural Awareness Training</p>	<p>NYC Emergency Management conducts Cultural Awareness training for its staff, volunteers, City agency and community partners. The training was launched in 2016 for emergency management professionals to increase workplace effectiveness by increasing levels of cultural competency.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed  <b>Other - please describe</b> </p>
<p>Ready New York – This campaign encourages New Yorkers to be ready for all types of emergencies through its special presentations and resource materials</p>	<p>The Ready New York materials are periodically reviewed. The resource materials are available in up to 23 different languages and for some guides, in braille and audio tape.</p> <p>The program is structured to provide preparedness materials which speaks to the diverse cultures that reside in our City.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed  <b>Other - please describe</b> </p>

<p>NYC Citizen Corps – manages the agency’s connection with the nonprofit community and promotes community based emergency planning and disaster volunteerism, with outreach initiatives.</p>	<p>The program is reviewed periodically to ensure that we are reaching out to a wide-range community</p>	<p> <input type="checkbox"/> <b>Planned</b>            <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>    <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>        <input type="checkbox"/> <b>Completed</b>   <b>Other - please describe</b> </p>
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**V. RECRUITMENT**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	<b>Status Update</b>
Increased career fair attendance	To promote diversity, inclusion and solid working relationships, NYCEM attends public and private career fairs in New York City. Career fairs are organized by universities, public and private institutions. The fairs are attended by the EEO Officer, Assistant Commissioner of Human Resources, EEO Counselors and Deputy Director of Human Resources along with other members of Human Resources.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>
Minority and Women owned Business Enterprises (MWBE) program	<p>The Procurement unit continues to support the Minority and Women owned Business Enterprises (MWBE) program.</p> <p>They attend job fairs to promote the MWBE program.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>

University Partnership Program	NYCEM's University Partnership Program (UPP) bridges the gap between theory and practice by strengthening students' understanding of how emergency management is actually practiced in NYC, and by advancing the emergency management field through collaborations between researchers and practitioners.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>
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**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Fellows FY 2019	8	Asian 2, Black 1, White 2, Hispanic 3	Male: <u>  5  </u> Female: <u>  3  </u>
2. Summer Interns	18	Asian 4, White 10, Hispanic 3, Unknown 1	Male: <u>  9  </u> Female: <u>  9  </u>
3. High school Internship Program	5	Asian 2, Black 1, Hispanic 2	Male: <u>  4  </u> Female: <u>  1  </u>
4. Spring Interns		Asian 3, Black 2	Male: <u>  2  </u> Female: <u>  3  </u>

*Additional Comments:*

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.       Yes       No

Currently, there are   0   [number] 55-a participants. During this Quarter, a total of   0   [number] new applications for the program were received and   0   participants left the program due to [state reasons]   n/a  .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter.  Yes  No
2. Included 55-a program contacts in the distribution list for vacancies via MOPD contacts
3. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2019 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	<b>Status Update</b>
Advising employees of opportunities for promotion and career development	When positions become available, the job vacancies are presented to the Commissioner for approval to post. Upon approval, the vacancy is submitted to the Office of Management and Budget (OMB) via the e-hire system. When approval is obtained from OMB, the posting is sent via email to all NYCEM employees from the HR unit advising them of the job opportunity.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> <b>Other - please describe</b>

<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>As a smaller agency, it is formal practice at NYCEM that all new hires, whether low, mid-level or high-level discretionary positions go through a three-level panel interview process. The direct supervisor conducts the first interview and selects the top three candidates. The second level of interviews are conducted by the deputy commissioner of the division, the EEO Officer/Assistant Commissioner for Human Resources, and a member from the executive panel. Finally, the Commissioner, a panel of agency executives and the EEO Officer, conduct the third interview and a final decision is made.</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>
<p>Increasing the positions filled through civil service lists</p>	<p>NYCEM does not currently fill any positions through a civil service list, as to date, the civil service exam for our title is not finalized. The recruitment and hiring procedures described in this document are strictly adhered to.</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input checked="" type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>If future periods of layoffs, terminations and demotions come to fruition for legitimate business/operational reasons, NYCEM will analyze the impact upon gender, race and age before making any final decisions. NYCEM will take all steps to protect the integrity of the diversity and inclusionary practices of the agency. The Commissioner will include the agency's EEO Officer and General Counsel in any decisions that impact gender, race and age.</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>

Other:	The EEO Officer has access to the NYCEM e-hire database and the ability to review the applicants. The Assistant Commissioner, Human Resources is also the NYCEM EEO Officer. The NYCEM intranet has the structured interview guide which includes advice on how to conduct an interview and questions.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  <b>Other - please describe</b>
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**VII. TRAINING**

*Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

**VIII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:  
<https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

**B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace: We provide mandatory training to supervisors so that they are aware of what sexual harassment is; how to handle a sexual harassment matter and how to report instances of sexual harassment.*

*Risk 2: Cultural and Language Differences in the Workplace: Employees are also encouraged to attend diversity and inclusion courses through DCAS such as “Building an Inclusive Culture: Understanding Unconscious Bias” and “Conflict Resolution Strategies for the Culturally Diverse Workplace.”*

*Risk 3: Workplaces with Significant Power Disparities: Throughout the year, EEO and sexual harassment training are emphasized and offered to all personnel. New employees are provided with the agency handbook and referred to our intranet page where all of the agency’s policies are outlined in plain language.*

*We have a procedure in place for sexual harassment instances to be reported. Managers in the agency are well aware of rules, have had the training and know the procedure.*



*Risk 4: Isolated Workplaces:* There are no strategies to be identified or undertaken as there are no isolated workplaces in our agency, nor isolated workers.

*Risk 5: Decentralized Workplaces:* There are no strategies or actions that may be undertaken to reduce risk factors for sexual harassment as there are no decentralized workplaces in our agency.

### E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

### F. LOCAL LAW 101: CLIMATE SURVEY

**Please provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey:* The EEO Officer meets with the Commissioner to discuss strategies to address climate related issues.

### X. AUDITS AND CORRECTIVE MEASURES

Please  
choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

• **Corrective Action #3:** Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency’s employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

- Agency Response: The risk assessment tool was completed for the agency on 10/15/2018. The EEO Officer emphasizes structured interviewing for all job candidate interviews and a presence by an HR manager for at least one level of interviewing, the EEO Officer is always present for the final round executive interview. Emergency Management conducts three level interviews for prospective full time employment candidates. Please see Exhibit F.”
- EEPC Response: The agency provided as Exhibit F, it’s completed 2018 NYC Agency Risk Assessment (ARA). The stated purpose of the ARA is to “assess workplace risk factors associated with sexual harassment in order to help provide a fair and safe work environment for all city workers. ...intended to assist ... each agency to develop responsive strategies to combat sexual harassment”. The EEPC accepts the agency’s ARA as documentation of the principal EEO Professional, principal HR Professional the Director of Legal Affairs, and the Commissioner of Legal Affairs’ review and analysis of the agency’s employment practices, policies and programs to identify whether there are barriers to employment opportunities that may be related to sexual harassment.

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**Corrective Action #2:** Ensure that the General Counsel works with the principal EEO Professional in the implementation of the City’s policies and procedures pertaining to sexual harassment.

- Agency Response: “EEO Officer and General Counsel meet on a regular basis with regard to the implementation of the City’s policies and procedures pertaining to sexual harassment. Moving forward the agency will maintain records of these meetings and keep them on file utilizing an EEO Agenda. Please see Exhibit E.” Exhibit E is the agency’s EEO Agenda template that provides space for recording the names and titles of attendees, agenda items, issues, and notes.
- EEPC Response: The EEPC recognizes the agency’s commitment to implement corrective action #2. In order to demonstrate compliance please **provide documentation/directive/statement or commitment of the General Counsel’s responsibility to work with principal EEO Professional** in the implementation of the City’s policies and procedures pertaining to sexual harassment.

**Corrective Action #4:** Appoint EEO professionals who are trained in EEO laws and procedures and their responsibilities under the EEO Policy.

- Agency Response: “The EEO Officer has appointed three EEO counselors. Each has an expressed interest in EEO policy and are almost all fully training [sic] in EEO policy via DCAS. Please see Exhibit G. EEO Officer and Principal HR Professional: Assistant Commissioner of Human Resources[;] EEO Counselors: Deputy Director of Human Resources: [;]– EEO training completed see transcript attached; Director of Continuity of Operation: [;] Continuity of Operations Planner: [;].”
- EEPC Response: EEPC recognizes the agency’s commitment to the implementation of corrective action #4. In order to demonstrate compliance, the **please provide a description of each EEO Professional’s responsibilities along with documentation that each EEO Professional completed training in EEO-related laws/procedures that pertains to the assigned roles/responsibilities, and Final Determination Page 6 of 7 an organizational chart that indicates the hierarchy of the EEO unit.** Implementation of this corrective action will be monitored during the compliance-monitoring period.

**Corrective Action #5:** Ensure that the principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of policies and procedures concerning EEO and sexual harassment.

- Agency Response: “The EEO professional works cooperatively and closely with the GC in the implementation of policies and procedures concerning EEO and sexual harassment. Moving forward and effective immediately, the EEO Officer and the GC will document such meetings and moving forward those meetings will be documented. Please see Exhibit H.”
- EEPC Response: The EEPC recognizes the agency’s commitment to implement corrective action #5. Exhibit H contained a subtitle, “place holder for future reference” with no content to support the agency’s statement. **Please provide a copy of a procedure/policy which requires a cooperative relationship between the legal and EEO staff or units.** Implementation of this corrective action will be monitored during the compliance-monitoring period.

**Corrective Action #6:** Assign the principal EEO Professional (or EEO-related designee) the responsibility of ensuring that employees/managers received sexual harassment prevention training and that the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations.

- Agency Response: “[An] Counselor notified the agency about the sexual harassment training and the agency EEO Officer receives completion data from DCAS periodically. Agency maintains a near 100 percent completion rate. Agency has placed the Sexual Harassment policy notification on agency billboards, in the handbook and as part of the new hire orientation. Please see Exhibit I for the content that has been displayed physically or electronically in those three locations.”
- EEPC Response: EEPC recognizes the agency’s commitment to the implementation of corrective action #6. **Documentation that the principal EEO professional or designee was assigned the responsibility of ensuring that employees/managers receive sexual harassment prevention training is required** to demonstrate compliance with this corrective action.

**Corrective Action #7:** Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

○

EEPC Response: Exhibit J, contained a subtitle, “place holder for future reference” with no content to support the agency’s statement. **Documentation pertaining to directives or decisions between the agency head/direct report and the principal EEO professional that impact the administration Final Determination Page 7 of 7 and operation of programs, policies or procedures concerning sexual harassment,** will be reviewed during the compliance-monitoring period.

**Corrective Action #8:** Ensure that managers and supervisors are held accountable for enforcing the agency’s sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

- Agency Response: “Managers and supervisors are already informed about EEO and sexual harassment policies during either their onboarding process or their managerial processing appointment with Human Resources. Employees are made aware of this policy in multiple ways, onboarding orientation, managerial processing for promoted employees and via agency wide notifications. Starting January 1, 2019 an EEO/Sexual Harassment task will be added to all managerial tasks and standards. Please see Exhibit K.”

- EEPC Response: The EEPC recognizes the agency’s commitment to the implementation of Corrective Action #8. Exhibit K, contained a subtitle, “place holder for future reference” with no content to support the agency’s statement. **Please provide documentation (EEO Policy/statement or memorandum, email directive, task/standards or meeting agenda) from the agency or agency head to managers and supervisors communicating the expectation that they must enforce the agency's sexual harassment prevention policies/procedures.** Implementation of this corrective action will be monitored during the compliance-monitoring period.

**Corrective Action #9:** Ensure 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).

- Agency Response: “Performance evaluations will be amended to include tasks and standards associated with EEO matters as outlined above and the managerial staff will be rated on these tasks and standards. Starting January 1, 2019 an EEO/Sexual Harassment task will be added to all managerial tasks and standards. Please see Exhibit L.”

- EEPC Response: The EEPC recognizes the agency’s commitment to the implementation of Corrective Action #9. Exhibit L, contained a subtitle, “place holder for future reference” with no content to support the agency’s statement. **In order to demonstrate compliance please provide a copy of the agency’s managerial performance evaluation which contains a pertinent EEO rating.**

**APPENDIX: NEW YORK CITY EMERGENCY MANAGEMENT EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2019**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name</b>	Anthony Marzuillo	Karen Thomas	0
<b>Nature of change</b>	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Start/Termination date of EEO Function</b>	Start Date: 3/14/2019 OR Termination Date:	Start Date: 3/14/2019 OR Termination Date:	Start Date: OR Termination Date:

**NOTE: Please attach CV/Resume of new staff to this report**

**For Current EEO Professionals:**

<b>Title</b>	Assistant Commissioner, HR	Jeffrey Aler	
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other (50%)	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (50%):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Attended EEO Professional On-Boarding at DCAS</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed Trainings:</b>			
<b>EEO</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>lgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Structured Interviewing and Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

<b><u>DIVERSITY AND EEO STAFFING IN NYC EM AS OF QUARTER (X) FY 2019 *</u></b>					
<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>EEO\ Diversity Role</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<u>Annette Santiago</u>	<u>Emergency Preparedness Manager</u>	<u>EEO Officer/Director</u>	<u>100%</u>	[REDACTED]	[REDACTED]
<u>N/A</u>	<u>N/A</u>	<u>Deputy EEO Officer</u>	<u>100%</u>	<u>N/A</u>	
<u>Dennis Boyd</u>	<u>Emergency Preparedness Manager</u>	<u>ADA Coordinator</u>	<u>100%</u>	[REDACTED]	[REDACTED]

<u>Dennis Boyd</u>	<u>Emergency Preparedness Manager</u>	<u>Disability Rights Coordinator</u>	<u>100%</u>	[REDACTED]	[REDACTED]
<u>Brandon Hill</u>	<u>Emergency Preparedness Manager</u>	<u>Disability Services Facilitator</u>	<u>100%</u>	[REDACTED]	[REDACTED]
<u>Annette Santiago</u>	<u>Emergency Preparedness Manager</u>	<u>Career Counselor</u>	<u>50%</u>	[REDACTED]	[REDACTED]
<u>Karen Thomas</u>	<u>Emergency Preparedness Specialist</u>	<u>EEO Counselor</u>	<u>10%</u>	[REDACTED]	[REDACTED]
<u>Anthony Marzuillo</u>	<u>Emergency Preparedness Manager</u>	<u>EEO Counselor</u>	<u>10%</u>	[REDACTED]	[REDACTED]
<u>Jeffey Aler</u>	<u>Emergency Preparedness Manager</u>	<u>EEO Counselor</u>	<u>10%</u>	[REDACTED]	[REDACTED]
		<u>Investigator/Trainer</u>			
		<u>EEO Training Liaison</u>			

\* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO/Diversity role that your staff performs that is not on the list above Just indicate it on the chart.