

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NYC EMERGENCY MANAGEMENT

- ☐ 1st Quarter (July -September), due December 13, 2019
☐ 2nd Quarter (October - December), due January 30, 2020
☒ 3rd Quarter (January -March), due April 30, 2020
☐ 4th Quarter (April -June), due July 30, 2020

Prepared by:

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EEO OFFICER



Name

Title

Telephone No.

Date Submitted: 5/15/2020

FOR DCAS USE ONLY

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 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 2020 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): _____ ☒ 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
- ☐ Diversity and EEO Appreciation Events
- ☒ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☒ Other (please specify):

* Please describe D&EEO Awards and/or Appreciation Events below:

NYCEM Commissioner Deanne Criswell hosts quarterly Agency "All Hands/Town Hall" meetings that appreciate staff efforts and acknowledge exceptional work. During the January 2020 Town Hall meeting, Commissioner Criswell acknowledged agency staff from a variety of units for a diversity of work functions and skillsets.

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.
☒ Yes, On (Date): 1/06/2020 ☐ 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): 1/17/2020 ☐ No

The review was conducted together with: ☒ Human Resources ☐ General Counsel
☐ Agency Head ☐ Other _____

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 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 Workforce Goal(s) set/declared in your plan. o Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Succession Planning: Commit to investing in organizational and individual professional growth by offering new professional development opportunities. Assist a diversity of agency staff in completing the	The agency is supporting and coaching a diversity of staff as they participate in the Certified Emergency Managers (CEM) Certification Program. This promotes both organizational and individual professional growth and will help to position a diverse group of staff to take on roles of increasing responsibility. CEM Certification will allow staff to achieve the internationally	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>recognized professional certification in emergency management.</p> <p>In January 2020, Commissioner Criswell debuted the Commissioners Reading List: a professional development initiative designed to inform staff understanding of the evolving field of emergency management. The books selected provide insights into the foundations of emergency management, analyze current trends and their impact on the future, promote innovative thinking to prepare for the emerging threat environment, inspire readers with success stories, and provide lessons learned from past disasters.</p>				
<p>Workforce planning: The initiation of an innovation program within NYCEM allowing all levels of staff to create and propose innovative ideas to propel the agency and/or its mission forward.</p>	<p>NYCEM implemented an Innovation Pilot program (Oct. 2019-May 2020) to create a culture that encourages creativity and new idea generation to continue to advance emergency management. The process aims to be inclusive of all staff, encouraging ideas to (1) improve an existing process or program, (2) enhance organizational effectiveness, (3) increase emergency readiness, and / or (4) introduce a new concept that will make New York a more prepared and resilient city. Ideas are vetted by a cross-sectoral committee of volunteers from among the agency, and then presented directly to the Commissioner for an investment determination.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Succession Planning: Introducing a Lessons in Leadership Speaker's series. Commissioner Criswell initiated a quarterly speaker's series in fall 2019 to support and develop leadership skills across the agency. The series will host keynote speakers from all sectors to address agency staff and share experiences and lessons learned.</p>	<p>In fall 2019, Commissioner Criswell shared her personal leadership experiences during the first Lessons in Leadership session. In January 2020, Lessons in Leadership featured FEMA manager Marty Bahamonde and focused on the challenges of leading during crisis.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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 reports and advises the Commissioner of the status. When positions become available in a division, underutilization (if any) is addressed at the Commissioner's weekly personnel meeting.					

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 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 Workplace Goal(s) set/declared in your plan. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Onboarding surveys for new employees and an agency onboarding survey committee: NYCEM aims to maintain an inclusive work environment that takes into account the differences of all its employees by offering 30, 60, and 90 day evaluations for all new employees and an annual evaluation of all employees. Onboarding surveys are reviewed quarterly by a designated committee.	During evaluations, 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. The onboarding survey committee continues to meet quarterly to review the outcome of new hire cohorts.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Complete Exit Surveys for all outgoing employees.	<p>Exit surveys were sent outgoing employees in Q3 2020. Four new hires received the DCAS survey in Q2 2020.</p> <p>Human Resources sent one departing manager the DCAS exit survey and six non-managers received the agency survey in Q2 2020.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Continue to promote inclusion and solid working relationships.	<p>A Town Hall meeting was held in January 2020 that highlighted staff in many units throughout the agency and fostered a discussion about paths to promotion aimed at making the process for promotions more equitable and transparent.</p> <p>An All hands/town hall meeting was held on 10/18/2019. The Commissioner updated the agency on the Certified Emergency Management Certificate Program, announced milestones and provided an update on the status of the agency's reorganization</p> <p>Introduction to using gender pronouns in the workplace: On 11/26/2019 the Commissioner sent out an agency-wide email encouraging employees to be inclusive and education on the use of gender pronouns.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Staff Appreciation events: A Staff appreciation breakfast was hosted on 12/18/2019. The Commissioner thanked everyone for their commitment to the agency and for the support provided during the Ozone Park sewage incident.				
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>NYCEM developed an ongoing video series called “A Day in the Life,” which interviews staff members about their backgrounds, unique skills, and work at NYCEM. These videos are shared internally and via social media to help the agency recruit, develop, and retain a diverse and inclusive workforce reflective of our City’s population. Videos shared publicly during Q3 included staff of varying ethnicities, backgrounds, orientations and genders, and staff with access and functional needs.</p> <p>The agency also produces podcasts that highlight the diversity of emergency managers within NYCEM. In March 2020, the agency released a ‘PrepTalk’ podcast highlighting Women’s History Month and featuring female emergency managers sharing their stories. A ‘PrepTalk’ podcast released in February 2020 discussed highlights from a NYCEM symposium to help connect individuals with disabilities, access and functional needs to their communities.</p> <p>NYCEM invited New York City high school students to participate in the inaugural HERricane NYC program, designed to encourage young womxn* in grades 9 through 12 to pursue careers and leadership roles in emergency management. The program consisted of a weeklong session from April 13, 2020 to April 17, 2020 hosted at NYC Emergency Management’s headquarters for 20 students, at no cost to the students. Unfortunately, this program was delayed due to the COVID-19 pandemic.</p> <p>On March 4, 2020, the agency hosted an event titled “The Future and Challenges in Emergency Management for 2020 and Beyond.” All staff were encouraged to attend and participate as FEMA Administrator Pete Gaynor joined NYCEM Commissioner Criswell for an International Association of Emergency Managers/Harvard National Public Leaders Institute Think Tank.</p> <p>The agency’s newsletter is distributed quarterly. Employees are encouraged to send milestones and/or notifications of awards to the Communications unit to be included in these newsletter.</p> <p>The Human Resources unit sends out new hire bios, promotions and position change announcements to the agency.</p>					

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Community outreach and engagement: The Ready New York (RNY) campaign encourages New Yorkers to be ready for all types of emergencies through presentations and resource materials available in 23 different languages, audio format, and braille.	In Q3 FY2020, NYCEM staff participated in 122 community fairs and presentations throughout the five boroughs. Due to the effects of the Coronavirus pandemic, the last Ready NY event was held on 3/12/20.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cultural Awareness Training: NYCEM employees participate in the National Preparedness Month awareness program each September which reaches out to the communities to share information on emergency preparedness.	In Q2, NYCEM employees participated in 53 RNY Fairs; 91 presentations and 58 kids presentations all across the five boroughs The training is provided for its staff, volunteers, City agency and community partners for emergency management professionals to increase workplace and community effectiveness by increasing levels of cultural competency.				
Minority and Women owned Business Enterprises (MWBE) program	Members of NYCEM's Procurement unit participated in the Dept. of Small Business Services' MWBE Brooklyn Borough Forum on January 22nd at Medgar Evers College. NYCEM's ACCO also attended the January 27th MWBE Officer and ACCO meeting. As a result of the emerging effects of the Coronavirus in NYC throughout the months of February and March,	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>NYCEM worked with OMWBE to successfully identify MWBE vendors that were capable of providing the agency and the City of New York with a number of lifesaving goods and services. NYCEM remains committed to the use of MWBEs in its contracting process and will ensure that opportunities are made available to these vendors as we continue to address the ongoing effects of the Coronavirus pandemic within the City of New York.</p> <p>On 10/22/2019, the Procurement unit attended a MWBE information session with the Department of Small Business Services.</p>				
Go- Purple Day – Domestic Violence Awareness	<p>On 10/24/2019, Agency employees were encouraged to wear purple to support the cause and took an agency picture that was shared on the agency's social media platforms.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

V. RECRUITMENT

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 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 Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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Increased career fair attendance	<p>On 2/25/2020, NYCCEM staff attended City Council Speaker Corey Johnson's Community Resource Fair.</p> <p>On 10/03/2019. The human resources unit participated in the Fordham University Career Fair</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
University Partnership Program	<p>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.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
55a Coordinators Meeting	<p>NYCEM's 55a Coordinator attended two 55-A meetings between January and March 2020.</p> <p>On 12/18/2019, the 55a Coordinator attended the Coordinator's meeting to review the hiring statistics/best practices and received an update on the 55a resource guide</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N=B=Non-Binary; O=Other; U=Unknown]
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1. Urban Fellows	1	1W	M <u>X</u> F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	4	1U; 1A; 1W; 1H	M <u>1</u> F <u>3</u> N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Ladders for Leaders	8	1W; 1B; 6A	M <u>5</u> F <u>3</u> N-B ___ O ___ U ___
6. Solomon Fellows	3		M ___ F ___ N-B ___ O ___ U ___
7. Americorps Fellows	2	1U; 1A	M <u>1</u> F <u>1</u>
<i>Additional Comments:</i>			

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.

During this Quarter 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

e-mail ☒ Yes ☐ No

training sessions ☒ Yes ☐ No

agency website ☒ Yes ☐ No

agency newsletter ☐ Yes ☐ No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants ☒ Yes ☐ No

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	When positions become available, the job vacancies sent via email to all NYCEM employees. In this quarter 11 opportunities were disseminated.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	High-level new hires go through a three-level panel interview process. The third-level interview is conducted by the Commissioner, First Deputy Commissioner and Chief of Staff. The Mid and low-level positions go through a two -level panel interview process which	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	includes the division head Assistant Commissioner, HR and EEO Officer. The top three candidates for each position are presented to the Commissioner for review and approval to hire				
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;	NYCEM does not currently fill any positions through a civil service list 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.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);	The EEO Officer is present in all interviews.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Analyzing the impact of layoffs or terminations on racial, gender and age groups;	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.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Selection Strategies and Initiatives:	The EEO Officer has access to the NYCEM e-hire database and the ability to review the applicants. The Assistant Commissioner, Human Resources was also the NYCEM EEO Officer for quarters 1, 2, and 3 in 2020. 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"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. ☒ Yes ☐ No

☐ There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

☒ The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about 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

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in 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 all employees 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.” The agency also provides Cultural Awareness Training.

Risk 3: Workplaces with Significant Power Disparities: Throughout the year, EEO; Sexual Harassment and LGBTQ trainings are mandatory for all personnel. New employees are provided with the agency handbook and referred to our intranet

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 updates as they occur.
- ☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates 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://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

Provide a short description of your efforts to analyze the results of climate survey in your agency.

The EEO Officer meets with the Commissioner to discuss strategies to address climate related issues and collaborates with the agency counsel to implement any corrective actions.

Describe any follow-up measures taken to address the results of the climate survey: The climate survey did not have results that posed a threat.

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: _____.

☐ 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 2020.

APPENDIX: [NYC EMERGENCY MANAGEMENT] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Name & Title	Annette Santiago, Assistant Commissioner, HR/EEO Officer	Veronica Geager, Deputy Director, HR	Anthony Marzuillo, Director, COOP Karen Thomas, COOP Planner
EEO Function	<input checked="" 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)	<input type="checkbox"/> EEO Officer <input 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 checked="" 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)
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 30	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

<u>DIVERSITY AND EEO STAFFING IN [NYC Emergency Management AS OF QUARTER (2) FY 2020 *</u>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
N/A		<u>Diversity & Inclusion Officer</u>			
Annette Santiago	Emergency Preparedness Manager	<u>EEO Officer/Director</u>	100%		
N/A		Deputy EEO Officer			
Dennis Boyd	Emergency Preparedness Manager	ADA Coordinator	100%		
Dennis Boyd	Emergency Preparedness Manager	Disability Rights Coordinator	100%		
Brandon Hill	Emergency Preparedness Manager	Disability Services Facilitator	100%		
Veronica Geager	Emergency Preparedness Manager	55-a Coordinator	100%		
Annette Santiago	Emergency Preparedness Manager	Career Counselor	100%		
Anthony Marzuillo	Emergency Preparedness Manager	EEO Counselor	10%		
Annette Santiago	Emergency Preparedness Manager	EEO Investigator	25%		
Anthony Marzuillo	Emergency Preparedness Manager	EEO Counselor/ Investigator	25%		
Annette Santiago	Emergency Preparedness Manager	Investigator/Trainer	25%		

Stella Guarna	Deputy Commissioner, Legal Affairs	EEO Training Liaison	25%		
		Other (describe)			
Iskra Killgore	Emergency Preparedness Manager	Language Access Coordinator	25%		

* Please indicate changes (i.e. if new personnel is filling a specified role.) You may 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 please indicate it on the chart.