

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: NYC EMERGENCY MANAGEMENT

1st Quarter (July -September), due November 4, 2022

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

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Date Submitted: 12/28/22

FOR DCAS USE ONLY:

Date Received:

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Table of Contents

Instructions for Filling out Quarterly Reports FY 2023	3
Part I: Narrative Summary	4
I. Commitment and Accountability Statement by the Agency Head.....	4
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	5
IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023	7
V. Recruitment.....	22
VI. Training.....	30
VII. Reasonable Accommodation.....	30
VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws	30
IX. Audits and Corrective Measures	35
Appendix A: EEO Personnel Details	36

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **“XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I”**, 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, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency 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. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2023 DEI-EEO 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.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 12/13/22 _____ No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

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

Awards are proposed and slated to be implemented in FY 2023, starting with agency longevity awards introduced via a ceremony in Q1 FY 2023.

Official Equity, Diversity & Inclusion evaluation metrics will be included in 2023 employee evaluations.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

In FY 2023 Q2, all agency managers are required to attend a Performance Evaluation Clinic with information about the new DEIB metrics.

III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2022): 204 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): 1/27/23 _____ Yes again on (Date): _____ No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

III. 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 (Dates):

Q1 Review Date: 9/5/2022 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Not conducted

Not conducted

Not conducted

Not conducted

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Recruit a diverse workforce representative of the city we serve.

- Utilize a variety of sources to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities.
- Engage with colleges and universities, including women's colleges, Historically Black Colleges and Universities, Hispanic Serving Institutions, and others, through career fairs, networking, and recruiting events.
- Conduct outreach and recruitment at job fairs and other events hosted by various organizations supportive of diverse communities, including disability advocacy groups and veterans.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

Updated agency recruitment efforts in 2022:

- Agency Spotlight events: We have amassed a distribution of 700+ people from our spotlight events.
- In-person career fairs: We have participated in Veterans Fairs, College Fairs, Community specific fairs, Council-Member sponsored fairs.
- Elected Officials and Other Partners: We have been sending our postings directly to City elected officials and their chiefs of staff, as well as including the postings in our government relations, community engagement and strategic partnerships/private sector newsletters.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Our vacancy distribution list has over 100 different organizations, colleges and City agencies: These organizations include LGBTQ Youth, BEMA, MOPD, Hispanic Federation, AAPD and many more.
- Handshake postings: 1,200 colleges across the country have access to our postings from handshake.
- Social Media Campaign: We have new protocols for sharing our postings out on social media.
- Non-Traditional Media: HCM participated in a Prep Talk podcast episode to talk about recruiting for the agency. Hoping to participate in 2023 as well.
- Talent Specific posting (when needed): We also post in Talent Specific job sites such as the Black, Asian and Puerto Rican Bar Associations, Association for Talent & Development, I-DIEM and LinkedIn.

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**
Q2 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**
Q3 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**
Q4 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

2. Hire a diverse workforce representative of the city we serve.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

We have implemented a variety of new processes within the past year, including the use of diverse hiring panels. In Q1, the agency analyzed data for 22 external hires since February 2022. Of the 22 new hires:

- 36.4% identify as White
- 27.3% identify as Black
- 22.7% identify as Asian American/Pacific Islander
- 4.5% identify as Hispanic
- 4.5% identify as Two or More
- 4.5% identify as Other
- We are continuing to improve our hiring process and analyses.

Q1 Update: **Planned** **Not started** **Ongoing** **Delayed** **Deferred** **Completed**

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. Retain a diverse workforce representative of the city we serve.

- Identify opportunities to embed diversity and inclusion priorities into public-facing aspects of the NYCEM’s work. Ensure that diverse voices are represented in public-facing projects.
- Develop a clear and consistent message to staff that having a diverse workforce is an agency priority and that efforts to create and maintain a diverse, equitable, and inclusive NYCEM community include everyone at all levels of the agency.
- Evaluate current support efforts specifically focused on underrepresented staff, and add mechanisms as needed (e.g., targeted programming, mentoring, Employee Resource Groups, etc.).

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- In Q1, created and developed the EOC Coaching Program, intended to be a useful resource for all team members wanting additional support or advice. It is designed to support staff experiencing issues by providing advice, mentoring, coaching, and connecting them to resources for further learning, along with providing a space for talking through EOC activities and situations to reflect and improve. The Coaching Program launched in Q2 (December 2022). EOC Coaches are another point of contact and a neutral party for answering and discussing EOC activation questions and feedback when requested.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Train and grow a diverse workforce representative of the city we serve.

- Find and create opportunities for career advancement and professional development of women and members of underrepresented groups (succession planning, job shadowing), including maintaining and further developing the Mentor Program.
- Explore establishing development opportunities for mid-career professionals, such as a rotation program.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

In Q1, organized several training opportunities:

- A conversation with the Band of Sisters, centered around their book, “You Should Smile More: How to Dismantle Gender Bias in the Workplace”. Anyone who registered by November 22, 2022 received a free copy of the book. A discussion will follow on January 10, 2023 on the book, gender bias, and how to make the workplace more inclusive.
- EOC Leadership Development Lab on December 15, 2022 for all on call team staff. The goal of this lab is to enhance and hone critical leadership skills needed in the Emergency Operations Center (EOC). Lab participants will learn about effective decision making, improving communication skills, and managing uncertainty under time pressure.
- Personal Development through Public Service, on *January 18, 2023*: The NYCCEM Leadership Series aims to encourage employees' leadership potential and equip staff with practical leadership skills they can apply in their careers. The first series installment, Personal Development through Public Service, will feature NYCCEM staff in a panel discussion focusing on shaping personal leadership style and interweaving personal and professional learning experiences.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please 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.

NYCEM’s CEEDS Utilization Report indicated underutilization of *Blacks* in the Management Specialists job group. The entity’s CEEDS: *Work Force Composition Summary* indicated that the Management Specialists job group was comprised of one non-competitive (discretionary) title. The agency conducted a broader analysis of underutilization and has developed recruitment and selection improvements

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

to address underutilization. These improvements were enacted beginning in 2022, with continued implementation into 2023. They have already resulted in improved hiring and selection metrics as noted in the previous section.

B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Build and maintain an infrastructure that supports diversity and promotes inclusion within NYCEM.
 - Continue supporting NYCEM’s Equity and Diversity Council to provide constructive feedback, identify issues needing attention, and assist in implementing policies to enhance diversity and equity at NYCEM.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

Onboarded the new NYCEM Equity & Diversity Council members for FY 2023, the first transition since the Council’s inaugural members began serving in 2021. Inaugural members and new Co-Chairs successfully transitioned in Q1. The Council released the results of the 022 Retention Survey agency-wide via email in Q1, and rescheduled a visit with Curtis Brown, Founder of the Institute for Diversity and Inclusion in Emergency Management, to speak at NYCEM during a special session.

NYCEM will continue to foster DEI principles through our Equity and Diversity Council. The Council has recommended DEI practices and principles across the agency and in all aspects of our mission. The Council is heavily involved in workplace initiatives and is a guiding force for the agency. Council FY2023 goals include defining and standardizing processes for promotions, salary increases, and professional development; improving managerial and non-managerial evaluation processes; standardizing exit interview processes and collecting data from employees for review.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Provide diversity and inclusion/anti-bias training for employees, starting with agency-customized Inclusive Leadership and Unconscious Bias workshops

- Use data from climate studies to frame and direct future action on diversity and inclusion.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

The agency has continued to source potential vendors for Inclusive Leadership training and in Q1 began developing a training plan to increase the number of staff attending DCAS Unconscious Bias training. Several action items stemming from internal climate studies, including a change in agency evaluation metrics and procedures, were announced in Q1 to be implemented in 2023.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Process, resolve, and adjudicate claims of discrimination, including retaliation.

- Provide managerial training on equity and equal opportunity and encourage leadership approaches that support employee engagement and belonging.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

As announced in the October 2022 All Hands meeting, new changes to the Performance Evaluation Process were implemented for 2023. The agency introduced Managerial Effectiveness Evaluations, a mandatory self-assessment, and a new Tasks and Standards Template incorporating Equity, Diversity, and Inclusion tasks and standards. NYCEM is piloting a Managerial Effectiveness Evaluation. Employees will be asked to evaluate their managers on key performance areas: Valuing Behaviors; Interdependent Behaviors; Communication Behaviors; Valuing Diversity Behaviors; Leadership Behaviors. This is an opportunity for employees to anonymously provide candid, constructive feedback on their direct supervisors’ performance this past year to Human Capital Management (HCM). HCM will summarize all feedback received for each individual supervisor. Feedback will be averaged to protect anonymity and ensure confidentiality. HCM will

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

also prepare an overall summary of recommend areas for additional management training.

In the performance cycle beginning in January 2023, all NYCEM employees will be asked to sign a new Tasks and Standards Template. On the new form we have included a Diversity, Equity, and Inclusion task and standards developed by the Equity and Diversity Council, with separate forms for managers and non-managerial employees. Going forward, all new employees will receive their tasks and standards using this template.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. Offer opportunities for agency-wide and targeted discussions (Town Hall meetings, roundtables, small group discussions) on issues related to diversity and inclusion, such as racial equity, generational diversity, unconscious bias, disability inclusion, and other critical topics.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

In Q1, several diversity and inclusion-focused discussions were set up for agency staff. NYCEM is hosting a conversation with the Band of Sisters, centered around their book, “You Should Smile More: How to Dismantle Gender Bias in the Workplace” on January 10, 2023. Employees who signed up to attend the conversation by the end of November 2022 were given a free copy of the book to read ahead of the event. Additionally, a visit by Curtis Brown was rescheduled for February 2023.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Strengthen existing collaborations and build new partnerships with the NYC communities we serve.
 - Expand outreach efforts to underserved communities

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

In FY2023, we returned to and increased the number of in-person Ready New York events.

In FY 2023 Q1 and Q2, a total of 261 Ready New York events were held with 12,300 total participants.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Strengthen existing collaborations and build new partnerships with the NYC communities we serve.
 - Create and implement a communications strategy that further elevates diversity and inclusion as a key agency priority and reinforces leadership commitment.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

Implemented in FY 2022, NYCEM’s First Deputy Commissioner sends a weekly update each Friday to all agency staff, which includes highlighting DEIB training and an “Above & Beyond” section highlighting employees doing great DEIB work.

Leadership created a Chief Equity and Diversity Officer position at the executive level to reinforce commitment to this agency priority. Recruitment began in Q1.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Strengthen existing collaborations and build new partnerships with the NYC communities we serve.

- Enhance efforts to reach vulnerable populations and encourage awareness of risks and preparedness actions

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

In Q1 and Q2 FY2023, CERT volunteers have volunteered 4,419 hours in support of their communities, including providing emergency preparedness education. Major deployments include: support of NYC Parks at Rockaway beach 7/2 – 9/17/2022, flash flood day of action on 8/31/2022, water distribution at Jacob Riis Houses 9/3 – 9/9/2022, and winter weather reception center support 12/23 – 12/24.2022.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Strengthen existing collaborations and build new partnerships with the NYC communities we serve.

- Develop additional outreach content and engagement initiatives for diverse audiences, including traditionally underserved NYC communities.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The Strengthening Communities Canvassing operation was established to allow the City of New York to rapidly and efficiently engage New Yorkers in times of crisis. By providing grant funding to networks of Community Based Organizations (CBOs) and Faith Based Organizations (FBOs), the City can dispatch pre-determined networks to impacted communities. These networks are equipped to service their communities with culturally competent messaging.

On Wednesday, December 21st, 2022 the Strengthening Communities program activated three of its networks (Southern Brooklyn COAD, REMA4US and FRANC) in Southern Brooklyn and Rockaways. The networks amplified messages pre-storm and during the storm via text messaging software, e-blasts, phone calls and posting flyers in their communities. Over 1,700 people were reached via the networks' efforts. Post-Storm networks assessed damages in their communities and continued convening with their groups to amplify information and ensure communities were aware of the Damage Assessment Tool.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

❖ **Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.**

January 12, 2023: NYCEM attended the Women's Chamber of Commerce's M/WBE networking event at City College, meeting with over 100 vendors to increase our outreach to M/WBE vendors.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Develop and execute strategies, provide guidance, and inform all phases of emergency management to strengthen equity, diversity, and inclusion goals at NYCEM; Identify and implement strategies to holistically integrate equity throughout NYCEM planning, response, relief, and recovery operations.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

Conducted hazard-specific planning; began the Emerging Threats Lab, a workshop series designed to explore the future of urban hazards; conducted relief operations for households affected by a 5-alarm fire in the Bronx including implementing a virtual Family Assistance Center and service center; provided planning, coordination, and organizational support to NYC's asylum seeker humanitarian crisis; supported DOHMH in the response to the monkeypoxvirus; Developed health and safety guidance for NYCEM staff deployed to assist with Hurricane Fiona response and recovery operations in Puerto Rico.

NYCEM's Planning Team participated in the following conferences, certificate programs and training courses:

- National Radiological Emergency Preparedness Conference
- New England Radiological Health Conference
- Harvard's Radiological Emergency Preparedness certificate program
- Radiological Operational Support Specialist (ROSS) certification program
- Biological Emergency Preparedness Early Career Program at the Center for Homeland Defense and Security
- Leading with Impact program through Columbia University
- NOAA Digital Coast Workshop
- National Weather Service SKYWARN basic training
- Recognizing How LGBTQIA+ People Enter the Workplace
- National Disaster Preparedness Training Center Hurricane Awareness training

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. Develop and implement listening sessions, workshops, additional training options, and other educational opportunities to cultivate an inclusive work community.

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- NYCEM hosted the workshop Creating Supportive Connections on 10/13/22, facilitated by Ayana Mbonu, offering employees the opportunity to learn how supportive connections can aid in stress management, strategies for combating loneliness and social isolation, and steps to take to strengthen your social network.
- Human Capital Management has become an important Equity and Diversity Council Recruitment and Retention committee member in 2022. Their work in Recruitment/Retention in 2022 is highlighted in episode 82 of PrepTalk, NYC Emergency Management’s podcast, released in Q1. This podcast episode highlights the agency’s strategic plan as well as one its key priorities: talent retention and recruitment, and the agency’s goal for its workforce to reflect the communities it serves. The episode features NYC Emergency Management Monitoring and Evaluation Program Manager Jimmy Deats, a member of NYCEM’s Equity and Diversity Council, and Deputy Director of Talent & Culture Veronica Geager.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. Raise awareness, understanding, and appreciation for: the complexity of identity, how identity interacts with broad societal structure and institutions, and the role of identity in cultivating an inclusive community at NYCEM.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- 25 staff emails were sent via NYCEM’s Equity and Diversity Council in FY2022 addressing holidays, awareness campaigns, observances, and timely news events to engage and inform agency staff. Efforts to inform continue in 2023.
- Initial NYCEM Retention Survey (conducted Spring 2021) results were published agency-wide in Fall 2022. Recommendations were incorporated into the front office’s Employee Engagement Tracker, with several short-term and medium-term goals set for completion in 2023.
- On 9/16/22, NYCEM invited staff to bring their pets to work for an outdoor staff-pet meet and greet in Whitman Park across from the NYCEM front entrance. Additionally, NYCEM hosted therapy dogs twice per month at agency headquarters through Q1 and Q2.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
 Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Evaluate policies, systems, processes, and management to assess impacts on staff and support the agency’s diversity, equity, and inclusion goals.

- Implement employee resource groups.
- Expand events for cultural diversity
- Offer DEIB and Social Justice training opportunities for staff

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

The greater NYCEM Community has a wide range of engaging opportunities - some are social in nature, while others are designed to support career growth and engagement within the agency. To help raise awareness of the many opportunities available at NYCEM, the agency hosted an NYCEM Community Fair on 8/18/2022. Representatives from organizations/groups/clubs listed below tabled at the event. The Social Committee also published in August 2022 a list of NYCEM opportunities, also available on the SharePoint site:

- Book Club: The Book Club regularly discusses books about emergency management, NYC history, historical figures, as well as fiction.
- Contact:

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The NYCEM Library, located on the first floor at HQ, has many titles across a span of disciplines and includes a DEIB section.
- NYCEM Returned Peace Corps Volunteers (RPCVs): While this group does not meet regularly, they take a photo annually on National Peace Corps Day, March 1st, and try to get coffee or lunch occasionally.
- Social Committee: The Social Committee fosters a cohesive community by developing inclusive and fun social initiatives that allow staff, both new recruits and veterans, to better get to know one another. All NYCEM staff are welcome to join events put on by the Social Committee, including First Friday happy hours and Sparkle Club, a group for seltzer enthusiasts.
- Softball: The softball team offers player sign-ups in the spring. Anyone at the agency is welcome to attend a game to cheer on the Hurricanes!
- Spanish Club ("Aprendamos en Español"): The club promotes awareness, appreciation, and understanding of the Spanish language in a fun interactive way. Not only will you learn and practice your Spanish skills with native speakers, but the Spanish Club will also share insights and interesting facts about Hispanic culture, food, customs, and music.
- Sparkle Club: *Sparkle Club* is a gathering of and for seltzer enthusiasts. All are welcome! Feel free to bring a seltzer or other refreshing beverage of your choice. Location: Benches in front of NYCEM HQ, noon, First Friday each month.
- Running Club: Launched in August 2022. Join your coworkers for a weekly post-work run with the new NYCEM RUNNING CLUB! Runs will take place each Wednesday (weather permitting) at 5:20 PM and will start and end at NYCEM HQ. All levels of experience are welcome! There are be 3 routes of different distances to choose from, but we'll all run the same amount of time.
- Photography Club: Are you an avid photographer or are you interested in learning more about photography? The Photography Club is hoping to create a space where people showcase their work, discuss techniques, and share ideas and resources. One may even be able to find some of their work showcased on the walls of NYCEM HQ!
- Trivia: Vineapple offers Trivia every Tuesday at 7:00, with up to 6 players per team. If at least 3 NYCEM folks are interested, the group heads over by 6 pm for the best chance of getting a spot. Anyone is welcome to play (there's no such thing as being bad at trivia).
- Wellness Committee: The wellness committee's mission is to promote the health and wellness of NYCEM employees through initiatives that encourage wellness, increase awareness of resources, and build a sense of community. We seek to promote these ideals in areas of employee's physical, emotional, intellectual, social, and occupational well-being to foster a culture where NYCEMs employees feel engaged, supported, and empowered. All are welcome to join in planning or attending events.
- Yoga: An instructor teaches lunchtime yoga classes in the Briefing Room at NYCEM HQ every Tuesday and Thursday. All participants need is comfortable clothes and a yoga mat.
- Equity and Diversity Council: The council's mission is to develop and maintain an agency climate that welcomes and promotes respect for the wide variety of human experience. All council members must serve a one-year term, with the option for renewal for another year.
- NYC CERT Liaison: The Community Emergency Response Team (CERT) program relies on members of NYCEM staff to support as CERT Liaisons for their basic training. Staff work with CERT instructors who are active FDNY and NYPD personnel to help train new volunteers.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- **Ready New York Program:** Ready New York is NYCEM's public education campaign. Through the program, you can teach people about the hazards they may face in New York City and how to prepare for all types of emergencies. *Required to complete the RNY training to participate.*
- **Service Center Support Team:** This team is comprised of staff that will deploy to mobilize and operate a Service Center in the first 48 – 72 hours of an incident.
- **Special Events Liaison:** NYCEM sends staff to support the City during special events, (e.g., NYC Marathon, New Year's Eve). Staff may be assigned to off-site locations, such as the NYPD Joint Operations Center. *Supervisor approval is required.*
- **Watch Command Auxiliary:** Train to work as a Watch Commander or Public Warning Specialist, and support NYCEM's 24/7 interagency monitoring and coordination operations. *Required to complete WC Auxiliary Training.*
- **NYPD JOC Activation:** Take a shift or two at the NYPD Joint Operations Center during UNGA, 4th of July, and many other planned events. JOC staffing assignments are made time-of for each event. *Supervisor approval required.*

In Q1, several events focused on cultural diversity were planned for Q2 and Q3, and options for additional DEIB training were discussed, planned, and held.

A NYCEM version of an ERG, the NYCEM Buddy program, solicited for new volunteers in November 2022, kicking off a new session in 2023. This program is geared toward helping our New Hires get better acclimated to NYCEM’s work culture, help answer their questions and meet new colleagues. This is in addition to NYCEM’s ongoing Mentor Program.

NYCEM hosted Coffee with Coaching on 1/5/23, an informal opportunity for on-call team members to get acquainted with the team coaches, and to ask any questions about the EOC program.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ **Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**

NYCEM launched the Social Committee in March 2022. The NYCEM Social Committee works to foster a cohesive community by developing inclusive and fun social initiatives that allow for staff, both new recruits and veterans, the opportunity to better get to know one another. The Committee runs a SharePoint site for NYCEM employees and promotes agency events, activities, and opportunities to staff via all-agency emails, Teams calendar invites, and SharePoint site updates.

In June 2022, the Reducing Burnout & Increasing Morale Workgroup released the Employee Engagement Survey for a second time to help us measure and assess our progress over the past 6-9 months addressing burnout and rebuilding agency morale. On 8/18/22, the agency distributed a summary of findings to staff along with current and future initiatives. The agency also encouraged staff to sign up to be part of the Reducing Burnout & Increasing Morale Workgroup and helping us to strengthen the spirit of the agency and ensure we have a healthy and supportive work environment. Issues raised in Spring 2022 were largely the same as identified in the Fall 2021 survey, including lack of opportunity, and lack of flexibility (ex: remote work).

Recommendations and Initiatives for 2023 implementation include: Updating policies, procedures, and internal communications related to promotions and raises; Resources for managers to recognize their teams; Reaffirming agency culture through Core Values; Re-purposing building space; and Shadowing program for staff.

Initiatives identified and completed/continuing from Fall 2021: Increasing team building/Morale events; Focus on work/life balance; Additional Management learning resources offered; Communicating issues to Administration; Working with OMB on promotions and raises; Training on new technology available.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion 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).

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

1. Career Counselor – NYCEM will institute Career Counselor trainings for staff to further their careers at the agency.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

NYCEM defined the role of the career counselor and in January 2023 provided a notification to all staff of the contact information and responsibilities of the career officer. NYCEM’s Readiness Bureau has developed a training plan for agency staff increasing offerings for staff to grow skill sets and prepare for increasing responsibility and management positions.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. NYCEM is currently developing policies and procedures to address staff retention and promotions across the agency, including standardizing processes for promotions, salary increases, and professional development.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

The agency drafted policies for promotion which were at the executive review level in Q1, with the goal of distribution to all staff in 2023 to increase transparency regarding the promotion process.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. NYCEM is implementing training to better meet our recruitment goals, including training hiring managers and implementing diverse hiring panels.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

Diverse interview panels were implemented across the board for agency interviews in Q1, becoming standard practice. Training for hiring managers was developed to be implemented in Q2 and Q3, including mandatory Structured Interviewing for hiring managers and Unconscious Bias training.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Recruit applicants reflective of the City we serve.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

In Q1, we continued to utilize all available sources for recruitment, including social media outreach, outreach to colleges, and all other available channels. See Workforce Goals section above for details.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

- ❖ Please specify any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

HCM created a Recruiting/On-Boarding document that outlines the steps that outlines the following stages of the on-boarding process in Q1. It was released and shared via all agency email with staff on 1/24/23. This document was created with Hiring Manager's in mind to make the process easy to understand and more comprehensive:

- Job Posting Process
- Candidate Recruiting
- Panel Interview Process
- Candidate Approval Process
- Making a Job Offer
- New Hire Processing
- First Day Itinerary
- Employee Experience Programs

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note: Please update this information every quarter.]**

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. Summer College Interns Total: 4

Race/Ethnicity* [#s]: Black 1 Hispanic___ Asian/Pacific Islander 2 Native American___ White 1 Two or more Races___

Gender* [#s]: M 2 F 2 N-B ___ O ___ U ___

4. Summer Graduate Interns Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (specify) Total: Summer High School Interns: 9

Race/Ethnicity* [#s]: Black 2 Hispanic 2 Asian/Pacific Islander 3 Native American___ White 2 Two or more Races___

Gender* [#s]: M 3 F 6 N-B ___ O ___ U ___

Additional comments:

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. 55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): 0 _____ Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of ____ [number] new applications for the program were received.

During the 1st Quarter ____ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of ____ [number] new applications for the program were received.

During the 2nd Quarter ____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of ____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No
Other: _____

2. _____

3. _____

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

All agency job postings and promotional opportunities were shared with all agency staff via email as positions became available.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

New changes to the hiring process were announced in May 2022, with implementation at the start of FY 2023. As part of the new process, hiring memos must clearly highlight why the candidate was selected and how the candidate satisfies NYCEM's values.

In order to align with the agency's goals of a diverse workforce that mirrors the communities we serve, diverse interview panels are now a mandatory requirement of the hiring process. Prior to scheduling interviews, please a list of interviewers for each interview round us shared with HCM.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

When selecting interviewers for positions managers are directed to include panel interviewers from different perspectives, levels of experience, backgrounds, and identities. Interviewers from other units, and Bureaus/ASOs should be included.

Prior to commencing interviews, hiring managers schedule a pre-meeting with the panel to review the needs of the position, process and scoring rubric.

Hiring Managers should use a standardized process for all interviewees, with a question bank shared in May 2022 to help evaluate candidates on Communication, Relationship Management, Stress Management/Composure, Global and Cultural Effectiveness. All interviewees should be asked a standardized set of questions and be evaluated against the same rubric. During the interview, the interviewers inquire how the candidate heard about the job. This information should be included on the applicant log in the recruitment source category.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

Assist the hiring manager if a reasonable accommodation is requested during the interview and/or onboarding; observe interviews, periodically review candidate evaluation forms and candidate demographics included in applicant logs. Review hiring packages to evaluate that the selection process was conducted in accordance with EEO best practices.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

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

5. Other:

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	18	10	6
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. Reasonable Accommodation

Please report all reasonable accommodation requests 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>

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

A. Local Law 92: Annual Sexual Harassment Prevention training

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. 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 the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees' familiarity with the EEO Policy.

- NYCEM will share information about EEO policies at quarterly all-hands meetings both in person and via Teams
- NYCEM will distribute updates on EEO policies via all staff email

❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

- EEO information, policies and reminders were issued in Q1 and Q2 via meetings and all-staff emails.

2. Improve the EEO Office's visibility to the workforce.

Create a full time EEO Officer/Equity/Diversity position

Hire Chief Equity and Diversity Officer: position posted and active recruiting began in late summer 2022

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Chief Equity and Diversity Officer position was created and posted. Active recruiting began in late summer 2022; top candidate withdrew from consideration. Still recruiting for candidates who meet the minimum qualifications listed in the job posting.

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

NYCEM will share information about the EEO complaint process at quarterly all-hands meetings both in person and via Teams

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

NYCEM will distribute information on EEO policies and processes via all staff email and via the Intranet
NYCEM will train all new employees on EEO policies, the complaint process, and how to file EEO complaints

- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

NYCEM shared information about the EEO complaint process via all staff email and via the Intranet and continues to implement the training plan to reach completion target goals for “Everybody Matters” training by the Cycle 1 deadline in Q3.
NYCEM continued to train all new employees on EEO policies, the complaint process, and how to file EEO complaints.

- 4. Increase employees’ understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

NYCEM will share information about EEO policies at quarterly all-hands meetings both in person and via Teams
NYCEM will ensure staff are up-to-date on required EEO trainings, including Sexual Harassment Prevention training

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

191 agency employees (NYCEM head count not include details who receive training via their home agencies) completed Sexual Harassment Prevention training in 2022.

- 5. Improve managers’ and supervisors’ awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

Ensure managers are up-to-date on required EEO and sexual harassment prevention training
Continue development and implementation of Equity and Diversity tasks and standards for all staff, including specific metrics for supervisors and managers

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Ensure managers are up-to-date on required EEO and sexual harassment prevention training – training plan complete for sexual harassment prevention training, in progress for Everybody Matters.

Implementation of Equity and Diversity tasks and standards for all staff, including specific metrics for supervisors and managers, began in 2023 evaluation cycle.

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

EEO policy reminders and refreshers to be provided to managers and supervisors at executive and senior staff meetings

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

EEO Officer occasionally provides brief-outs and reminders of policy and best practices during the agency's executive staff meetings – occurred in Q1 and Q2.

- 7. Other:**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (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 the audit recommendations by EEPC or the other auditing agency.
 - The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For Q1 Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
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:
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:
For New EEO Professionals:			
Name & Title	4. Moshe Weinberger	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" 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 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)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): As needed	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<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)	<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)	<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)

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Nancy Silvestri, Communications Advisor/EEO Officer until Chief Equity and Diversity Officer position is filled	2. Moshe Weinberger, new volunteer EEO Counselor	3. Karen Thomas, volunteer EEO Counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<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
2. 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
3. IgbTq: 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
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<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
6. Microaggressions	<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
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Training Continued:

EEO Training completed within the last two years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role					0.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

Diversity and EEO Staffing as of 1 Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Nancy Silvestri	Administrative Public Information Specialist	Varies based on need – EEO is secondary function	nsilvestri@oem.nyc.gov	718-422-4888
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	Vacant		100%		
Diversity & Inclusion Officer	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Eric Smalls	Information Technology Officer	5%	esmall@oem.nyc.gov	718-422-8907
ADA Coordinator	Dennis Boyd	Emergency Preparedness Manager	20%	dboyd@oem.nyc.gov	718-422-8595

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Disability Rights Coordinator	Dennis Boyd	Emergency Preparedness Manager			
Disability Services Facilitator	Brandon Hill	Emergency Preparedness Manager	20%	Bhill@oem.nyc.gov	718-422-4669
55-a Coordinator	Veronica Geager	Emergency Preparedness Manager	5%	vgeager@oem.nyc.gov	718-422-4843
Career Counselor	Veronica Geager	Emergency Preparedness Manager	5%		
EEO Counselor	Karen Thomas	Emergency Preparedness Manager	5%		
EEO Investigator	N/A				
EEO Counselor\ Investigator	Moshe Weinberger	Emergency Preparedness Manager	5%		
Investigator/Trainer					
EEO Training Liaison	Kaylan Sobel	Emergency Preparedness Manager	5%	ksobel@oem.nyc.gov	718-422-4668
Other (specify)					
Other (specify)					

* Please note changes (new personnel filling the 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, you may indicate it on the chart. You may provide full contact information once if several

NYC Emergency Management FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

roles are performed by the same person.