

PARKS & RECREATION

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN FISCAL YEAR 2022

I. Introductory, Commitment and Accountability Statement by the Agency Head

On behalf of **Parks and Recreation** I hereby declare my commitment as the Agency Head to ensuring that NYC Parks is diverse, open, inclusive and a safe space for all. That we walk-the-walk, and not just talk. That we protect and respect our employees regardless of their color, creed, gender identity, race, and religion etc. So that we can serve the people of New York City, providing them with greenspaces where they can cultivate community and enhance their physical and mental health.

I will also strive to promote equity at Parks in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

As the Agency head, I recognize that I cannot do this alone and hence, I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion and respect for all. All executives, managers and supervisors in our agency will be held accountable and be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, for delivering equitable, fair and effective services to the public and for ensuring that the agency abides by all relevant anti-discrimination laws and policies.

Finally, the Assistant Commissioner for EEO Officer, **Iyana Titus** will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. She will also be involved in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning. Her contact information will be prominently available to all employees.

☒ This statement is the same as last year.

II. Recognition and Accomplishments

Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2021) to advance Equal Employment Opportunity, Equity, Diversity, and Inclusion; for example, completing training goals, introducing new equity programs, or launching employee resource groups. Use the Additional Comments section to list more than five items.

In the past year, our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. The Agency utilized the MWBE small purchase discretionary procurement method as its default method for procurement where applicable during the fiscal year. In addition, the Agency made progress towards increasing its usage of MWBE vendors in its street tree contracts. Finally, the Agency engaged in a Citywide effort to address the disparity within the disparity of the MWBE program, focusing on Black, Hispanic and Asian women firms.
2. During the fiscal year, the Agency created "Reflections On" which was a platform in which the Agency listened to employees and discussed the current issues surrounding generational, institutional racism and injustice against Black people in America. Overall the agency held several listening sessions which involved a variety of employees from various divisions, titles and backgrounds.
3. During the fiscal year, the Agency held a two-part virtual Diversity and Inclusion Conference which focused on veterans. The first part of the conference was held in the fall and it consisted of a panel of the following city employees: Edwin Rodriguez (Assistant Commissioner for Urban Park Service) Quamid Francis (Deputy Chief of Staff Department of Veteran's Services) and Shawn Moor (Chief Administrative Officer for Construction and Development). Part two of the conference was held in the spring in which appreciation awards were distributed.
4. During the fiscal year, the EEO Office sponsored a program called Women in Trade and Stem Positions to highlight women working in the trades and in STEM roles. In addition, through the Agency's Women in Leadership group, two programs were sponsored: "Our Power Hour + Celebrating a 2021 Vision Reconnect, Reboot and Realize What is Important to You" and "Women in Leadership: Gender Equity is not Tokenism."
5. During the fiscal year, the EEO Office received recognition for its efforts concerning diversity and inclusion from the Ebony Society. The Ebony Society is the Agency's Black/ African American employee resource group.

6. During the fiscal year, the Agency renamed parks in honor of Black leaders in order to demonstrate its solidarity with the Black community. Notable leaders included James Baldwin, Walter Gladwin, Dr. Maggie Howard and Ella Fitzgerald.

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

- ☐ Diversity & EEO Awards*
- ☒ Diversity and EEO Appreciation Events*
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☒ Other: Recognition is usually given during the Agency's "Employee of the Month" and its annual awards ceremonies. Awards are also given to employees from the Agency's employee resource groups which includes the Ebony Society, Latino Society, Emerald Society, Columbia Society, Lotus Society and the Stonewall Society.

* Please specify under "Additional Comments"

- ☒ The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2022.

Additional Comments:

The Agency also sponsored a variety of diversity related events through its Public Programs division. Events have ranged from arts and crafts programs, concerts, movies, dance and exhibits which promote diversity and inclusion. Many of the events have coincided with Black History Month, Women's History Month, Pride Month, and Asian Heritage Month. As an aside, the Agency is also responsible for over 800 monuments and outdoor works of art which also promote diversity.

Finally, in celebration of Juneteenth and to celebrate the homegoing of George Floyd, Ahmaud Arbery, Breonna Taylor, and countless others, the Agency created the Juneteenth Grove in Cadman Plaza. The grove is dedicated in solidarity with the Black community to the fight to end systemic racism.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2021

Total Headcount: 9,013 (full time, seasonal and POP workers)

Please provide the number of employees whose Race/Eth and/or Gender is 'Unknown'

Race/Ethnicity: 353 Both R/E and Gender: 7

(These figures are available on the total line for your agency in the EBEPR210 CEEDS report)

1. Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.

In FY 2022, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☐ Newsletters and internal Agency Publications
- ☐ On-boarding of new employees
- ☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2022, the agency will inform and remind employees of the option to add preferred name in ESS.

Additional Comments:

2. Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.

On a quarterly basis, the EEO Office provides the Personnel Officer with the Agency's workforce dashboard. However, on an annual basis, workforce demographics, EEO trends and EEO training numbers are discussed with the Personnel Officer and the General Counsel via a meeting. During this annual meeting, the EEO Office makes a formal presentation and

provides a report. The meeting has been a forum to generate ideas that promote recruitment, retention, and address the climate in the workplace. As an aside, the EEO Officer, Personnel Officer and the General Counsel also meet on a bi-weekly basis to discuss personnel, labor relations, disciplinary and EEO issues within the Agency. The EEO Officer also meets with the Agency Head on a bi-weekly basis to discuss demographics, EEO cases, and EEO trends among other topics.

NOTE: If necessary, the agency can reach out to DCAS OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of its recruitment plans and efforts to reduce/eliminate underutilization.

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

Reviewed with	Frequency
Agency Head	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Other _____
Human Resources	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Other _____
Other: Assistant Commissioner for Budget, Deputy Commissioner for Administration	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Other _____

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).
- ☒ The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

Additional Comments:

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2022

1. Proactive Strategies to Enhance Diversity, Equity, Inclusion and EEO in areas of Workforce, Workplace, and Community.

State below the central goals of your strategy for FY 2022 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted. Workforce goals are directed at the composition of your workforce, recruitment, retention, promotion, and professional development. Workplace goals have to do with inclusion, workplace culture, and employee activities. Community goals are directed at the external environment of your agency: the public and entities served by the agency. Describe special initiatives to enhance equity and focus on race relations in item 4.

1. Workforce:

In light of the small number of individuals with disabilities in the Agency's workforce and because of the low number of 55a participants, the Agency will partner with AHRC to increase its applicant pool and help conduct disability etiquette training.

2. Workplace:

Through the Agency's listening sessions in the previous fiscal year ("Reflections On" platform), employees requested that the Agency provide more training and development particularly for supervisors. In the past, the Agency began making plans to host a supervisor's summit which was postponed. This fiscal year, the Agency anticipates introducing new trainings designed to augment an employee's awareness and skills. Such trainings include equity, and cultural competency, and anti-racism.

3. Community:

The Agency plans on working with its partners to develop at least one new program which will address diversity, equity and inclusion (DEI). Many of the agency's partners have established DEI working groups and hence the Agency is looking to leverage those groups to address community needs. In the past, the Agency has relied upon its Public Programs

division to create diversity related programs. However, this initiative will have more involvement from the Agency's EEO Office.

4. Equity and Race Relations Initiatives:

Reflections On- In 2020 the Agency launched a new platform called "Reflections on..." which provided the Agency with an opportunity to listen to employees discuss the current issues surrounding generational, institutional racism and injustice against Black people in America. Since those sessions, the Agency has drafted a strategic plan as its next steps in the "Reflections On" platform. Within this strategic plan are the following focus areas: communication, wellness/safety, training and development, accountability and equity. The Agency anticipates trying to address many of these areas in the upcoming fiscal year.

2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2022, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: **WORKFORCE**, **WORKPLACE**, and **COMMUNITY**.

A. WORKFORCE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.

NOTE: Please address the specific recruitment, selection and promotion strategies, sources and procedures in Sections V and VI, below.

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

The agency will address underutilization in FY 2022 by:

- ☒ Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.

- ☒ Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations.
- ☒ Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
- ☒ The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:
 - ☒ Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.
 - ☒ Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- ☒ Identification of Ready Now & High Potential Talent.
- ☒ Institute coaching, mentoring and cross training programs.
- ☒ Implement initiatives to improve the personal and professional development of employees.
- ☐ Conduct assessment to ensure pay and promotions are equitable.

Describe specific actions designed to enhance equity:

Additional Initiatives, Programs, or Comments:

In the past, the Agency has assisted DCAS in conducting job analysis for various positions at Parks and identifying talent. It will continue to do so when warranted. In addition, Parks is spending part of its budget on ethnic media to ensure that its job postings reach a broader audience when it can. The Agency plans on expanding its partnerships with other organizations to enhance its efforts to diversify its applicant pools.

Finally, the Agency would like to create "Day in the life of ..." series-which will feature employees at work. This was initiated last year but was delayed because of the pandemic. The Agency expects to implement this initiative in FY 2022.

B. WORKPLACE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.

- ☒ The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.
- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:

Stonewall Society (LGBTQ)
Ebony Society (Black & African American)
Latino Society (Latino)
Emerald Society (Irish)
Columbia Society (Italian American)
- ☒ Agency will create a Diversity Council to leverage equity and inclusion programs.
- ☐ Agency Diversity Council is in existence and active.
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion.
- ☒ Agency will actively inform employees of their rights and protections under the New York City EEO Policy.
- ☒ Agency will keep employees informed of the EEO complaint and reasonable accommodation processes, and circulate *DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines*.
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.
- ☐ In FY 2021, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:
 - ☐ Engagement /Job Satisfaction/ Employee Morale Survey(s)
 - ☐ Workplace Insight Survey for Exiting (WISE) Managers
 - ☒ Exit interview or surveys developed by the agency
 - ☐ Other (specify): _____

☐ The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):

Describe specific actions designed to enhance equity and initiatives to address race relations in the agency:

As noted above the "Reflections On" platform was the first step the Agency took to listen to its employees who discussed concerns around race and social injustice. From these listening sessions, the Agency drafted a strategic plan which focused on the following areas: communication, training and development, accountability, wellness/safety and equity. Specific components of the strategic plan are expected to include examining EEO trends concerning race, reexamining workforce demographics, creating guidance and tools for supervisors, training, and holding further sessions to discuss race.

Additional Initiatives, Programs, or Comments:

C. COMMUNITY:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Community.

In FY 2022, the agency will:

☒ Continue or plan to promote diversity and EEO community outreach in providing government services.

- ☒ Promote participation with minority and women owned business enterprises (MWBEs).
- ☐ Conduct a customer satisfaction survey.
- ☐ Identify best practices for establishing a brand of inclusive customer service.
- ☒ Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.
- ☒ Expand language services for the public.

Describe specific actions designed to enhance equity:

Through the Agency's Framework for an Equitable Future, the Agency has made and will continue to make a commitment to create thriving public spaces for all New Yorkers. This framework strategically allocates resources; makes our city cleaner, greener, and more resilient; incorporates substantial community and stakeholder engagement; and develops innovative and data-driven approaches to designing, planning, developing, and delivering services in our parks

Additional Initiatives, Programs or Comments:

As previously mentioned, through the Agency's Public Programs division, the Agency will sponsor several diversity related programs for the community. The Agency also plans on working with its community partners to create more diversity and inclusion initiatives.

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2022:

- ☒ Review policies, procedures, and practices related to targeted outreach and recruitment.
- ☒ Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.

- ☒ Review underutilization in job groups to inform recruitment efforts.
- ☒ Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- ☒ Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to EEO protection and rights.
 - ☒ Currently in operation.
- ☒ Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- ☒ Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- ☒ Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- ☒ If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- ☒ Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - ☒ Structured Interviewing training
 - ☒ Unconscious Bias training
 - ☒ Everybody Matters EEO and Diversity and Inclusion Training
- ☒ Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

The Agency will participate in career fairs and it will conduct outreach towards schools, local community organizations, and not- for-profits.

B. Recruitment Sources

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded diverse applicant pools.
1. LinkedIn	1. The Agency expects to attract a diverse group of candidates. <input checked="" type="checkbox"/> Previous hires from this source
2. Indeed	2. The Agency expects to attract a diverse group of candidates through this website. <input checked="" type="checkbox"/> Previous hires from this source
3. Job Fairs	3. The Agency expects to attract a diverse group of candidates through this website. <input checked="" type="checkbox"/> Previous hires from this source
4.	4. <input type="checkbox"/> Previous hires from this source
5.	5. <input type="checkbox"/> Previous hires from this source

C. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2021 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2022.

The agency provided the following internship opportunities in FY 2021:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __

2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	62	Asian-9 Black 5 Hispanic-7 Unknown 3 White 34 Two or More-4	M _23_ F__35 Non-Binary __ Other __ Unknown _4_
4. Summer Graduate Interns	1	Asian	M __ F_1_ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

* Self-ID data is obtained by EEO Office from NYCAPS.

☐ The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.

☐ The agency has hired former interns/fellows.

☒ The agency plans to provide internship/fellowship opportunities in FY 2022.

Additional Comments:

D. 55-a Program

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

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

The Agency will promote disability awareness and discuss 55a through various programs and trainings.

DPR will also attend career and job fairs to attract 55a program applicants.

The Agency will also use internships and other programs to attract 55a applicants

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

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

2. Indicate the goals of your 55-a Program Coordinator for FY 2022. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

☒ The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2022.

Currently, there are 4 55-a participants.

There are 4 participants who have been in the program less than 2 years.

Last year, a total of 0 new applications for the program were received and 0 participants left the program.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

☒ The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

☒ Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

☒ The agency plans to participate 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.

The goals of the 55-a Coordinator for FY 2021 are:

1. To promote disability awareness and the 55a program through various programs and trainings.
2. To increase applicants with disabilities by attending various career and job fairs .
3. To use internships and other programs to attract 55a applicants.

☒ These goals are the same as last year.

Additional Goals, Initiatives, and Comments:

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared in consultation with the Agency Personnel Officer.

A. Career Counselors

For FY 2022, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) with regard to advising employees of opportunities for promotion as well as overall career development.

In FY 2022, the agency's Career Counselor will perform the following tasks:

- ☒ Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- ☒ Promote employee awareness of opportunities for promotion and transfer within the agency.
- ☒ Arrange for agency wide notification of promotional and transfer opportunities.
- ☒ Encourage the use of training and development programs to improve skills, performance and career opportunities.
 - ☒ Provide information to staff on both internal and external Professional Development training sources.
 - ☒ Explain the civil service process to staff and what it means to become a permanent civil servant.
 - ☐ Provide technical assistance in applying for upcoming civil service exams.
- ☒ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ☒ Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- ☒ Provide resources and support for:
 - ☒ Targeted job searches
 - ☒ Development job search strategies
 - ☒ Resume preparation
 - ☒ Review of effective interview techniques
 - ☒ Review of techniques to promote career growth and deal with change
 - ☐ Internship exploration

Additional Initiatives and Comments:

B. New Hires and Promotions

Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2022, the agency will do the following:

- ☐ Review, revise and/or develop a protocol for in-title promotions and salary increases.
 - ☐ Promotion and salary increase protocol in existence.
 - ☐ Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- ☒ Publicly post announcements for all positions, including senior level positions.
- ☒ Actively reach out to networks of underrepresented groups as part of its outreach.
- ☒ Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- ☒ Compare the demographics of current employees to the placements.
- ☒ Ensure promotion justification is included in all promotion requests.
- ☒ Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- ☒ Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- ☒ Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

C. Selection Process

Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2022, the agency will do the following:

- ☒ Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- ☒ Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- ☒ If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- ☒ Engage in a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- ☒ In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- ☒ Use a diverse panel of interviewers to conduct the interview.
- ☐ EEO Officer is asked to review the interview questions.

Additional Comments:

D. Review of Hiring, Promotion and selection Practices

For FY 2022, what steps will your agency take to review the positions filled during the year?

- A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
- ☒ The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
 - ☐ The agency does not use the NYCAPS Applicant Interview Log Report.
 - ☐ The agency will schedule orientation with NYCAPS Central.
- B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
- ☒ Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications.
 - ☒ Ensure hiring panels are composed of staff from diverse backgrounds (e.g., diversity based on experience, gender, age, race and ethnicity).
- C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:
- ☒ The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.
 - ☒ The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
 - ☐ The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

Additional Comments:

E. EEO Role in Hiring and Selection Process

Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).

In FY 2022, the agency EEO Officer will do the following:

PRE-SELECTION:

- ☒ Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- ☒ EEO reviews vacancy postings to ensure elimination of language that has the potential for gender stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns).
- ☒ Actively monitor agency job postings.
- ☒ Ensure all job postings include updated EEO Employer statement released in 2021.
- ☐ EEO is consulted regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Advise Human Resources in the development of a comprehensive guide for hiring managers.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Other: _____

POST-SELECTION:

- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

- ☒ Perform advisory role to Human Resources in the selection process and conduct post-audit review.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

☐ Other: _____

Additional Comments:

F. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race and age? *It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.*

- ☒ 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 2021.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.

Training Topic	Type of Audience (e.g. All Staff, Front-line Employees, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. Everybody Matters – EEO and Diversity & Inclusion (e-learning)	All Staff	1000	Q4
2. Everybody Matters – EEO and Diversity and Inclusion (classroom/live webinar)	All Staff	500	Q4
3. Sexual Harassment Prevention (e-learning)	All employees	5,000	Q4
4. Sexual Harassment Prevention (classroom/live webinar)	All employees	1,000	Q4
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	1,000	Q4
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees	500	Q4
7. Disability Etiquette	Supervisors	200	Q4
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring managers and supervisors	50	Q4
9. Other (Cultural Competency)	All Staff	250	Q4
10. Other (Equity)	All Staff	250	Q4

VIII. Reasonable Accommodation

Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.

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

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

<http://extranet.dcas.nycnet/eeo/diversityeeo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

☒ The agency has posted/will circulate the *Reasonable Accommodations at a Glance* sheet for the workforce.

Briefly describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

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

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

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

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

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

- ☐ The agency plans to train all new employees within 30 days of start date.
- ☒ All the managers, supervisors, and front-line employees were re-trained within the last two years.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☐ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

Additional Comments:

B. Executive Order 59: Chief Diversity Officer/Chief MWBE Officer

Under Executive Order No. 59 of 2020, all agencies shall appoint a Chief Diversity Officer/Chief MWBE Officer, with the appropriate experience and knowledge to oversee the agency's MWBE program, to report directly to the agency head. Agency heads shall ensure internal candidates are considered for the Chief Diversity Officer/Chief MWBE Officer.

- ☒ The agency appointed a Chief Diversity Officer/ Chief MWBE Officer by August 28, 2020.

Provide the name and title of the Chief MWBE Officer : Joy Wang (Deputy Commissioner of Administration/ Chief Administrative Officer)

<i>Additional Comments:</i>

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

<input checked="" type="checkbox"/> The agency plans to train <u>all</u> new employees on Sexual Harassment Prevention within 30 days of start date. <input checked="" type="checkbox"/> The agency will train <u>all</u> current employees on Sexual Harassment Prevention (Cycle 4 – September 1, 2021 – August 31, 2022) as indicated in the Section VII Training above.
<i>Additional Comments:</i>

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

<input checked="" type="checkbox"/> The agency will input sexual harassment complaint data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS. <input checked="" type="checkbox"/> The agency will input all types of complaint data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS. <input checked="" type="checkbox"/> The agency will ensure that sexual harassment complaints are closed within 90 days. <input checked="" type="checkbox"/> The agency will ensure that all other complaints are closed within 90 days.
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<p><i>Additional Comments:</i></p> <p>If a complaint is unable to be closed within 90 days, a delay notification will be sent to the parties.</p>

E. Local Law 101 (2018): Climate Survey

<p>The agency, in collaboration with DCAS, conducted a climate survey in FY 2021 and will proceed to do the following in FY 2022:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020. <input checked="" type="checkbox"/> Analyze FY 2021 survey data once provided by DCAS. <input checked="" type="checkbox"/> Develop an Action Plan to address concerns raised in the FY 2021 Climate Survey and submit it to DCAS by July 31, 2022. <i>[Further guidance will be provided to agency by DCAS in 2022.]</i>
<p><i>Additional Comments:</i></p>

X. Audits and Corrective Measures:

Please check the statement(s) that apply 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 currently being audited or preparing responses to an audit conducted by the EEPC or _____ **[another governmental agency – please specify]** specific to our EEO practices. **Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022 to include and implement EEPC recommendations that will be implemented during the fiscal year.**
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify _____].
Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ **[another governmental agency – please specify]** specific to our EEO practices.
- ☐ The agency will continue/be required to implement measures during the year that this plan is in effect (please attach a copy of the audit findings.)
- ☐ The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

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

SUE DONOGHUE

Print Name of Agency Head



Signature of Agency Head

4/25/22

Date

APPENDIX

Contact Information for Agency EEO Personnel

Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert table rows as needed.

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Iyana Titus	lyana.titus@parks.nyc.gov	(212) 360-2707
2.	Agency Deputy EEO Officer	Flaveia Henry	Flaveia.Henry@parks.nyc.gov	(212) 360-2796
3.	Agency Chief Diversity and Inclusion Officer	Iyana Titus	lyana.titus@parks.nyc.gov	(212) 360-2707
4.	Agency Diversity & Inclusion Officer [if designated]	N/A		
5.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Joy Wang	Joy.wang@parks.nyc.gov	(212) 360-1302
6.	ADA Coordinator	Chris Noel	christopher.noel@parks.nyc.gov	(718) 760-6831
7.	Disability Rights Coordinator	See ADA Coordinator		
8.	Disability Services Facilitator	See ADA Coordinator		
9.	55-a Coordinator	Iyana Titus	lyana.titus@parks.nyc.gov	(212) 360-2707
10.	Career Counselor(s)	See Below		
11.	Training Liaison(s)	Michael Crescenzo	michael.crescenzo@parks.nyc.gov	(718) 760-6588
12.	EEO Counselor(s)	See Below		

Career Counselors

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

Nicole Gottshalk
(212) 830-7754
nicole.gottshalk@parks.nyc.gov

Pamela Hamilton
(212) 830-7740
Pamela.hamilton@parks.nyc.gov

Keenan Lambert
(212) 830-7709
keenan.lambert@parks.nyc.gov

Tanya Thompson
(718) 430-4639
Tanya.thompson@parks.nyc.gov

Sandra J Williams
(718) 430-4609
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EEO Counselors

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

Gina Berdecia
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Roy Tellason
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Nicole Brooks
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Charles Krugler Ranaqua
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