

## FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>NYC EMERGENCY MANAGEMENT</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022	
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 29, 2022	
<b>Prepared by:</b> EEO Officer <span style="margin-left: 20px;">Click or tap here to enter text.</span> <span style="background-color: black; color: black;">[REDACTED]</span>			
Name	Title	E-mail Address	Telephone No.
Date Submitted: 5/15/2022			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><u>Date Received:</u></b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

**[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.**

**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 2022 DEEO 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 and EEO Training Summary" details in Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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 2022 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? ☒ Yes, On (Date): JS- 8/27/21\_\_\_\_\_ ☐ 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 and equal employment opportunity through the following:

- ☐ Diversity & EEO Awards
- ☐ Diversity and EEO Appreciation Events
- ☒ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☒ Other (please specify): thank you emails

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

During Q1, the Commissioner hosted an all-staff online town hall with an update on the agency's Equity and Diversity Council initiatives and a discussion about the agency's equity and diversity objectives.

During Q2, The Commissioner hosted a quarterly Town Hall including a presentation by the NYCEM Equity and Diversity Council highlighting updates and staff DEI efforts.

During Q3, The Commissioner hosted an all-staff Town Hall and thanked the Equity and Diversity Council members for their service over the past year and opened up recruitment for the next cycle of members.

### III. WORKFORCE REVIEW AND ANALYSIS

**1. Agency Headcount as of the last day of the quarter was:**

Q1 (9/30/2021): 191 Q2 (12/31/2021): 183 \_\_\_\_\_ Q3 (3/31/2022): 178 \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

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

☒ Yes , On (Date): 8/25/2021 ☒ Yes , again on (Date): 12/30/2021 \_\_\_\_\_ ☐ 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

**3. 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: 9/22/21 Q2 Review Date: 12/17/21 \_\_\_\_\_ Q3 Review date: 3/322 \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

The review was conducted with:

☒ Human Resources

☒ Human Resources

☒ Human Resources

☐ Human Resources

☒ Agency Head  
☒ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Agency Head  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Agency Head  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

#### IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

##### A. WORKFORCE:

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Implement the comprehensive Recruitment Strategy drafted in FY 2021.	<p>With 78 vacancies in Q1, NYCEM began engaging a variety of sources to maximize the agency's ability to attract a diverse pool of applicants for employment and internship opportunities, including outreach to women's colleges, Historically Black Colleges and Universities, Hispanic Serving Institutions.</p> <p>The Equity and Diversity Council's Recruitment Committee created and distributed an Equitable Recruitment Best Practices Guide and shared best practices that hiring managers should be mindful of while going through the recruitment</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>process. This document is meant to serve as a reference tool and starting point. As hiring managers conduct the hiring process in FY 2022, the Equity and Diversity Council will serve as a resource to assist with questions related to the recruitment recommendations outlined by the Equity and Diversity Council.</p> <p>Q3 – with a new Commissioner on board, Recruitment has been a renewed focus and hiring a diverse range of candidates is a top priority. Executive staff are holding additional discussions to enhance recruitment efforts.</p>				
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.	<p>Job postings are being shared across LinkedIn and agency social media channels.</p> <p>NYCEM’s A Day in the Life series is highlighting and promote diverse agency voices with feature stories and videos.</p> <p>New NYCEM podcast episodes launched highlighting NYCEM black and female emergency managers.</p> <p>In Q3, public facing materials for Black History Month and Women’s History</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Month in Q3 highlighted a diverse range of employees publicly.				
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.	Recruitment for additional NYCCEM mentors for the fall 2022 Mentorship program began; NYCCEM developed a new Buddy Program that will launch in FY2022. This pilot program is geared toward helping new hires get better acclimated to NYCCEM's work culture, help answer their questions and meet new colleagues. The Buddy Program was launched in Q2. In Q3, creation of ERGs was discussed again.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 Human Capital team was tasked by the Commissioner with developing and implementing targeted strategies to address underutilization and ensure that the agency's job postings reach a diverse pool of potential applicants. In Q1-Q3, a protocol with HCM and EEO to review candidate slates that includes a ranking of all interviewed candidates to allow for a discussion of the agency's diversity and equity goals for each position being filled and an assessment of demographics before final candidates are offered a position was approved for implementation.					



**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"><li>• Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</li></ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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.	Based on data from climate studies, the Equity and Diversity Council is setting up listening sessions and additional workshops slated for Q2. The Council's Retention Committee is creating programming for Q2 including team-building exercises and additional staff surveys to help inform retention-related programming in calendar year 2022. This programming launched in Q2. In Q3, numerous training and team building opportunities were held for staff.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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,	NYCEM's Equity and Diversity Council created a proposal for additional training and listening sessions and is setting up these sessions to occur in Q2. In addition to setting up Employee Resource Groups to pilot, additional volunteer groups	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



<p>generational diversity, unconscious bias, disability inclusion, and other critical topics.</p>	<p>including a reading club were planned and are set to launch in Q2. Listening sessions were held in Q2.</p> <p>The Equity and Diversity Council created and is using a calendar of holidays and recognition events to distribute messages on appropriate days to acknowledge, celebrate, and educate staff about significant diversity, inclusion, religious, historical, and cultural milestones. These messages are distributed to all agency staff about twice per month.</p> <p>In Q3, NYCEM organized “Self care as an act of equity – responding to racism” workshops.</p>				
<p>Provide managerial and staff training on equity and equal opportunity and encourage leadership approaches that support employee engagement and belonging.</p>	<p>NYCEM leadership held discussions regarding training needs for managers. NYCEM leadership is developing a new employee engagement and belonging initiative - #NYCEMFamily – that launched in Q2 with new programming for staff. A new burnout initiative launched in Q2 with events including a virtual escape room and holiday party. In Q3, additional workshops and discussions were held, including events organized by the new NYCEM Social Committee.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>Create new initiatives aimed at addressing retention and retaining talent through a focus on inclusion.</p>	<p>NYCEM's Equity and Diversity Council's Retention Committee held two planning calls to finalize goals and spearhead new retention initiatives.</p> <p>The Equity and Diversity Council drafted a survey around retention to distribute to staff in Q2. The survey is helping to guide new initiatives for the latter half of FY 2022.</p> <p>Human Capital Management began reviewing exit interview data to discuss trends and insights and inform upcoming retention plans and initiatives; initial data will be shared with the Equity and Diversity Council.</p> <p>In Q3, an agency-wide retention survey was distributed to all employees. Responses are being analyzed entering Q4.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>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 briefly the activities, including the dates when the activities occurred.</p>					
<p>NYCEM's EEO Officer and Chief Human Capital Officer meet biweekly to review data, discuss best practices, and implement solutions to perceived workplace barriers for job groups that may surface in underutilization reports.</p> <p>A senior NYCEM leader is meeting with each departing employee to conduct detailed exit interviews that will allow us to further identify trends and issues that can be addressed through proactive policy adjustments.</p>					

Additionally, NYCCEM's Equity and Diversity Council started a Recruitment Committee that began working with Human Capital Management in Q1 to address issues related to recruitment and barriers and offer support in implementing solutions.

### C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Strengthen existing collaborations and build new partnerships with the NYC communities we serve.	NYCEM's Community Preparedness team resumed in-person outreach events and connected with new community partners in Q1, scheduling new Ready NY events.  In Q3, NYCEM began exploring incentives to get additional staff to assist with the Ready NY outreach events as additional in-person events come back in the spring.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Enhance partnerships with local organizations, underrepresented groups, and communities to provide information and resource materials to New Yorkers in an equitable, inclusive manner.	NYCEM's Equity and Diversity Council's Community and Partnerships Committee held planning calls with the Community Preparedness division to develop plans to enhance partnerships in underserved communities.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Create and implement a communications strategy that further elevates diversity and inclusion as a key agency priority and reinforces leadership commitment.	<p>New diversity and inclusion goals were drafted for NYCEM's Strategic Plan, including objectives that will be measured quarterly.</p> <p>NYCEM used anniversaries, holidays, and awareness weeks and months to highlight the diversity of employees and encourage employees to learn about and celebrate the traditions of others.</p> <p>A new monthly Human Capital Management newsletter debuted that features diversity and inclusion content along with information about awareness weeks, holidays, etc. celebrated by staff.</p> <p>The agency used internal and external communication tools including social media and podcasts to highlight a diverse range of agency employees in Q1, Q2, and Q3.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Develop additional outreach content and engagement initiatives for diverse audiences, including traditionally underserved NYC communities.	<p>Launched NYCEM's first Spanish-language podcast to provide important emergency preparedness information to Spanish-speaking New Yorkers in an additional format.</p> <p>Continuing to expand language offerings for the Notify NYC program, with new languages/messaging slated to launch in Q2 and Q3. In Q3, Notify NYC reached the benchmark of 1 million subscribers.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 briefly the activities, including the dates when the activities occurred.					

#### D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.
<p>NYCEM's Equity and Diversity Council and its committees continue meeting at least monthly and making progress toward goals.</p> <p>Two meetings were held to discuss the pilot of Employee Resource Groups, with individuals identified to spearhead the groups.</p> <p>Three meetings were held to continue discussions of ways to holistically integrate equity throughout NYCEM planning, response, relief, and recovery operations, including ways to embed equity within the planning process.</p> <p>Several trainin sessions were held and scheduled in Q3/Q4, including "self Care as an act of equity – responding to racism" workshops.</p>

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## V. RECRUITMENT

### A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Increase the diversity of candidate pools for NYCEM positions.	<p>Published a recruitment guide in Q1 encouraging managers to cast a wide net when seeking candidates and offering strategies to assist in expanding the job applicant pool.</p> <p>Hiring managers are encouraged to keep an open mind to candidates with non-conventional career paths and not to assume capability solely from things like schools attended or positions held, which do not on their own tell you about the candidate's capabilities.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evaluate candidate pools and ensure that a diverse range of candidates is selected for interviews and highly considered for every available position.	<p>In Q1, Human Capital Management began tracking data for candidate pools, including demographic data from ESS.</p> <p>Per protocol, a candidate log is developed to be shared with the EEO Officer before candidates are extended an employment offer to evaluate the diversity of candidates chosen for interviews from the larger applicant pool, identify trends and gaps, and review recommendations from hiring managers post-interview.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<p>Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.</p>			

## B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
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1. Urban Fellows	6	2B, 1A, 1H, 2W	M 3 F 3 N-B ___ O ___ U ___
2. Public Service Corps	2	1B, 1H	M 1 F 1 N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify): HS interns	9	3B, 3A, 2H, 1W	M 1 F 8 N-B ___ O ___ U ___

*Additional Comments:*



**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

☐ Yes

☒ No

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

Q1 (9/30/2021): 0 Q2 (12/31/2021): \_\_\_\_\_ Q3 (3/31/2022): 0 \_\_\_\_\_ Q4 (6/30/2022): \_\_\_\_\_

During the 1st Quarter, a total of 0 new applications for the program were received.

During the 1st Quarter 0 participants left the program.

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

2. \_\_\_\_\_

3. \_\_\_\_\_

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

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	<p>NYCEM's Human Capital Team is promoting employee awareness of opportunities for promotion and transfer within the agency through agency wide notification including emails, the agency's intranet site, and the Human Capital monthly newsletter.</p> <p>The team is also organizing information sessions for agency employees regarding the civil serve process and opportunities to be held in calendar year 2022.</p>
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	<p>NYCEM's Recruitment Strategy was implemented in Q1 as the agency had 78 vacancies to fill. The Equity and Diversity Council's Recruitment Committee is working with Human Capital Management to suggest and implement improvements to the selection and promotion process, with new steps slated to be adopted in FY2022.</p> <p>The Communications Unit created a recruitment video distributed beginning in Q2 to raise visibility of agency vacancies and encourage a diversity of candidates to apply.</p>

<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>The EEO Officer met with the Chief Human Capital Officer biweekly in Q1 and Q2 to review and assess the selection process. Quarterly data is also assessed during these meetings. In Q3, monthly meetings were organized with HCM, EEO and Legal to review recruitment and selection processes.</p> <p>In Q1, the EEO Office began reviewing and signing off of agency candidate logs to ensure that a large enough pool of candidates was considered before an appointment or promotion is offered to ensure equity and encourage diversity. Candidates identified as a good fit for the agency but ranked below the number one spot for a particular position were flagged for alternate roles and suggested for other hiring managers to consider.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>If future periods of layoffs, terminations and demotions come to fruition for legitimate business/operational reasons, NYCEM will analyze the impact upon gender, race and age before making any final decisions. NYCEM will take all steps to protect the integrity of the diversity and inclusionary practices of the agency. The Commissioner will include the agency's EEO Officer and General Counsel in any decisions that impact gender, race and age.</p>				
<p>Other:</p>					
<p>During this Quarter the Agency activities included:</p>		<p><b>Q1</b></p> <p><b>78</b></p> <p><b>11</b></p> <p><b>4</b></p>	<p><b>Q2</b></p> <p><b># 75</b></p> <p><b># 8</b></p> <p><b># 2</b></p>	<p><b>Q3</b></p> <p><b># 49</b>____</p> <p><b># 21</b>____</p> <p><b># 10</b>____</p>	<p><b>Q4</b></p> <p><b>#</b> ____</p> <p><b>#</b> ____</p> <p><b>#</b> ____</p>

**VII. TRAINING**

*Please provide your training information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**VIII. 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://mispwva-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS****A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

☐ The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: \_\_\_\_\_

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

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*



**D. 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>**

**E. LOCAL LAW 101: CLIMATE SURVEY**

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

*Describe any follow-up measures taken to address the results of the 2018 Climate Survey:*

NYCEM conducted an internal climate study that along with the 2018 Climate Survey informed changes described in other sections of this document, including the creation of the agency's first Equity and Diversity Council, listening sessions and Unconscious Bias training, and new processes and procedures for agency recruitment, among others.

*Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):*

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## X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.

☐ The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

☐ Attach the audit recommendations by NYC EEPD or the other auditing agency.

☐ The agency has submitted or will submit to OCEI 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.**

**APPENDIX: NYCEM EEO PERSONNEL DETAILS**  
**EEO PERSONNEL FOR FY 2022 QUARTER 1, FISCAL YEAR 2022**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b>		<input checked="" type="checkbox"/> No Changes	<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>	1.	2.	3.	
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>Employee's Name &amp; Title</b>				
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>				
<b>Name &amp; Title</b>	4.	5.	6.	
<b>EEO Function</b>	<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)	
<b>Percent of Time Devoted to EEO</b>	<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 %):	
<b>Name &amp; Title</b>				
<b>EEO Function</b>	<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)	
<b>Percent of Time Devoted to EEO</b>	<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 %):	

**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	1. Nancy Silvestri, EEO Officer	2.	3.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<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
2. EEO Awareness	<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
3. Diversity & Inclusion	<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
4. Sexual Harassment Prevention	<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
5. IgbTq: The Power of Inclusion	<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
6. Unconscious Bias	<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
7. Disability Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<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
B. 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
C. Understanding CEEDS Reports	<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
<b>Name &amp; EEO Role</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. IgbTq: 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
6. 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
7. Disability 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
<b>Completed OCEI Trainings:</b>			
A. 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
B. 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
C. 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

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

**DIVERSITY AND EEO STAFFING IN NYCEM AS OF 1 QUARTER FY 2022 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Nancy Silvestri	Admin Pub Info Spec	50%		
<u>Deputy EEO Officer OR Co-EEO Officer</u>		N/A			
<u>Chief Diversity &amp; Inclusion Officer</u>		N/A			
<u>Diversity &amp; Inclusion Officer</u>		N/A			
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Eric Smalls	Emergency Preparedness Manager	10%		
ADA Coordinator	Dennis Boyd	Emergency Preparedness Manager	50%		
Disability Rights Coordinator	Dennis Boyd	Emergency Preparedness Manager	50%		
Disability Services Facilitator	Brandon Hill	Emergency Preparedness	50%		



		Manager			
55-a Coordinator	Veronica Geager	Emergency Preparedness Manager	20%		
Career Counselor	Veronica Geager	Emergency Preparedness Manager	20%		
EEO Counselor	Karen Thomas	Emergency Preparedness Specialist	10%		
EEO Investigator	N/A				
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Sarah Geydarov	Emergency Preparedness Manager	10%		
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 roles are performed by the same person.