

NYCEM FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYCEM

1st Quarter (July -September), due November 17, 2023

2nd Quarter (October – December), due January 30, 2024

3rd Quarter (January -March), due April 30, 2024

4th Quarter (April -June), due July 30, 2024

Prepared by:

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Date Submitted: 11/13/23

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

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

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2024 DEI-EEO Report.Part II 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.**

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I. Commitment and Accountability Statement by the Agency Head

- Distributed to all agency employees? Yes, On (Date): 09/21/23 No
- By e-mail
- Posted on agency intranet and/or website
- Other _____

II. Recognition and Accomplishments

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

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

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

NYCEM utilizes a thoughtful awards program entitled “The NYCEM Awards” that recognize our staff and the invaluable contributions our employees have made at NYCEM. The committee making the decision awards is comprised of 100% women and 25% minority. The

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Chief Equity & Diversity Officer (CEDO) will work with the NYCEM Awards committee to embed EEO/Diversity and Inclusion events/awards. NYCEM notes that it appointed its inaugural Chief Equity & Diversity Officer on June 5, 2023. The CEDO to work with the awards committee to include/emphasize any DEI/EEO components into the employee recognition program. This plan year's NYCEM Awards ceremony is scheduled to take place on December 14, 2023.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): **212** Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

Yes On (Date): _____ Yes again on (Date): _____ No

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

Agency's intranet site

On-boarding of new employees

Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions, separation data, and utilization analysis.

Yes - on (Dates): Q1 Review Date: **10/27/23** Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

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- Agency Head
- Human Resources
- General Counsel
- Other _____
- Not conducted

- Agency Head
- Human Resources
- General Counsel
- Other _____
- Not conducted

- Agency Head
- Human Resources
- General Counsel
- Other _____
- Not conducted

- Agency Head
- Human Resources
- General Counsel
- Other _____
- Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

❖ Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

NYCEM’s FY 2024 diversity, inclusion, equity and belonging strategic action-oriented goals are focused on promoting equity, increasing diversity, assuring equal employment opportunity, increased retention, engagement, and morale. The CEDO will work with all bureaus and offices within NYCEM infuse diversity, equity, inclusion and belonging into every area within the agency, with frequent collaborations with Human Capital Management, Office of the Chief Legal Counsel, Procurement, External Affairs, Facilities, and Learning and Development. Employing a diverse workforce leads to improved service and program delivery, increased client and workforce satisfaction and maximizes the productivity, creativity, and loyalty of our employees.

❖ Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

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

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NYCEM has taken the following steps to meet these goals:

- Develop clear and consistent messaging to staff *and* in job descriptions that having a diverse workforce is an agency priority and that efforts to create and maintain a diverse, equitable, and inclusive NYCEM community include everyone at all levels of the agency.
- The CEDO will review all NYCEM job descriptions to ensure that it is screened for potential barriers to employment for women, minorities, individuals with disabilities and protected veterans.
- Provide the search panel with underutilization data specific to the job group they are interviewing for prior to the panels review of applications for employment.
- NYCEM will measure the efficacy of this goal by examining whether the number of the female, minority, applicants with disabilities, and veterans who meet the minimum qualifications increase within the applicant pool.
- The “EEO Review” will be performed by the CEDO for every new application for employment.

Workforce Goal #1 Updates:

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

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

NYCEM has taken the following steps to meet these goals:

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- Build out and ensure diverse interview panels that require female and ethnic-minority representation amongst panelists.
- Engage and partner with professional associations
- Engage and partner with colleges and universities, including women’s colleges, Historically Black Colleges and Universities, Primarily Minority Serving Higher Education Institutions (e.g. CUNY) Hispanic Serving Higher Education Institutions, and others that whose population targets/serves individuals with disabilities and veterans. , through career fairs.

Workforce Goal #2 Updates:

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

Workforce Goal #3 Updates:

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

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

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NYCEM has taken the following steps to meet these goals:

- Create an internal pipeline opportunities tracker 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.
- Hosted Birthday Babies celebration luncheon on June 25, 2023, which NYCEM tied to PRIDE Heritage for longevity milestones with special acknowledgements and tokens of gratitude.
- In Q1 FY 24, July 17, 2023, NYCEM with FEMA’s resiliency team to discuss NYCEM’s “Strengthening Communities” initiative.
- On September 25, 2023, NYCEM’s Strengthening Communities partners held a summit that offered an opportunity for our workforce to share the great work they are doing and network with community partners.
- In July 2023, NYCEM’s Equity and Diversity Council updated the Disability Etiquette Guide. The Disability Etiquette Guide is a guide to provide our workforce with guidance on appropriate ways to interact with colleagues and members of the public with disabilities. The EDI Council developed Disability Etiquette Best Practices for Interacting with the Public for employees who will be working at community events or activation-related sites such as service centers and shelters. The Guide and Best Practices seek to raise awareness of and education on disability topics throughout NYCEM, to change the way people think about and define disabilities, to address ableism and eliminate the stigma of disability and misperceptions about individuals with disabilities.

Workforce Goal #3 Updates:

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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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

- Find and create opportunities for career advancement and professional development of women and members of underrepresented groups (succession planning, job shadowing), including maintaining and the further development of NYCEM’s Mentor Program.
- Establish development opportunities for mid-career professionals.
- The development and roll out of professional development pathways for each Bureau and Office and initiative to codify agency job titles and pay bands.

NYCEM has taken the following steps to meet these goals:

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

NYCEM’s CEEDS Utilization Report indicated underutilization of *Blacks* in the Management Specialists job group. The entity’s CEEDS: *Work Force Composition Summary* indicated that the Management Specialists job group was comprised of one non-competitive (discretionary) title. The agency conducted a broader analysis of underutilization and has developed recruitment and selection improvements to address underutilization. While the underutilization of black candidates for this job group persists, the organization notes that mitigation has been observed from FY23 Q4 to FY24 Q1.

Based on an analysis of agency demographic data and changes from FY23 Q4 through FY24 Q1, overall agency diversity metrics are trending positively, especially among leadership roles and including the Emergency Preparedness Specialist civil service title that is part of the CEEDS “management specialist” title.

- **CEEDS data continue to flag underutilization of Black “management specialists.”**

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- The CEEDS “management specialist” category does not correspond with internal agency titles. It loosely represents agency non-managers with the civil service title of Emergency Preparedness Specialist outside of the IT and Legal teams and a few other exceptions.
- OTHER CEEDS Q1 workforce data take aways:
 - Of the 121 employees included in the management specialist category, 18% self-identify black. This remains unchanged from QFY23Q4 where black employees made up 18% of the Management Specialist job group. Underutilization was nominally mitigated here as the job group population decreased by 4 employees (>1%)

Workforce Goal #4 Updates:

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

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. NYCEM will update employee engagement surveys, in performance evaluations, and exit interviews to include DEI+ focused questions.

Workplace Goal #1 Updates:

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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. Evaluate support mechanisms that focus on underrepresented staff and as mechanisms adding targeted programming and mentoring.

Workplace Goal #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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

Workplace Goal #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Find and create opportunities for career advancement and professional development of women and members of underrepresented groups such as job shadowing and succession planning.

Workplace Goal #4 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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

NYCEM’s strategy to meet these goals is as follows:

- A new cohort of NYCEM Equity & Diversity Council members for FY 2024, will be announced in Q2. The second transition since the Council’s inaugural members began serving in 2021. In August 2023, Curtis Brown, Founder of the Institute for Diversity, and Inclusion in Emergency Management, spoke at NYCEM during the IDIEM HERicane program.
- NYCEM will continue to foster DEI principles through our Equity and Diversity Council. The Council has recommended DEI practices and principles across the agency and in all aspects of our mission. The Council is heavily involved in workplace initiatives and is a guiding force for the agency. Council FY2023 goals include defining and standardizing processes for promotions, salary increases, and professional development; improving managerial and non-managerial evaluation processes; standardizing exit interview processes and collecting data from employees for review.
- Ensuring resources to support NYCEM’s Equity, Diversity & Inclusion Council to provide constructive feedback, identify issues needing attention, and assist in implementing policies to enhance diversity and equity at NYCEM.
- NYCEM will also use data from climate studies to frame and direct future action on diversity, equity, inclusion and belonging initiatives.

5. Process, resolve, and adjudicate claims of discrimination, including EEO retaliation.

NYCEM’s strategy to meet these goals is as follows:

New changes to the Performance Evaluation Process were implemented for 2023. The agency introduced Managerial Effectiveness Evaluations, a mandatory self-assessment, and a new Tasks and Standards Template incorporating Equity, Diversity, and Inclusion tasks and standards. NYCEM continues to pilot a Managerial Effectiveness Evaluation. Employees are asked to evaluate their managers on key performance areas: Valuing Behaviors; Interdependent Behaviors; Communication Behaviors; Valuing Diversity Behaviors; Leadership Behaviors. This has afforded employees the opportunity provide candid, constructive feedback on their direct supervisors’ performance this past year to Human Capital Management (HCM). HCM soon will summarize all feedback received for each individual supervisor. Feedback will be averaged to protect anonymity and ensure confidentiality. HCM will also prepare an overall summary of recommend areas for additional management training.

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In FY23 Q4 2023, all NYCEM employees were asked to sign a new Tasks and Standards Template. The form includes a Diversity, Equity, and Inclusion task and standards developed by the Equity and Diversity Council, with separate forms for managers and non-managerial employees. All new employees receive their tasks and standards using this template.

Workplace Goal #5 Updates:

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

6. Other Workplace Activities:

On June 9, 2023, various Juneteenth events for our employees and community to participate in such as: “The Juneteenth Food” on June 14, 2023; “Juneteenth & the History of Negro Leagues on June 15, 2023; “Father’s Day & Men’s Healthcare Celebration” on June 18, 2023; and, “Juneteenth in Queens Community Festival” on June 19, 2023.

On June 27, 2023, NYCEM hosted a Pride Celebration at HQs highlighting the contributions of members of our workforce who belong to the community, how inclusion enables NYCEM to deliver improved service and care to the LGBTQIA+ community (including Asylum Seekers).

July 31, 2023-August 4, 2023, NYCEM hosted an event coy-fully entitled, “HERicane.” The 2023 HERicane NYC program was designed to encourage young women ages 16-22 to pursue careers and leadership roles in emergency management.

September 26, 2023, NYCEM’s Equity, Diversity & Inclusion (EDI) Council with our Learning & Development team presented “Religions of NYC” speaker series with guest speaker, Kujegi Camara, Assistant Director of Community Engagement and Operations at Fordham University.

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On August 4, 2023, NYCEM partnered with the Department of Veteran Services (DVS) to produce a Veterans' Spotlight Recruitment Event. The purpose of the event was to highlight NYCEM's world class staff, advertise the wonderful work NYCEM does, advertise all current job vacancies and increase NYCEM's talent pipeline in the veteran community. NYCEM endeavors to sustain an equitable work environment by maintaining its focus on diverse talent sourcing, layering guardrails into hiring/promotion/separation decisions and educating our leadership on the importance of continuous feedback.

C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

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

Community Goal #1 Updates:

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

2. Conduct outreach and recruitment at job fairs and other events hosted by various organizations supporting diverse communities, including disability advocacy groups and veterans.

Community Goal #2 Updates:

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

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3. Identify opportunities to embed diversity and inclusion priorities into public facing aspects of NYCEM’s work.

Community Goal #3 Updates:

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

4. Proactively cultivate partnerships with MWBES, SVDObS, community and faith-based organizations throughout the city.

Community Goal #4 Updates:

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

5. Other Community programs and activities:

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

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- In Q1,
 - August 23, 2023 was NYCEM's Day of Action .
 - NYCEM met with FEMA's resiliency team to discuss NYCEM's Strengthening Communities initiative.
 - NYCEM's Community Affairs Bureau met with Queen's County Borough President Community Engagement Meeting in August 2023
 - In September 2023, NYCEM and the Mayor's Office of Immigrant Affairs partnered to secure nonprofit coordination around asylum seekers.
 - CERT conducted a disaster simulation exercise in Queens National Preparedness Month.
 - Strengthening Communities partners will be at NYCEM on Wednesday.
 - NYCEM hosted a National Preparedness Month event on Sunday September 18, 2023 at the SI Children's Museum
 - On 9/27/23, NYCEM hosted Girl Scouts Preparedness Day with approximately 60 Girl Scouts at NYCEM headquarters.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

1. Develop and execute strategies, provide guidance, and inform all phases of emergency management strengthen equity, diversity, and inclusion Goals at NYCEM; Identify and implement strategies to holistically integrate equity throughout NYCEM planning, response, relief, and recovery operations.
 - ❖ Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Provided planning, coordination, and organizational support to NYC's asylum seeker humanitarian crisis; Developed health and safety guidance for NYCEM staff deployed to assist with Hurricane Lee and Ophelia in NYC, as well as response and recovery operations in response to the Maui, Hawaii Wildfires.

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

- National Radiological Emergency Preparedness Conference
- Harvard's Radiological Emergency Preparedness certificate program
- Biological Emergency Preparedness Early Career Program at the Center for Homeland Defense and Security
- NOAA Digital Coast Workshop
- National Weather Service SKYWARN basic training
- Recognizing How LGBTQIA+ People Enter the Workplace
- National Disaster Preparedness Training Center Hurricane Awareness training

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Equity, Inclusion and Race Relations Initiative #1 Updates:

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

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

❖ **Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

- In June 2023, NYCEM appointed its inaugural Chief Equity & Diversity Officer, Victoria “Tori” Ajibade.
- In July, 2023, the Equity and Diversity Council has updated the Disability Etiquette Guide, a guide to provide NYCEM’s workforce guidance on appropriate ways to interact with colleagues and members of the public with disabilities, and developed Disability Etiquette Best Practices for Interacting with the Public for employees who will be working at community events or activation-related sites such as service centers and shelters. These were developed in collaboration with employees from many units across NYCEM. The Guide and Best Practices seek to raise awareness of and education on disability topics throughout NYCEM, to change the way people think about and define disabilities, to address ableism and eliminate the stigma of disability and misperceptions about individuals with disabilities.
- September was National Preparedness Month. On August 30, 2023, episode of New York City Emergency Management’s Spanish podcast ¡Prepárate!, featured Ernesto Morales, Alerts Coordinator for the National Oceanic and Atmospheric Administration’s San Juan, Puerto Rico office. As part of the National Weather Service team in Puerto Rico, Morales coordinated messages before and during weather events impacting the island.

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Equity, Inclusion and Race Relations Initiative #2 Updates:

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

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

- ❖ **Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**
 - In Q1, the Commissioner’s Reaffirmation of NYCEM’s Commitment to EEO and DEI was disseminated agency wide.
 - In Q1, NYCEM’s EDI Council disseminated nine (9) emails addressing religious holy days, awareness campaigns and timely news events to engage and inform agency staff, interns and volunteers.
 - The CEDO to roll out a DEI focused climate engagement study sometime in Q3.

Equity, Inclusion and Race Relations Initiative #3 Updates:

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

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

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

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❖ Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

- Book Club: The Book Club regularly discusses books about emergency management, NYC history, historical figures, as well as fiction.
- The NYCEM Library, located on the first floor at HQ, has many titles across a span of disciplines and includes a DEIB section.
- Social Committee: The Social Committee fosters a cohesive community by developing inclusive and fun social initiatives that allow staff, both new recruits and veterans, to better get to know one another. All NYCEM staff are welcome to join events put on by the Social Committee, including First Friday happy hours and Sparkle Club, a group for seltzer enthusiasts.
- Softball: The softball team offers player sign-ups in the spring. Anyone at the agency is welcome to attend a game to cheer on the Hurricanes!
- Spanish Club ("Aprendamos en Español"): The club promotes awareness, appreciation, and understanding of the Spanish language in a fun interactive way. Not only will you learn and practice your Spanish skills with native speakers, but the Spanish Club will also share insights and interesting facts about Hispanic culture, food, customs, and music.
- Sparkle Club: *Sparkle Club* is a gathering of and for seltzer enthusiasts. All are welcome! Feel free to bring a seltzer or other refreshing beverage of your choice. Location: Benches in front of NYCEM HQ, noon, First Friday each month.
- Running Club: Launched in August 2022. Join your coworkers for a weekly post-work run with the new NYCEM RUNNING CLUB! Runs take place each Wednesday (weather permitting) at 5:20 PM.
- Photography Club: Are you an avid photographer or are you interested in learning more about photography? The Photography Club is hoping to create a space where people showcase their work, discuss techniques, and share ideas and resources. One may even be able to find some of their work showcased on the walls of NYCEM HQ!
- Wellness Committee: The wellness committee's mission is to promote the health and wellness of NYCEM employees through initiatives that encourage wellness, increase awareness of resources, and build a sense of community. We seek to promote these ideals in areas of employee's physical, emotional, intellectual, social, and occupational well-being to foster a culture where NYCEM's employees feel engaged, supported, and empowered. All are welcome to join in planning or attending events.
- Yoga: An instructor teaches lunchtime yoga classes in the Briefing Room at NYCEM HQ every Tuesday and Thursday. All participants need is comfortable clothes and a yoga mat.
- Equity and Diversity Council: The council's mission is to develop and maintain an agency climate that welcomes and promotes

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respect for the wide variety of human experience. All council members must serve a one-year term, with the option for renewal for another year.

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

The NYCEM Buddy program, solicited for new volunteers in November 2022, kicked a new session in FY24 Q1. This program is geared toward helping our New Hires get better acclimated to NYCEM's work culture, help answer their questions and meet new colleagues. This is in addition to NYCEM's ongoing Mentor Program.

Equity, Inclusion and Race Relations Initiative #4 Updates:

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

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. NYCEM continues to develop policies and procedures to address staff retention and promotion across the agency, including standardizing processes for promotions, salary increases, and professional development.

❖ **Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

- NYCEM is still in the process of drafting policies for promotions which was submitted for executive review in FY 23 Q4.
- The CEDO to review the job descriptions before they are posted on SmartRecruiter or other job boards to ensure there are no barriers to applying for candidates who meet the minimum qualifications.
- The CEDO to review the composition of the search committee panel to ensure female and minority representation for all interviews for F/T employment.
- CEDO to confirm minority and female representation confidentially and independently amongst the candidates the committee intends to interview prior to the scheduling of interviews.

Recruitment Initiatives/Strategies #1 Updates:

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

2. NYCEM is implementing training to better meet or recruitment goals and mitigate underutilization.

❖ Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

The CEDO in partnership with HCM, will charge hiring managers regarding unconscious bias in interviewing by job group with the intention of informing those who are making hiring decisions where underutilization persists with the proviso that the panel/committee would not be obligated to hire a candidate based on the individual’s race, ethnicity, veteran status, individuals with disabilities and gender.

Recruitment Initiatives/Strategies #3 Updates:

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

3. Recruit applicants reflective of the City we serve.

❖ Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you

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evaluate the effectiveness of these actions?

- Hiring managers to send a list of candidates they would like to meet with to the CEDO prior to the scheduling of interviews. This would permit the CEDO to independently and confidentially assess how the candidates selected for an interview self-identify and certify the pool prior to the commencement of interviews to ensure minority and female representation amongst the candidates selected for an interview.
- The CEDO also to ensure that there is female and minority representation amongst the search committee/panel.

Recruitment Initiatives/Strategies #3 Updates:

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

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

- The CEDO to socialize a new Applicant Flow Log with Disposition Codes. The goal is to have the search committee agree in advance of the review of resumes which candidates in the pool would receive an interview based upon the amount of Preferred Qualifications or, in the alternative, the Minimum Qualifications prior to the interviewing. The goal being to guard against unconscious bias, cronyism, nepotism, favoritism, etc

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	N/A	N/A	N/A

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List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	N/A			
Brooklyn	N/A			
Manhattan	N/A			
Queens	N/A			
Staten Island	N/A			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Qi#)

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1. LinkedIn
2. City Jobs
3. HandShake

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [Note: Please update this information every quarter.]

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

1. Urban Fellows Total: **3**

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M **1** F ___ N-B ___ O ___ U **2**

2. Public Service Corps Total: **3**

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___ Unknown **3**

Gender* [#s]: M **1** F **1** N-B ___ O ___ U **2**

3. Summer College Interns Total: **3**

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White **1** Two or more Races ___ Unknown **2**

Gender* [#s]: M **1** F **1** N-B ___ O ___ U ___

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4. Summer Graduate Interns Total: **5**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White **1** Two or more Races___ Unknown **4**

Gender* [#s]: M **3** F **1** N-B ___ O ___ U **1**

5. Other (specify) Total: **22**

Race/Ethnicity* [#s]: Black **10** Hispanic **3** Asian/Pacific Islander **2** Native American___ White **3** Two or more Races **2** Unknown **5**

Gender* [#s]: M **6** F **12** N-B ___ O ___ U **4**

Additional comments: NYCEM created an internal EEO self-identification form for interns and fellows.

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E. 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 (9/30/2023): 0 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

During the 1st Quarter 0 participants left the program due to N/A because NYCEM does not utilize civil service titles.

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:

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

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. All agency job postings and promotional opportunities were and continue to be shared with agency staff via email as positions become available.

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

New changes to the hiring process were socialized in September 2023, with implementation at the start of FY 2024 or when the hiring freeze is lifted. As part of the new process, hiring memos must clearly highlight why the candidate was selected and how the candidate satisfies NYCEM's values.

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

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

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

NYCEM abides by DCAS Layoff Procedure guidance, in the event of layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023. The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities. Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity. NYCEM, HCM, the CEDO and the Office of Chief Legal Counsel will be involved in making layoff or termination decisions.

- 5. Other: Length of service by race, ethnicity, gender, protected veteran status and individuals with disabilities.

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 37	# 10	# 3
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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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>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEOC) 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 EEOC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Tori Ajibade, Chief Equity & Diversity Officer	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4. N/A	5.	6.
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 80%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): 80%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
---------------------------------------	--	--	--

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Tori Ajibade	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input 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. 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
4. Disability Awareness & Etiquette	<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. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

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

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

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

MAILING ADDRESS:

**NYC Emergency Management
 The Office of Equity & Diversity
 165 Cadman Plaza E, 2nd Floor
 Brooklyn, NY 11201**

Diversity and EEO Staffing as of 1st Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Tori Ajibade	Executive Agency Counsel	80%	tajibade@oem.nyc.gov	718-422-8508
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	Tori Ajibade	Executive Agency Counsel	10%	tajibade@oem.nyc.gov	718-422-8508
Diversity & Inclusion Officer	Tori Ajibade	Executive Agency Counsel			

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Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Eric Smalls	Information Technology Officer	5%	esmall@oem.nyc.gov	718-422-8907
ADA Coordinator	Dennis Boyd	Executive Agency Counsel	20%	dboyd@oem.nyc.gov	718-422-8595
Disability Rights Coordinator	Dennis Boyd	Executive Agency Counsel	5%	dboyd@oem.nyc.gov	718-422-8595
Disability Services Facilitator	VACANT				
55-a Coordinator	Veronica Geager	Emergency Preparedness Manager			
Career Counselor	Veronica Geager	Emergency Preparedness Manager			
EEO Counselor	Karen Thomas	Emergency Preparedness Manager			
EEO Investigator	Tori Ajibade	Executive Agency Counsel	5%	tajibade@oem.nyc.gov	718-422-8508
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Kaylan Sobel	Emergency Preparedness Manager	5%	KSobel@oem.nyc.gov	718-422-4668
Other (specify)					

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* 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.