

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NEW YORK CITY PARKS AND RECREATION

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

Prepared by:

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Name Title Telephone No.

Date Submitted: 07/30/20

FOR DCAS USE ONLY

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): 09/24/19 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

Diversity & EEO Awards

Diversity and EEO Appreciation Events

Public Notices

Positive Comments in Performance Appraisals

Other (please specify): Recognition is usually given during the Agency's "Employee of the Month" and its annual awards ceremonies. Awards are also given to employees from the agency's employee resource groups which include the Ebony Society, Latino Society, Emerald Society, Columbia Society, Lotus Society and the Whitman Society. The Agency started a new series called "Parkie Profile" that highlights DPR employees on the intranet.

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

The Agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2020.

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): ____ This information is also posted on the intranet site. _____ No

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

Yes, On (Date): 07/20/20 _____ No

The review was conducted together with: Human Resources

General Counsel

Agency Head

Other _____

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

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

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
After examining gender demographics concerning trade positions within the Agency, DPR discovered that women holding trade titles was lacking. As such, the Agency is planning a program called “Women in Trades” to introduce skilled trades to its seasonal employees and job training participants. The goal of the program is to get women to have an interest in trades and to understand how to pursue a career in the field.	On May 5 th , a conference call was held to discuss the possibility of doing virtual conference. On June 10 th , a conference call was held to discuss the run of show of the program.	<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"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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.					
<p>The Agency has expanded its recruitment efforts to address areas where underutilization exists. During the quarter, underutilization was identified in the following job groups: Clerical Supervisors (Black), Craft (Female and Black), Guards (Female and Black), Laborers (Asian), Management Specialists (Black), Science Professionals (Black and Asian), Social Scientists (Black) and Social Workers (Female and Black).</p>					

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Last fiscal year, the Agency conducted a follow up Employee Satisfaction Survey. The results of that survey indicated that additional training was warranted for supervision. As such, DPR will host a supervision summit this fiscal year which will focus on enhancing supervisory skills.	In light of the pandemic, planning for the supervision summit - supervisory skills training has been delayed.	<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"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

April 14th-The EEO Office held a meeting with the Forestry, Horticulture, & Natural Resources division to discuss workforce demographics along with other EEO related topics. A report and power point presentation was delivered.

April 20th & May 20th – The EEO Office had a meeting with its EEO Counselors via WebEx.

May 20th – The EEO Office had a meeting with members of PARC programs via WebEx.

June 9th, 12th, 19th & 30th – The EEO Office coordinated with DPR’s Commissioner and others to host “Reflections On” program which was in response to the current racial tension. These were listening sessions for African American employees and the latter session was inclusive of all top management. There will be more listening sessions in the near future.

COMMUNITY:

<p>List the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
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<p>DPR noticed that a lack of diversity existed within its Capital division which was in part because the professions within the division were not diverse. In order to attract future diverse applicants, DPR will introduce young people in the community to the architecture field.</p>	<p>The program will be called “Future Builders of Pelham” and it will be held at one of the Agency’s recreation centers.</p> <p>May 5th - conference call was held to discuss resuming this initiative with Public programs. Due to the current pandemic a decision was made to postpone talks until we had more information on the reopening of NYC.</p>	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>x <input type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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<p>List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Q1 Update</p>	<p>Q2 Update</p>	<p>Q3 Update</p>	<p>Q4 Update</p>
<p>Conduct targeted recruitment to address underutilization.</p>	<p>Central Personnel attended various veterans’ recruitment sessions.</p> <p>The Agency will continue to work with MOPD by sharing vacancies with that office.</p> <p>The Agency will continue to utilize DCAS’s Office of Citywide Recruitment as a resource.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>

Conduct structured interview training and unconscious bias.	Central Personnel conducts training on an on-going basis. (See training numbers).	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> x <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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C. INTERNSHIPS/FELLOWSHIPS

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

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	1	Unknown	M ___ F _1_ N-B _____ U ___
2. Public Service Corps			M ___ F ___ N-B _____ U ___
3. College Interns			M ___ F ___ N-B _____ U ___
4. Graduate Interns			M ___ F ___ N-B _____ U ___
5. Other (specify):			M ___ F ___ N-B ___ U ___
6. None <input type="checkbox"/>			

20 interns total		
M	5	25%
F	15	75%
Asian	3	15%
Black	1	5%
Hispanic	3	15%
Mixed	3	15%
White	8	40%
Unknown	2	10%

C. 55-A PROGRAM

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

Currently, there are 5 55-a participants.

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

During this Quarter 0 participants left the program due to [state reasons] N/A.

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information through:
e-mail Yes No

- training sessions Yes No
- agency website Yes No
- agency newsletter Yes No

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

3. _____

V. SELECTION (HIRING AND PROMOTION)

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i>).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	Informed employees about promotional and transfer opportunities. Encouraged the use of training and development programs to improve skills, performance and career opportunities.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;</p>	<p>Assessed the criteria for selecting persons for mid-level to high positions preferred and job specs; selecting official interview questions.</p> <p>Actively reached out to underrepresented group as part of outreach.</p> <p>Assessed the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>Used a diverse panel to conduct interviews. Below is information regarding appointments made from April 1st – June 30st from the civil service lists:</p> <p>4/6/2020 – APSW (8) 4/13/2020 - ACRS (2) 05/25/2020 – Assistant Civil Engineer (10) 05/25/2020 – Computer Associate (Operations) (1) 05/04/2020 – Computer Systems Manager (1) May & June/2020 – Recreation Supervisor (OC) (11)</p> <p>Use the NYCAPS eHire applicant tracking system for external and internal applicants.</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></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>Actively monitored agency postings.</p> <p>Collaborated with Director or Human Resources to ensure that an updated listing of sources for diverse applicants, including school and professional organizations, was maintained.</p> <p>In collaboration with Director or Human Resources, reviewed questions to ensure that they are EEO-compliant, job-related, and required by business necessity.</p> <p>Provided feedback to hiring manager after the EEO</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"/> Ongoing <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"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input 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"/> <input type="checkbox"/></p>

	Officer's assessment.				
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	The Agency will utilize the DCAS Layoff Procedure as guidance, should there be any layoffs, termination and demotions due to legitimate business/operational reasons in FY 2020.	<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VI. TRAINING

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

VII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

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

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

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

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

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

All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace: Homogenous Workplace: In July 20, EEO shared Parks' Workforce Diversity Dashboard with the Agency's Central Personnel Office who used it as the basis for the Agency's recruitment strategies, this is ongoing. The Agency continues to utilize LinkedIn to support an increase in its visibility as an employer. In 2019, EEO conducted a Year End Review where the Agency's EEO Officer met with the Agency's Personnel Officer, General Counsel, and the Commissioner to discuss case trends and underutilization in specific boroughs or divisions, this is ongoing. Additionally, EEO created report cards for some divisions, i.e., Capital, Brooklyn, Bronx, Manhattan, Forestry, Horticulture, and Natural Resources, Queens Borough Office and is in the process of presenting report cards to Public Programs, Urban Park Rangers, Urban Park Services and Citywide Services. The Agency has also conducted job site inspections using staff from the Advocate's Office, EEO Office, and Compliance Office to combat the risk of sexual harassment. A peer to peer accountability program (PARC) was created to address the issues of sexual harassment within the Agency. PARC members shared talking points with employees throughout the agency. During this timeframe, an anti-sexual harassment marketing campaign was launched. Update-During the pandemic wellness calls replaced site inspections.

Risk 2: Cultural and Language Differences in the Workplace: The Agency has continued to ensure that Parks' anti-discrimination policy is posted in prominent places such as the intranet and site specific bulletin boards. A large print version of the posting is also available on the intranet to ease the communication of the Agency's policy. The Agency has also maintained its presence in the boroughs through EEO counselors, some of who are bilingual. Finally, Parks in planning to translate anti-sexual harassment marketing materials in Spanish, available in print and on the intranet. This will ensure that all employees have an awareness of what sexual harassment is and where to go for help and that language is not a barrier to understanding. Update-N/A

Risk 3: Workplaces with Significant Power Disparities: Parks continues to use its centralized POP orientation. The orientation informs workers of their rights, educates participants concerning the various forms of sexual harassment to ensure that a consistent message is presented to POP workers and provides resources for assistance. The Agency also enforces its non-fraternization policy that allows for discipline, up to and including termination, where supervisors are involved in sexual/romantic relationships with those employees they supervise. Parks also continues to mandate that supervisors report instances of sexual harassment. Supervisors are notified of this responsibility through the intranet and

training. Supervisors are regularly reminded that it is their responsibility to address and if possible prevent sexual harassment. Parks has also put in place the PARC program which focuses on engaging employees as allies in speaking out against sexual harassment. Participants have been educated about sexual harassment so that they can identify what it looks like at Parks, and understand ways to address the problem. Update N/A

Risk 4: Isolated Workplaces: Parks conducts site visits through the Advocate's Office, staff from the EEO Office, and Compliance Division inspectors. Work locations where there have been previous complaints or allegations regarding sexual harassment and/or other misconduct, or other indicia of potential risk for workplace misconduct, are subject to more frequent inspections and observations as needed. In addition, these work units are also subject to specific additional training sessions conducted by approved trainers as determined by the Assistant Commissioner for EEO. The Agency has endeavored to ensure that employees who work in isolated areas are made aware of the Agency's policies and norms with respect to sexual harassment through posters and training. Parks has also put in place the PARC program which focuses on engaging employees as allies in speaking out against sexual harassment. Participants have been educated about sexual harassment so that they can identify what it looks like at Parks, and understand ways to address the problem. In turn, they share this information through formal/informal group discussions whenever possible. Participants come from all five boroughs and serve in various departments and positions in the Agency. Additionally, an internal sexual harassment campaign was created. The campaign includes posters which have been placed throughout the Agency, stickers which have been placed in vehicles, and buttons which can be worn by employees and serves as a reminder of supervisor's duties and employee's rights. The Agency is currently working on new marketing materials geared towards awareness of its EEO counselors. Update N/A

Risk 5: Decentralized Workplaces: Parks ensures that all employees, regardless of level and work location receive Basic EEO and Sexual Harassment Prevention training. Both trainings are geared towards helping employees understand the law, identifying problematic behavior, and informing staff about where to go for assistance. Supervisors have also been advised that they are mandated reporters and therefore responsible for employees and sites. An FAQ about reporting has been posted on the Agency's intranet site. Managers are informed that their failure to report will result in disciplinary action. Staff who work in the field and other decentralized workplaces are provided with Agency phones in order to ease communication regarding issues or concerns. The Agency also has a Central Communications unit which is operated by the Parks Enforcement Patrol (PEP). The command is 24 hours and seven days a week and provides direction and information concerning any sexual harassment complaints. Parks conducts site visits through the Advocate's Office, staff from the EEO Office, and Compliance Division inspectors. Work locations where there have been previous complaints

or allegations regarding sexual harassment and/or other misconduct, or other indicia of potential risk for workplace misconduct, are subject to more frequent inspections and observations as needed. In addition, these work units are also subject to specific additional training sessions conducted by approved trainers as determined by the Assistant Commissioner for EEO. Update-N/A

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:

_ The EEO Office and Central Personnel reviewed the results of the climate survey and realized that the employee's knowledge concerning how a complaint is processed after filing was an area of weakness. Furthermore, employees expressed experiencing sexual harassment and racial discrimination more compared to other protected categories. To address these concerns, the EEO Office will have open EEO staff meetings which any employee can attend. The Office is also conducting site inspections and talking to more employees. Update-During the last quarter no new open EEO staff meetings were held. However, wellness calls were made to replace site inspections.

The agency is also utilizing PARC participants to discuss sexual harassment with employees.

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 EEPC or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: EEPC

Attach or list below audit recommendations.

Below are the EEPC's recommendations.

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period.

Corrective Action #1: Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

Corrective Action #2: In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the

complainant and respondent of the delay.

Corrective Action #3: Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

Corrective Action #4: Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

Corrective Action #5: Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Corrective Action #6: Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

FINAL ACTION: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

x The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: [DPR] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR _3_ QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date:		Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals:				
Name & Title				
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 checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" 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 checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 20%):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 20%):	
Attended EEO Professional On-Boarding at DCAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes (Not all) <input type="checkbox"/> No	
Completed Trainings:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO/Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
		Diversity & Inclusion Officer			
<u>Iyana Titus</u>		EEO Officer/Director	100%	Iyana.titus@parks.nyc.gov	212-360-27707
<u>Flaveia Henry</u>		Deputy EEO Officer	100%	Flaveia.henry@parks.nyc.gov	212-360-2796
<u>Chris Noel</u>		ADA Coordinator	50	Chris.noel@parks.nyc.gov	718-760-6831
<u>Iyana Titus</u>		Disability Rights Coordinator	100	Iyana.titus@parks.nyc.gov	212-360-27707
<u>Chris Noel</u>		Disability Services Facilitator	50	Chris.noel@parks.nyc.gov	718-760-6831
<u>Iyana Titus</u>		55-a Coordinator	100	Iyana.titus@parks.nyc.gov	212-360-27707
<u>Nicole Pizarro</u>		EEO Policy Analyst	100	Nicole.Pizarro@parks.nyc.gov	212-360-2793
<u>Robin Talley</u>		EEO Policy Analyst	100	Robin.Talley@parks.nyc.gov	212-360-2715
<u>Matthew Long</u>		EEO Investigator	100	Matthew.long@parks.nyc.gov	212-360-2729
<u>Daniel Dajani</u>		EEO Investigator	100	Daniel.dajani@parks.nyc.gov	212-360-2732
<u>Eric Hagans Jr.</u>		EEO Investigator	100	Eric.Hagans@parks.nyc.gov	212-360-2730
<u>Anthony Bromell</u>	PRM	Career Counselor	20	Anthony.Bromell@parks.nyc.gov	718-430-1882
<u>Ed Feldman</u>		Career Counselor	20	Ed.Feldman@parks.nyc.gov	212-360-8261
<u>Gregg Gordon</u>		Career Counselor	20	Gregg.Gordon@parks.nyc.gov	718-722-3217
<u>Pamela Hamilton</u>		Career Counselor	20	Pamela.Hamilton@parks.nyc.gov	212-830-7740
<u>Diana Johnson</u>		Career Counselor	20	Diana.Johnson@parks.nyc.gov	718-402-5566

<u>David Stark</u>	<u>Career Counselor</u>	<u>20</u>	<u>David.Stark@parks.nyc.gov</u>	<u>212-360-8265</u>
<u>Tanya Thompson</u>	<u>Career Counselor</u>	<u>20</u>	<u>Tanya.Thompson@parks.nyc.gov</u>	<u>718-430-4639</u>
<u>Lilya Kane</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Lilya.Kane@parks.nyc.gov</u>	<u>(212) 830-7876</u>
<u>Gina Berdecia</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Gina.berdecia@parks.nyc.gov</u>	<u>(718) 760-6595</u>
<u>Michele Lignore-Diaz</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Michele.lignore-diaz@parks.nyc.gov</u>	<u>(212) 410-8364</u>
<u>Karen Dugan</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Karen.dugan@parks.nyc.gov</u>	<u>(212) 360-8206</u>
<u>Mae Frazier</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Mae.frazier@parks.nyc.gov</u>	<u>(718) 667-3545</u>
<u>William LaCurtis</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Bill.LaCurtis@parks.nyc.gov</u>	<u>(718) 984-8266</u>
<u>Nicole Brooks</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Nicole.Brooks@parks.nyc.gov</u>	<u>718 390 8005</u>
<u>Charles Krugler</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Charles.Krugler@parks.nyc.gov</u>	<u>718-430</u>
<u>Eileen Egan</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Eileen.Egan@parks.nyc.gov</u>	<u>(718) 760-6685</u>
<u>Desiree Paulin</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Desiree.Paulin@parks.nyc.gov</u>	<u>(718)9658906</u>
<u>Barbara Nickels</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Barbara.Nickels@parks.nyc.gov</u>	<u>(718)760-6842</u>
<u>Hanice Tavares</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Hanice.Tavares@parks.nyc.gov</u>	<u>(212)360-2717</u>
<u>Roy Tellason</u>	<u>EEO Counselor</u>	<u>20</u>	<u>Roy.Tellason@parks.nyc.gov</u>	<u>(212) 360-8103</u>
<u>Matt Long</u>	<u>EEO Investigator</u>	<u>100</u>	<u>Matthew.Long@parks.nyc.gov</u>	<u>212-360-2729</u>
<u>Daniel Dajani</u>	<u>EEO Investigator</u>	<u>100</u>	<u>Daniel.dajani@parks.nyc.gov</u>	<u>212-360-2732</u>
<u>Asha Harris</u>	<u>Trainer</u>	<u>40</u>	<u>Asha.Harris@parks.nyc.gov</u>	<u>212-360-1433</u>
<u>Mariano DeLosSantos</u>	<u>Trainer</u>	<u>40</u>	<u>Mariano.DelosSantos@parks.nyc.gov</u>	
<u>Cynthia Espada</u>	<u>Trainer</u>	<u>40</u>	<u>Cynthia.Espada@parks.nyc.gov</u>	<u>646-830-1477</u>
<u>Tonia Robinson</u>	<u>Trainer</u>	<u>10</u>	<u>Tonia.Robinson@parks.nyc.gov</u>	
<u>Anthony Sierra</u>	<u>Trainer</u>	<u>10</u>	<u>Anthony.Sierra@parks.nyc.gov</u>	
<u>Laura Strickland</u>	<u>Trainer</u>	<u>10</u>	<u>Laura.Strickland@parks.nyc.gov</u>	
<u>Kristy Di Cario</u>	<u>Trainer</u>	<u>60</u>	<u>Kristy.Cario@parks.nyc.gov</u>	
<u>Anthony Bromell</u>	<u>Trainer</u>	<u>20</u>	<u>Anthony.Bromell@parks.nyc.gov</u>	
<u>Kieshsha Garnes</u>	<u>Trainer</u>	<u>40</u>	<u>Kieshsha.Garnes@parks.nyc.gov</u>	
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<u>Chris Acosta</u>	<u>Trainer</u>	<u>20</u>	<u>Chris.Acosta@parks.nyc.gov</u>	

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Rakeem Taylor		<u>Trainer</u>	20	Rakeem.Taylor@parks.nyc.gov	
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George Sutton		<u>Trainer</u>	40	George.Sutton@parks.nyc.gov	
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Emilio Llopiz		<u>Trainer</u>	20	Emilio.Llopiz@parks.nyc.gov	
Casandra Barnes		<u>Trainer</u>	20	Casandra.Barnes@parks.nyc.gov	
Melissa Parker		<u>Trainer</u>	20	Melissa.Parker@parks.nyc.gov	
Tannise Palmer		<u>Trainer</u>	20	Tannise.Palmer@parks.nyc.gov	
<u>Michael Crescenzo</u>		<u>EEO Training Liaison</u>	<u>100</u>	Michael.Crescenzo@parks.nyc.gov	718-760-6588

* Please indicate changes (i.e. if new personnel is filling a specified role.) You may insert additional entries as needed. "Title" refers to the civil service title. If there is an EEO/Diversity role that your staff performs that is not on the list above please indicate it on the chart.