



**FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT**

**AGENCY NAME:** NEW YORK CITY EMERGENCY MANAGEMENT

1<sup>st</sup> Quarter (July -September), due November 6, 2020
  2<sup>nd</sup> Quarter (October - December), due January 29, 2021  
 3<sup>rd</sup> Quarter (January -March), due April 30, 2021
  4<sup>th</sup> Quarter (April -June), due July 30, 2021

**Prepared by:**

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<u>Nancy Silvestri</u>	<u>EEO Officer</u>		
Name	Title	E-mail Address	Telephone No.

**Date Submitted:** \_8/9/21

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**FOR DCAS USE ONLY:** *Date Received:*

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021**

**[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]**

1. Please save this file as ‘**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), 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 2021 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): 9/23/20  No  
 By e-mail  
 Posted on agency intranet  
 Other

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Agency all-hands meetings and presentations \_\_\_\_\_

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

NYCEM Commissioner Deanne Criswell hosts quarterly Agency “All Hands/Town Hall” meetings that appreciate staff efforts and acknowledge exceptional work. During the Q1 FY2021 Town Hall meeting, Commissioner Criswell acknowledged agency staff from a variety of units for a diversity of work functions and skillsets.

Also during the Q1 FY2021 Town Hall meeting, Commissioner Criswell introduced the Racial Equity and Diversity Working Group that was created and tasked with facilitating listening sessions and unconscious bias workshops for the agency.

During Q2, Commissioner Criswell acknowledged in emails to all agency staff the employees who are volunteering to assist in developing the agency’s new Equity and Diversity Council.

During Q3, the NYCEM Equity and Diversity Council began sending emails to staff acknowledging and appreciating holidays, religious observances, and days of significance to employees to share information and encourage conversation about diversity. The agency also recognized Black History Month and Women’s History Month in Q3 with podcasts highlighting and celebrating agency employees and a Lessons in Leadership series featuring black and female leaders in Emergency Management.

During Q4, the agency experienced a change in Commissioner, with the incoming Commissioner articulating his commitment to equity and diversity objectives during an introductory all-staff online town hall.

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2020): 198 \_\_\_\_\_ Q2 (12/31/2020): 195 \_\_\_\_\_

Q3 (3/31/2021): 194 \_\_\_\_\_ Q4 (6/30/2021): 197 \_\_\_\_\_

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

Yes , On (Date): 8/7/2020 \_\_\_\_\_  No

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

Yes , On (Dates): 01/19/20\_\_\_\_\_ 10/15/20\_\_\_\_\_ 1/15/21\_\_\_\_\_ 5/20/21\_\_\_\_\_

The review was conducted with:

<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. o 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
<b>Recruit, hire, retain, train, and grow a diverse workforce representative of the city we serve.</b> - Adopt and implement a comprehensive Recruitment Strategy - Identify opportunities to embed diversity and inclusion priorities into	- Adopt and implement a comprehensive Recruitment Strategy: Draft plan being implemented with assistance from the NYCEM Equity and Diversity Council. - NYCEM’s social media channels and website are being evaluated for changes	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>public-facing aspects of the NYCEM’s work. Ensure that diverse voices are represented in public-facing projects.</p>	<p>in language to reflect our DEI goals. NYCEM’s A Day in the Life series will continue to highlight and promote diverse agency voices. Q3 – employee features for Black History Month and Women’s History Month were shared internally and externally, along with podcast episodes highlighting NYCEM black and female emergency managers. Q4 – New recruitment strategies are being implemented for postings approved for distribution during Q4.</p>				
<p>Offer opportunities for agency-wide and targeted discussions (Town Hall meetings, roundtables, small group discussions) on issues related to diversity and inclusion, such as racial equity, generational diversity, unconscious bias, disability inclusion, and other critical topics.</p>	<p>NYCEM’s Racial Equity and Diversity Working Group developed a proposal to enlist a vendor to provide listening sessions and Unconscious Bias workshops to agency employees in Q2 FY2021.</p> <p>In Q2, NYCEM hosted Unconscious Bias sessions for all employees.</p> <p>In Q3, NYCEM hosted Lessons in Leadership series events focusing on black and female emergency management leaders.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<ul style="list-style-type: none"> <li>- Explore the feasibility of diversity and inclusion performance metrics to promote accountability and best practices.</li> <li>- Provide managerial training on equity and equal opportunity and encourage leadership approaches that support employee engagement and belonging.</li> </ul>	<p>In Q3, implemented changes to the NYCEM website to reflect our commitment to diversity, along with the adoption of a diversity statement on the job listings web page.</p> <p>-Discussion of DEI performance metrics to be held in Q2 when Chief Human Capital Officer is onboarded. In Q3, language was drafted and is being reviewed for approval.</p> <p>In Q2, new language was proposed for the NYCEM job listings webpage to reflect the agency’s commitment to equity and diversity and to encourage diverse applicants to apply.</p> <p>In Q2, NYCEM EEO EEO and Human Capital began holding discussions regarding including a diversity and equity task and standard in employee annual performance evaluations. Language was drafted and disseminated for approval in Q3.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Planned</li> <li><input type="checkbox"/> Not started</li> <li><input checked="" type="checkbox"/> Ongoing</li> <li><input type="checkbox"/> Delayed</li> <li><input type="checkbox"/> Deferred</li> <li><input type="checkbox"/> Completed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p>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>					

NYCEM’s Human Capital team was tasked by the Commissioner in Q1 with developing a Recruitment Strategy to address underutilization and ensure that the agency’s job postings reach a diverse pool of potential applicants. The recruitment strategy proposal was submitted to Commissioner Criswell in Q2 FY2021. In q3, the draft plan was approved to begin implementation.

In Q2, Commissioner Criswell assigned an Executive Sponsor to assist in the finalization of the Recruitment Strategy. NYCEM’s Equity and Diversity Council, formed in Q2, was be tasked with working with HR to implement the Recruitment Strategy. In Q3, the Council created a Recruitment subcommittee to work with HR and solicit additional volunteers from throughout the agency to assist in implementing the items described in the plan. Work was ongoing in Q4.

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ 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
<p><b>Build and maintain an infrastructure that supports diversity and promotes inclusion within NYCEM.</b></p> <ul style="list-style-type: none"> <li>- Establish an Equity and Diversity Council to provide constructive feedback, identify issues needing attention, and assist in implementing</li> </ul>	<ul style="list-style-type: none"> <li>- Q1: set up the structure and leadership roles for NYCEM’s first permanent Equity and Diversity Council, charged with integrating equity and diversity into the agency’s mission, operations, and</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>policies to enhance diversity and equity at NYCEM.</p>	<p>strategies. A written proposal for NYCEM’s first Equity and Diversity Council was approved by Commissioner Criswell in Q1 FY2021, and two agency employees were tasked with serving as the council’s co-chairs on a voluntary basis. Applications for Council members are being accepted through October 2021, after which a selection process will begin to determine the Council’s inaugural members.</p> <ul style="list-style-type: none"> <li>- Q2 update: 10 inaugural members were selected for the NYCEM Equity &amp; Diversity Council. The members are co-chairs drafted a charter in Q2, which is expected to be ratified by the Commissioner in Q3. The charter identifies committees that will work with NYCEM executives and staff to develop and implement changes.</li> </ul>				
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	<p>- Q3 update- the charter was finalized, ratified by Commissioner Criswell, and introduced to the agency. Per the charter, five committees were created and membership was being established into Q4.</p>				
<p>- Provide diversity and inclusion/anti-bias training for employees, starting with agency-customized Inclusive Leadership and Unconscious Bias workshops</p>	<p>NYCEM is reviewing vendor proposals to provide Inclusive Leadership and Unconscious Bias workshops to all agency staff, with the sessions expected to be held in Q2 FY2021.</p> <p>In Q2, a mandatory Inclusive Leadership session was held for NYCEM executives, and Unconscious Bias sessions were held for all agency staff.</p> <p>In Q3, results and analysis from the Unconscious Bias sessions was presented to the agency by the vendor. The feedback provided from these sessions is being developed into short-term, medium-term, and long-term action items by the Equity and Diversity Council through Q4.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>- Use data from climate studies to frame and direct future action on diversity and inclusion.</p>	<p>NYCEM conducted an internal climate survey that is informing the agency's DEI initiatives in FY2021.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>In late December 2020, the vendor conducting the agency’s Unconscious Bias workshops sent results compiled from the sessions and accompanying surveys to the agency. The Equity and Diversity Council redacted the survey results to protect individual identities and shared the results with the full agency. The Council is reviewing the results in Q3 and developing short-term, medium, and long-term actions to be developed and implemented based upon the feedback provided by the vendor. Work was ongoing into Q4.</p>	<input type="checkbox"/> Completed	<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.

In FY 2021, NYCEM’s EEO Officer and Chief Human Capital Officer are meeting biweekly to review data, discuss best practices, and implement solutions to perceived workplace barriers for job groups that may surface in underutilization reports.

A senior NYCEM leader, most often NYCEM’s Chief of Staff, will continue meeting with each departing employee to conduct detailed exit interviews that will allow us to further identify trends and issues that can be addressed through proactive policy adjustments.

In FY 2021, Commissioner Criswell began monthly meetings with an advisory team including NYEM Legal, EEO, Human Capital, and Disabilities, Access, and Functional Needs advisors to foster collaboration, discussion, and resolution of workplace issues.

Additionally, NYCEM’s Equity and Diversity Council established in Q2 will assist the agency in addressing issues related to recruitment and barriers. In Q3, the Council launched a new email address for employees to send concerns, ideas, and suggestions regarding diversity, equity, and inclusion to the council. Feedback from these emails has helped to inform upcoming initiatives, including the development of a messaging

calendar to share days of significance with all agency staff.

C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.  ○ <b>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.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p><b>Build upon existing partnerships and create new partnerships that enhance NYCEM's commitment to and work with diverse populations.</b></p> <ul style="list-style-type: none"> <li>- Strengthen existing collaborations and build new partnerships with the NYC communities we serve.</li> </ul>	<p>NYCEM's Community Preparedness Bureau began building upon and creating new community partnerships as part of the agency's COVID-19 response/recovery efforts.</p> <p>In Q3, the NYCEM Equity and Diversity Council formed a Community and Partnerships committee to assist in this work. Priorities were established in Q4.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Enhance partnerships with local organizations, underrepresented groups, and communities to provide information and resource materials to</li> </ul>	<p>NYCEM's Community Preparedness Bureau began identifying opportunities to enhance partnerships to provide information to New Yorkers in an equitable and inclusive manner.</p> <p>In Q3, the NYCEM Equity and Diversity Council formed a Community and Partnerships committee to assist in this work. Priorities were established for</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"/> Completed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>New Yorkers in an equitable, inclusive manner.</p>	<p>the committee in Q4.</p>				
<ul style="list-style-type: none"> <li>- Create and implement a communications strategy that further elevates diversity and inclusion as a key agency priority and reinforces leadership commitment.</li> <li>- Develop additional outreach content and engagement initiatives for diverse audiences, including traditionally underserved NYC communities.</li> </ul>	<p>NYCEM’s External Affairs team is developing goals for an updated communications strategy to further elevate diversity and inclusion, including showcasing and celebrating the diversity of NYCEM employees and highlighting diversity as an issue within the broader emergency management profession.</p> <p>IN Q2, NYCEM used anniversaries, holidays, and awareness weeks and months to highlight the diversity of employees and encourage employees to learn about and celebrate the traditions of others. For example, the agency hosted an event called “Latkapalooza” during Hanukkah that included various versions of latkes for employees and an explanation of the food’s meaning in relation to the holiday. In Q3, the agency used internal and external communication tools including social media and podcasts to highlight a diverse range of agency employees. This continued into Q4.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Planned</li> <li><input type="checkbox"/> Not started</li> <li><input checked="" type="checkbox"/> Ongoing</li> <li><input type="checkbox"/> Delayed</li> <li><input type="checkbox"/> Deferred</li> <li><input type="checkbox"/> Completed</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input checked="" type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					

NYCEM named Assistant Commissioner, Eric Smalls as the agency's first Chief Diversity Officer in 2020, and as part of his role Eric will further the agency's outreach and participation with MWBEs.

Additionally, the new NYCEM Equity and Diversity Council being developed in Q1 and Q2 will help to develop goals and a strategy for addressing the Community aspect of NYCEM's equity and diversity mission. The Council Members will explore initiatives to improve community awareness, relations, and engagement, especially in areas traditionally underrepresented or underserved. In Q3, the Council formed a Community and Partnerships committee to assist in this mission. Work was ongoing in Q4.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<ul style="list-style-type: none"> <li>- NYCEM will utilize a variety of sources to maximize the agency’s ability to attract a diverse pool of applicants for employment and internship opportunities.</li> </ul>	<p>NYCEM’s Chief Human Capital Officer will spearheading the agency’s development of a Recruitment Strategy, which was finalized by the end of Q2 FY2021. The Recruitment Strategy will suggest improvements to the current recruitment and hiring processes to help NYCEM achieve a diverse and representative hiring pool for vacancies.</p> <p>The Recruitment Strategy was awaiting final approval in Q2 and the agency’s Equity and Diversity Council was asked to assist in implementing the goals outlined</p>		<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>in the strategy. An executive sponsor was assigned to keep the strategy a priority moving forward.</p> <p>In Q3, a draft version of the strategy was approved to begin implementation while additional changes were made to move the document toward final approval. The Equity and Diversity Council formed a recruitment committee to assist in implementing the draft recruitment strategy. In Q4, the committee and HR began working together as new positions were approved for posting to implement priority elements of the strategy.</p>				
<p>- NYCEM will work to clearly articulate the agency’s commitment to fostering a diverse, inclusive workforce both internally and externally.</p>	<p>In FY2021 Q1, Commissioner Criswell detailed upcoming DEI goals in an email to staff, including the development of the agency’s Recruitment Strategy. In meetings with executive and senior staff she outlined recruitment and ensuring a diverse candidate pool for agency postings as an agency priority.</p> <p>In Q2, Commissioner Criswell sent all-staff emails with updates regarding the work</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



	<p>and progress of the agency’s Racial Equity and Diversity Working Group and encouraging staff to apply to serve as members of the new NYCEM Equity and Diversity Council.</p> <p>In FY2021, NYCEM expanded recruiting efforts via professional and social networks including LinkedIn to reach a larger audience of potential applicants.</p> <p>In Q2, NYCEM evaluated additional language to add to job postings highlighting the agency’s commitment to equity and diversity.</p> <p>In Q3, the Equity and Diversity Council’s charter was approved, institutionalizing the group as a permanent entity within the agency. The charter was shared with the agency, an email address was created for communication between the Council and agency staff, and the Council solicited volunteers to join five committees that will assist in implementing the Council’s vision and mission at the end of Q4.</p>				
<p>Enhanced recruitment outreach:</p>	<p>As part of the agency’s Recruitment Strategy being developed in Q2 FY2021,</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>

<ul style="list-style-type: none"> <li>- NYCEM will engage with colleges and universities, including women’s colleges, Historically Black Colleges and Universities, Hispanic Serving Institutions, and others, through career fairs, networking and recruiting events.</li> <li>- NYCEM will conduct outreach and recruitment at job fairs and other events hosted by various organizations supportive of diverse communities, including disability advocacy groups and veterans.</li> <li>- Via the NYCEM innovation team, the agency will seek to create a veteran internship pathway to increase outreach/recruitment efforts to veterans with outreach to existing VA organizations.</li> </ul>	<p>the agency will identify opportunities to work more closely with colleges serving underrepresented groups to identify specific programs and professors with expertise relevant to open positions to further reach underrepresented groups.</p> <p>NYCEM’s Equity and Diversity Council is assisting in implementing this goal. Specific implementation timelines and actions will be discussed and put into action beginning in Q3. In Q3, the Human Capital Management team began implementing elements of the draft recruitment strategy while continuing to finalize the document for executive approval. Work continued toward implementation in Q4.</p>	<input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:  
**[NOTE: Please update this table every quarter]**

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	1	W	M 1__ F __ N-B __ O __ U __
2. Public Service Corps	0		M __ F __ N-B __ O __ U __
3. Summer College Interns	1	W	M __ F 1__ N-B __ O __ U __
4. Summer Graduate Interns	1	W	M __ F 1__ N-B __ O __ U __
5. Other (specify):	0		M __ F __ N-B __ O __ U __
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

Currently, there are   0   [number] 55-a participants.

During the 1st Quarter, a total of        [number] new applications for the program were received.  
During the 1st Quarter    participants left the program due to [state reasons]           .

During the 2nd Quarter, a total of        [number] new applications for the program were received.  
During the 2nd Quarter    participants left the program due to [state reasons]           .

During the 3rd Quarter, a total of        [number] new applications for the program were received.  
During the 3rd Quarter    participants left the program due to [state reasons]           .

During the 4th Quarter, a total of        [number] new applications for the program were received.  
During the 4th Quarter    participants left the program due to [state reasons]           .

The 55-a Coordinator has achieved the following goals:

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

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

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (include 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 the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<p>NYCEM’s Human Capital Team is promoting employee awareness of opportunities for promotion and transfer within the agency through agency wide notification including emails, the agency’s intranet site, and the Human Capital monthly newsletter that debuted in Q2.</p> <p>The team is also organizing information sessions for agency employees regarding the civil serve process and opportunities and held sessions in Q2.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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>As part of NYCEM’s reorganization effective FY2021 Q1, the agency is adopting a new protocol for in-title promotions and salary increases, creating a streamlined process and step increases.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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>As part of the NYCEM agency reorganization implemented in FY2021 Q1, the process for candidate selection for both new hires and promotions is being reexamined. Proposed changes will be implemented further into FY2021.</p> <p>NYCEM does not currently fill positions through a civil service list to date; the civil service exams for emergency management titles are not finalized.</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" 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>The EEO Officer reviews quarterly data. The role of the EEO Officer/EEO Office staff will be reviewed and revised as part of the development of the agency’s recruitment strategy in FY2021.</p> <p>In Q2, the Recruitment Strategy recommended that the EEO Office review and sign off of agency candidate logs to</p>	<p><input checked="" type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>ensure that a large enough pool of candidates was considered before an appointment or promotion is offered. This practice will likely be implemented with other revisions to the appointment/promotion process intended to ensure equity and encourage diversity.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>If future periods of layoffs, terminations and demotions come to fruition for legitimate business/operational reasons, NYCEM will analyze the impact upon gender, race and age before making any final decisions. NYCEM will take all steps to protect the integrity of the diversity and inclusionary practices of the agency. The Commissioner will include the agency's EEO Officer and General Counsel in any decisions that impact gender, race and age.</p>	<p><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"/> Completed</p>	<p><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 checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Other:</p>		<p><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</p>	<p><input type="checkbox"/>  <input 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"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

During this Quarter the Agency activities included:	# of Vacancies	# 22____	# 27__	# 26__	# 17__
	# of New Hires	# 9____	# 5__	# 4__	# 7__
	# of New Promotions	# 2____	# 2__	# 2__	# 0__

**VII. TRAINING**

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

**VIII. REASONABLE ACCOMMODATION**

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

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

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



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

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

**C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. <b>Q1</b> <input checked="" type="checkbox"/> <b>Q2</b> <input checked="" type="checkbox"/> <b>Q3</b> <input checked="" type="checkbox"/> <b>Q4</b> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
<b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mspwwa-dcslnx01.csc.nycnet/Login.aspx">https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</a></b>

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

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

<i>Describe any follow-up measures taken to address the results of the climate survey:</i>
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NYCEM conducted an internal climate study that is informing changes in FY2021 described in other sections of this document, including the creation of the agency’s first Equity and Diversity Council, listening sessions and Unconscious Bias training, and new processes and procedures for agency recruitment, among others.

**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

**APPENDIX: [NYCEM] EEO PERSONNEL DETAILS**

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2021

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Completed Trainings:</b>			
<b>EEO Awareness</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

**DIVERSITY AND EEO STAFFING IN NYCEM AS OF 1<sup>st</sup> QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b>Diversity &amp; Inclusion Officer</b>	Eric Smalls	Chief Technology Officer	15%	[REDACTED]	[REDACTED]
<b>EEO Officer</b>	Nancy Silvestri	Administrative Public Information Specialist	30%	[REDACTED]	[REDACTED]
Deputy EEO Officer	N/A				
ADA Coordinator	Dennis Boyd	Emergency Preparedness Manager	100%	[REDACTED]	[REDACTED]
Disability Rights Coordinator	Dennis Boyd	Emergency Preparedness Manager	100%	[REDACTED]	[REDACTED]
Disability Services Facilitator	Brandon Hill	Emergency Preparedness Manager	100%	[REDACTED]	[REDACTED]
55-a Coordinator	Veronica Geager	Emergency Preparedness Manager	70%	[REDACTED]	[REDACTED]
Career Counselor	Veronica Geager	Emergency Preparedness Manager	70%	[REDACTED]	[REDACTED]
EEO Counselor	Karen Thomas	Emergency Preparedness Manager	10%	[REDACTED]	[REDACTED]
EEO Investigator	Karen Thomas	Emergency Preparedness Manager	10%	[REDACTED]	[REDACTED]
EEO Counselor\ Investigator	N/A				
Investigator/Trainer	N/A				
EEO Training Liaison	Stella Guarna	Deputy Commissioner, Legal Affairs	25%	[REDACTED]	[REDACTED]
Other (describe) Language Access Coordinator	Iskra Killgore	Emergency Preparedness Manager	25%	[REDACTED]	[REDACTED]

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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.