OFFICE OF COLLECTIVE BARGAINING

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To: Emergency Preparedness Specialists and Emergency Preparedness Managers

District Council 37, AFSCME, AFL-CIO has filed a petition with the Board of Certification seeking to represent employees in the Emergency Preparedness Specialist and Emergency Preparedness Manager titles for the purpose of collective bargaining. The details of this petition can be found on OCB's website at http://www.ocb-nyc.org/representation-docket/. Below is a link to a survey designed to assist the Board of Certification in its investigation of whether you are eligible for collective bargaining.

All employees in these titles must complete the survey, which is available at http://www.ocb-nyc.org/formsite/login/.

INSTRUCTIONS

1. **Click on the link https://www.ocb-nyc.org/formsite/login/ to register and access the survey.**
2. **Type in the spaces provided and check the appropriate boxes. You can save your data by clicking at the bottom of the page and, if necessary, log in to complete your survey later.**
3. **Attach the functional job description for your position and an organizational chart showing your position in relation to your supervisors and peers.**
4. **If you are assigned to an on-call Emergency Operations Center team and have related duties that vary from your primary job duties, you may describe those duties on a separate sheet of paper and attach it via a link on the "Attachments" page.**
5. **Review and complete the affirmation statement in order to forward your completed survey to your supervisor.**

DEADLINES

Employees: Submit your completed survey by **March 14, 2025**.

Supervisors: Review the employee's survey, complete the Supervisor's Comments section, and attach the employee's position description and org chart, if not already attached, by **March 21, 2025**.