

New York City Law Department FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: NEW YORK CITY LAW DEPARTMENT

1st Quarter (July -September), due November 4, 2022

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **“XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2023 DEI-EEO Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 04/17/2023 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, equity, inclusion and equal employment opportunity through the following:

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

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

- During Q1, on July 27, 2022, The Law Department hosted its first Wellness day in collaboration with NYC Workwell. The Law Department Wellness Day program was a "day" of agency spirit), wellness activities, and "healthy-ish" community snacks. The day's activities were accessible from any workstation and was broadcasted in office conference rooms throughout our borough locations.
- On August 24th, 2022, the Corporation Counsel held an all-staff Summer Ice Cream Social to thank employees and show appreciation for their hard work throughout the year.
- During Quarter 1, the agency was in the process of nominating and selecting awardees for the 2022 Law Department Awards which includes the nominations for a recipient of the Jane Bolin M. Award for Diversity Leadership. New nominations for this award will be re-opened

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again during FY 2024 Quarter 1.

- The agency's committees host a number of diversity events throughout the year.
- During the week of October 31-November 4, 2022, a large collaboration between the agency's committees and executive division along with external partners, presented "Love your Law Department Week", a week-long agency-wide appreciation event focused on employee health and wellness, community service, career development, teamwork, and work-life harmony.
- During the week of November 14-18, 2022, the Diversity and Quality of Life Committees sponsored an agency-wide Diversity Luncheon event. The event consisted of various group gatherings, COVID-friendly community food items, and casual conversations around different histories and heritages. The post-COVID return of this very special **in-person event** allowed colleagues to gather to acknowledge the value of our diversity.
- During Quarter 3, the Executives have begun using electronic office monitors as part of an officewide employee recognition initiative. Starting in March 2023 and continuing on a monthly basis, several employees were highlighted for their contributions to diversity, equity, and inclusion as well as for their demonstrated leadership and legal successes. Employee photographs are also being featured on the 6th floor Executive reception area as a way of recognizing their contributions to the agency.
- The Executive Division is currently planning a second annual Wellness Day for the agency which is scheduled to take place during Quarter 4.

III. Workforce Review and Analysis

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

Q1 (9/30/2022): 1716 Q2 (12/31/2022): 1511 Q3 (3/31/2023): 1464 Q4 (6/30/2023): _____

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

Yes On (Date): 11/15/2022 Yes again on (Date): _____ No

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

Newsletters and internal Agency Publications

Agency's intranet site

On-boarding of new employees

III. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce

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composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes On (Dates):

Q1 Review Date: 11/9/2022 Q2 Review Date: 1/30/2023 Q3 Review date: 4/20/2023 Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other <u>EEO Officer</u> | <input checked="" type="checkbox"/> Other EEO Officer | <input checked="" type="checkbox"/> Other EEO Officer | <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 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

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

1. Revision of EEO Policies and Procedures Addressing Promotional Hiring and Selection

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

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- During Q1 the Diversity & EEO Office revised internal processes related to promotional hiring and selection. The Office worked collaboratively with Law Department leadership, human resource partners, staff, managers, and supervisors to plan, monitor, and evaluate internal processes and initiatives designed to attain the agency’s EEO and diversity goals. Changes that became effective this quarter include notification to the Diversity & EEO Office of all promotional vacancies. In addition, the Diversity & EEO Officer began to introduce the purpose and procedure for the observation of promotional interviews. The observations will begin next quarter and will allow the Office to ensure that EEO principles are demonstrated during the interview process. In addition, the observations will assist the office with identifying training topics for hiring managers.
- During Q1, the Office implemented a promotional evaluation form that included a requirement of written justifications.
- Planned actions for Q4 include gathering/surveying feedback to evaluate the effectiveness of the above actions.
- During Q2, the Diversity and EEO Office continues to implement the new promotional hiring and selection processes across the agency. This quarter, several integral staff vacancies were filled. The EEO Office reviewed application materials for all promotional vacancies this quarter and conducted approximately 4 interview observations. This number is attributed to the job vacancy/posting, not the number of candidates interviewed, which is much more.
- During Q3, The Diversity & EEO Officer continued observations of select promotional interviews, schedule permitting. As planned, the observations allow the Office to ensure that EEO principles are demonstrated during the interview process and assist the office with identifying training topics for hiring managers. The EEO Office reviewed application materials for all promotional vacancies this quarter and conducted interview observations for approximately 8 promotional opportunities. This number is attributed to the job vacancy/posting, not the number of candidates interviewed, which is much more.
- During Q3, the Diversity and EEO Office collaborated with the Administration Division and Managing Attorney to propose a new Pay and Title Restructuring Initiative that reimagines the agency’s pay and hiring practices for support professionals and defines a plan to make adjustments to achieve equitable salary increases, career growth opportunities, and to create transparency around organizational structure and the agency’s use of civil service titles.

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

2. Training and Activities to Build Agency Capacity for Formal Succession Planning

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

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- The Office has initiated planning on this goal by taking courses on organizational design and succession planning to build internal capacity. Once this training is complete, the Office will re-group and begin a strategic planning process. It is anticipated by Q3 the Office will have an initial framework in place to incorporate aspects of formal succession planning into the agency’s executive decision-making processes. Planning will include a mechanism for evaluating effectiveness.
- During Q1, the agency welcomed 8 high school interns as part of its first High School Pipeline internship program. The interns spent 6 weeks working in various capacities in the Administration and Executive Divisions. They worked on high-visibility projects and worked closely with agency staff.
- During Quarter 3, the Diversity & EEO Office, Human Resources, and the Office of Legal Recruitment has been actively engaged in recruitment for various pipeline programs –
 - Career Wise NY Youth Apprenticeship
 - NYC Bar Thurgood Marshall Interviews
 - NYC Citywide Government Hiring Halls, Meet and Greet
 - NYC Law and Cobble Hill School Potential Internship
 - NYC Law and Edward R. Murrow High School Potential Internship
 - iMentor: High School Mentorship Program targeting prospective first-generation college students from historically marginalized communities

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

3. Increased Professional Development Opportunities for Support Professional Staff

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The Law Department has introduced several activities to increase the professional development of the agency’s support professional staff. These include trainings and other opportunities to enhance skills and support employees’ personal and professional growth. Below are some of the

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resources offered to various groups of support professional staff during Q1, Q2, and Q3:

Activity	Description	Date
Training	Lexis Refresher Training	7/19/22
Training	Lexis Refresher Training	8/16/22
Training	Lexis Refresher Training	9/20/22
Training	Law Academy: Problem-Solving (Pt1)	7/28/22
Training	Law Academy: Developing Emotional Intelligence	7/13/22
Training	Tips for Organization and Productivity	
Training	Promoting Your Legal Professional Development through the Interview Evaluation Process	7/12/22
LD Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	Ongoing
Notice to All Staff	The Agency emailed notice to all staff of the opening of the Mayor's Graduate Scholarship Program's application period and encouraged staff to apply if interested in pursuing a graduate or second graduate degree	09/21/22
Meeting	Training Consortium	09/28/22
Training	Lexis Refresher Training	10/18/22
Training	Lexis Refresher Training	11/22/22
Training	Lexis Refresher Training	12/20/22
Training	Bringing Inspirational Leadership Part I	12/20/22
Training/Meeting	Family Court Division Clerical Collaborative: Nurturing a Habit of Gratitude	11/15/22
Training/Meeting	Family Court Division Clerical Collaborative: Get Involved! Spotlight on the Law Department Committees	12/14/22
Training	Lexis CLE: Case Law Research Techniques for State & Local Government (open to all staff)	10/25/22
Training	Lexis CLE: Case Law Research Techniques for State & Local Government (open to all staff)	10/25/22
Meeting	Relaunch of the Law Department's Mentorship Program	02/09/2023 ongoing
Notice to All Staff	Launched Applications for Committees and Councils	02/21/2023
Training	Inspirational Leadership Program Part II	01/11/2023
Meeting	Training Consortium	02/15/2023
Training	Lexis Refresher Training	3/21/2023
Training	Lexis Refresher Training	2/21/2023
Training/Meeting	Family Court Division Clerical Collaborative: Spotlight on the Law Department Committees	1/18/2023
Training/Meeting	Family Court Division Clerical Collaborative: Mastering the Art of Public Speaking	2/8/2023
Training/Meeting	Family Court Division Clerical Collaborative: Tips for Creating an Effective Resumé Pt. 1	3/8/2023

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

4. Leverage Internal & External Resources to Expand Civil Service Recruitment Sources and Efforts

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- The Law Department’s leadership team continues to prioritize the reevaluation of the agency’s existing salary structure for its attorneys. We continue to collaborate with our City partners on this priority initiative.
- In addition to distributing the DCAS monthly newsletters, internal job posting announcements and monthly exam notices for each quarter, the support professional Career Counselor conducted 19 one-on-one career counseling sessions via in person, virtual or phone meetings during Q1. During Q2, the support professional Career Counselor conducted 12 one-on-one sessions in-person, by phone or video conference.
- During Q1, the support professional Career Counselor assisted in mock interview prep with 3 employees. These mock interviews were held over several sessions in response to civil service hiring pool notices. During Q2, the support Career Counselor also assisted in mock interview preparation with 3 employees.
- During Q1, the support professional Career Counselor planned and facilitated orientation programming for all new support professional hires.
- During Q2, the support professional Career Counselor conducted orientation programming for 18 new employees.
- During Q1, the support professional Career Counselor met with DCAS Citywide Diversity Recruitment to collaborate on increasing recruitment efforts for the agency’s promotional opportunities at both virtual and in-person job fairs for persons with disabilities. Open job vacancies were sent to DCAS and MOPD for assistance with recruitment.
- The support professional Career Counselor also communicated regularly with DCAS recruitment when 55-A candidates were interested in positions at the Law Department. The qualified candidates’ application materials were forwarded to divisions for consideration.
- During Q1, the support professional Career Counselor launched an electronic inbox for interested applicants to inquire about positions and postings outside of the NYCAPS platform. This new resource will create a more efficient and streamlined process for handling concerns and inquiries.
- The Agency looks forward to initiating additional action steps on this goal during Q2. Planned activities include participation in the Diversity Career Fair hosted by MOPD & DCAS being held on October 31, 2022. As an update, during Q2, agency staff participated in in the October, 31, 2022, Diversity Career Fair. The agency received resumés and applications from approximately 20 prospective candidates.
- In addition, members of the agency will be completing Civil Service 101 train the trainer courses.

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- During Q3 and Q4, the EEO Office will work with the support professional Career Counselor to assess both the yield and effectiveness of these actions and other recruitment strategies.
- During Q2, the support professional Career Counselor worked with Administration to design standard interview rating sheets to be used in the disposition of candidates for support professional hires, promotions, and transfers.
- During Quarter 3, the support professional Career Counselor conducted 25 one-on-one career counseling sessions. This included 2 mock interview prep sessions as well as 2 resumé review sessions which were attended by 3 employees. In addition:
 - The Career Counselor conducted 27 exit interviews and enhanced her exit interview process by sending exit interview analysis information to the Executive team on a monthly basis. This has yielded meetings and conversations with individual divisions on recurring themes, trends and recommendations to improve employee engagement and retention.
 - The Career Counselor directed an orientation program for 23 Support Professional hires.
 - The Career Counselor participated in the Inclusive Recruitment Volunteer Program held by DCAS and MOPD.
 - The Law Department's Human Resources and Personnel Unit conducted Civil Service Hiring Pools and participated in DCAS Citywide Hiring Pools and Hiring Halls.
 - The Career Counselor presented at citywide fairs, schools, colleges, and library presentation showcasing the Law Department and its vacancies within civil service employment on 1/20/23, 2/17/23, and 3/9/23.
 - The Career Counselor delivered four presentations to new hires as part of a Communication and Focus Management series, on 1/24/23, 2/21/23, 3/20/23, and 3/27/23, and created a new resumé and interview workshop which will be offered to employees during Q4.
 - The Career Counselor also conducted a structured interview training for new supervisors on 3/29/23 and plans to work with Administration to develop and provide trainings for supervisors and employees.

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

- The Diversity & EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.
- The Office meets regularly with the Legal Recruitment Office and Personnel unit to discuss hiring trends, retention concerns, and efforts to improve diversity.
- The Office has been working with the Managing Attorney and Legal Recruitment Office to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.
- Our Q1 review of the underutilization in the Para Professionals job category revealed that our Summer Honors Legal internship program produced the majority of the staff in this category. The staff in this category are only with the agency for a short period of time. Therefore, the composition of the group and any accompanying underutilization noted causes a notable increase or decrease during Q4 and Q1.

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- For Q1 and Q2, job groups where underutilization may exist included Building Services, Para Professionals, and Management Specialists. To address this underutilization, the Diversity and EEO Office will continue to engage with the Legal Recruitment Office and Human Resources to implement recruitment strategies targeted at attracting a workforce that reflects the diversity of the City of New York. The team will assess each of these categories to review hiring trends, vacancies, and recruitment targets. Agency career counselors will also continue to notify our current employees of available opportunities and identify community opportunities to attract prospective candidates.
 - One such strategy to address underutilization in the Para Professional category is the Law School Attorney Ambassador Program which is a diversity recruitment initiative. This program was designed to enhance the agency's visibility and expand recruitment efforts to reach candidates in populations that have been identified as underrepresented. The agency also continues to participate in targeted recruitment activities such as diversity-focused recruitment fairs.
- The review of the Quarter 3 dashboard reveals underutilization solely in the Building Services category. This is an improvement from the underutilization noted in 3 categories last quarter. In the category of Building Services, recurring underutilization has been noted. While we continue to think of strategies to address this specific civil service category, we also take notice that there are other titles in our Facilities Unit, the unit which includes our Building Services titles, which add more diversity to the workgroup.

B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Foundational DEI Training for all Law Department Employees

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

- The Diversity & EEO Office continues to work toward identifying suitable training opportunities that meet the needs of the agency's diverse workforce.
- During Q1, members of the Office registered to survey a variety of course offerings that could be potential options for all or sub-sets of staff depending on the content. These trainings begin during Q2.
- The Office has engaged with a few external vendors and plans to review several DCAS offerings beginning in Q2. During Q2, the EEO Office attended and reviewed two DCAS training offerings, "From Microaggressions to Microaffirmations" and "Managing Multi-Generational Workforce: Leveraging the Talents of 5 Generations". During Q3, the office met with the Citywide Training Center leadership

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to explore options for bringing these offerings to subsets of the agency's staff.

- The Office is proud to have a strong completion rate for the *Everybody Matters Training*. The agency will identify resources that complement these modules in addition to highlighting DEI content that responds to the agency's unique needs.
- During Quarter 3, the EEO Office published Gender Neutral Language Guidelines for the agency and launched a mandatory training in collaboration with the Diversity Committee, Women's Committee, and Professional Development, with the assistance of the NYC Commission on Gender Equity and the Department of Social Services addressing gender inclusivity.

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

2. Expansion of Employee Resource Groups

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

- During Q1, the Quality of Work life Committee introduced two new subcommittees focused on employee Mental Health and Wellness and Caregiver Support.
- The Committee qualifications and application process is currently under review. The Committees are exploring membership eligibility for new employees. If adopted, committee membership will be open to additional employees.
- As of Q2, the Committee qualifications and application review has been completed. The application has been streamlined and revised to be more user-friendly. In addition, the agency no longer requires staff to have one year of agency service to apply for committee membership. These changes were made after receiving feedback from staff about perceived barriers to committee service.
- During Quarter 3, the Corporation Counsel launched committee applications and received an overwhelming number of applications.

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

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3. Special Mentoring Program between Legal Entry Class and Committee Members

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- During Q1, the Professional Development team and DEI Committee recruited for mentors and mentees for a new mentoring program to expose the entry-class members to Law Department Committee efforts and support their networking and integration into the agency.
- The program enlisted volunteer mentors and during Q2, the program will provide resources and activities to support thriving mentor-mentee relationships.
- For Q2, on 10/17/2022, the Special Mentoring Program was launched by Professional Development Office with the support of the agency's Diversity, Equity and Inclusion Committee, to serve new lawyers who joined the agency directly out of law school in 2023. New lawyers are assigned a mentor within their division. Typically, they are paired with an attorney with 2-3 years of experience. The mentor helps integrate the new lawyer into the division and serves as a point of contact on routine matters so that the new attorney does not need to rely solely upon supervisors for support. In response to feedback collected by Legal Recruitment and Professional Development regarding previous programs, that new attorneys wanted more opportunities to connect with members of the Law Department community from other divisions, Professional Development is piloting a new program with opportunities for new lawyers to be paired with an additional mentor from another division. The program will permit new attorneys to develop interdivisional relationships, identify opportunities to participate in the agency's work-life activities, and develop an understanding of other areas of practice within the office. Mentor participants are experienced mentors and lawyers and active members of the work community. Of the 57 new attorneys in the entry class, 39 opted to join the program. Initial feedback has been positive. We anticipate that the new program will have a positive impact on attorney morale and retention.
- During Quarter 3, the Innovation Strategy Council proposed The Breaking Down Silos initiative to enhance the exchange of information across our divisions. The goal of this initiative is to minimize information silos between divisions, especially those who interact with some of the same agencies. As such, we are forming a working group of volunteers from each division to discuss how we can move forward with this initiative, without compromising our ethical obligations.
- During Q4, after the initial cycle, the mentoring program will survey participants to evaluate the program's effectiveness.

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

4. Foster an Inclusive Work Environment

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❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- To raise cultural awareness and support senior leadership in building an inclusive work environment, the Diversity and EEO Office circulated a Diversity Awareness Calendar and encouraged leadership to consider a broader range of cultural and religious observances when scheduling important meetings, mandatory staff trainings, or events. The calendar will be updated and recirculated annually.
- The Diversity and EEO Office, along with the Managing Attorney conducted a disparate impact analysis of promotional and transfer opportunities.
- During Q1, on July 27, 2022, The Law Department hosted its first Wellness day in collaboration with NYC Workwell. The Law Department Wellness Day program was a "day" of agency spirit), wellness activities, and "healthy-ish" community snacks. The day's activities were accessible from any workstation and was broadcasted in office conference rooms throughout our city locations. Wellness day was an executive-led effort. The Executive staff at the Law Department were motivated by the importance of promoting wellness in the workplace and some of the feedback received from employees about the impact the pandemic and the return to office was having on their wellbeing. The team saw Wellness Day, as a small (really large), but impactful way to promote the importance of wellness during a time of change, transition, and perceived low morale. Our agency leadership showed huge support for the event. The First Assistant Corporation Counsel opened the event with words of gratitude to the staff for their hard work, and dedication to public service. He encouraged them to take care of themselves in the face of many global and personal stressors. Our Corporation Counsel closed the event by reinforcing the space for self-care and wellness in our workplace culture and thanking everyone internally as well as in NYC Workwell for making the event possible.
- The Family Court Pride Initiative and its Ambassadors continues to richly contribute to our agency's inclusive and equitable work environment. Ambassadors are resources and advocates within the Family Court Division and the agency.
- The Diversity and EEO Office continues to leverage its relationships with DCAS, NYC Commission on Gender Equity, the Mayor's Office to End Domestic and Gender-Based Violence, The OATH Center for Creative Conflict Resolution, NYC Equity, the Mayor's Office of Immigrant Affairs, NYC Workwell, Mayor's Office for People with Disabilities (MOPD), and other city partners to enhance our work culture, to increase our competencies and to support leadership in fostering an inclusive work environment. This was advanced during Q2 and Q3 by attending meetings, participating in workshops, and reviewing shared resources and information.
- During the week of October 31-November 4, 2022, a large collaboration between the agency's committees and executive units along with external partners, presented "Love your Law Department Week", a week-long agency-wide appreciation event focused on employee health and wellness, community service, career development, teamwork, and work-life harmony.
- During the week of November 14-18, 2022, the Diversity and Quality of Work Life Committees sponsored an agency-wide Diversity Luncheon event. The event consisted of various group gatherings, COVID-friendly community food items, and casual conversations around different histories and heritages. The post-COVID return of this very special **in-person event** allowed colleagues to gather to

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acknowledge the value of our diversity.

- During Quarter 3, the Innovation Strategy Council proposed The Breaking Down Silos initiative to enhance the exchange of information across our divisions. The goal of this initiative is to minimize information silos between divisions, especially those who interact with some of the same agencies. As such, we are forming a working group of volunteers from each division to discuss how we can move forward with this initiative, without compromising our ethical obligations.
- During Quarter 3, the EEO Office, in collaboration with the Administration/Facilities Unit, identified and created a list of lactation facilities across all Law Department office locations and in the various state and federal Courthouses frequented by our staff members. The office will publish this list on the agency’s intranet and distribute via email during Quarter 4.
- During Quarter 3, planning has started for the implementation of strategies to recognize, attract, and expand opportunities for Minority and Women-owned Business Enterprises (M/WBEs) to access government contracts and to do business with the Law Department. The agency hopes to expand the pool of qualified entities including entities with the M/WBE certification/designation, the city would benefit from diverse services, innovation, and improvements.

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

❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

Activity	Description	Date
Event	First Law Department Wellness Day	7/27/2022
Event	Staff Appreciation Ice Cream Social	8/24/2022
Meeting	Love Our Law Department (previously Staff Appreciation week) planning meeting	9/30/2022
Meeting/Training	Meeting hosted by the Mayor’s Office to End Domestic and Gender-Based Violence. The meeting will include information and training related to the NYC Domestic and Gender-Based Violence Workplace Policy, and resources you can provide to agency employees.	9/28/2022
Communication	Diversity Awareness Calendar sent to members of leadership	9/23/2022

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Recruitment Ambassador Launch	The Law School Attorney Ambassador group will be a group of attorneys who will, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department.	9/7/2022
Sidebar Newsletter	The agency's newsletter features EEO, DEI, Professional Development resources and is distributed to all staff bi-monthly.	Ongoing Bi-Monthly
Meeting/Training	City Agency Human Trafficking Workgroup hosted by Mayor's Office to End Gender-based Violence	11/16/2022
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	10/7/2022
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	11/3/2022
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	12/2/2022
FCD Diversity Recruitment Initiative	Family Court Division's Diversity Recruitment Initiative is a forum discuss and design strategies to support recruitment and retention internally and within the division's role as a stakeholder in the justice system.	10/11/2022
FCD Diversity Recruitment Initiative	Family Court Division's Diversity Recruitment Initiative is a forum discuss and design strategies to support recruitment and retention internally and within the division's role as a stakeholder in the justice system.	11/8/2022
Conference	NALP Diversity & Inclusion Conference	11/15/2022
Conference	Professional Development Institute Annual Conference	11/30/2022
Cultural Events and Programs	Please see additional events and programs listed in the Community Section C	See Below
Training	Domestic Violence Training	10/27/2022
Meeting	Chief Diversity EEO Officer meets with Committee Chairs	Quarterly and as needed
Training/Meeting	Collaboration with DCAS on Law Department DE&I Training	02/08/2023
Notice to All Staff	Published Gender Neutral Language Guidelines – Collaboration between the Diversity Committee, Women's Committee, Professional Development, the EEO Office, with the assistance of the NYC Commission on Gender Equity and the Department of Social Services.	02/17/2023
Meeting	Launch Meet and Greet with NYC Law Department and Cobble Hill School Potential Internship.	02/17/2023

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Event	DE&I Black History Month Program featuring Diahann Billings-Burford.	02/21/2023
Event	Family Court Division Black History Month “Jacob Lawrence: The Migration Series” Celebrating Black Resistance	2/17/2023
Training	Gender-Neutral Language Guidelines and Mandatory Training	03/07/2023
Event	Women’s History Month Celebration – A Conversation with Honorable Lillian Wan.	03/08/2023
Meeting	Collaboration with Career Wise New York on Launch of the Youth Apprenticeship and Job Fair	02/17/2023 – 03/15/2023 Ongoing
Meeting	The Chief of Diversity and EEO Officer conducted group interviews along with the NYC Bar members for Thurgood Marshall high school candidates.	03/13/2023, 03/20/2023, 03/21/2023
Notice to All Staff	Quality of Work Life Committee (QWLC) introduced the Skill Share initiative, an agency-wide polling for group interest. It is intended to create a space for knowledge sharing and office camaraderie. The concept revolves around the sharing of skills and hobbies, and perhaps teaching an informal class, in a group setting. Staff can connect and be involved in a skill-share environment.	02/27/2023
Training	The Quality of Work Life Committee (QWLC) hosted the FDNY CPR awareness training in-person and virtually online.	03/29/2023
Meeting	The Diversity, Equity, and Inclusion Committee begins planning for Asian American Pacific Islander Heritage Month celebration in May.	03/14/2023
FCD Diversity Recruitment Initiative	Family Court Division’s Diversity Recruitment Initiative is a forum discuss and design strategies to support recruitment and retention internally and within the division’s role as a stakeholder in the justice system.	1/17/2023
FCD Diversity Recruitment Initiative	Family Court Division’s Diversity Recruitment Initiative is a forum discuss and design strategies to support recruitment and retention internally and within the division’s role as a stakeholder in the justice system.	3/21/2023
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	1/6/2023
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	2/3/2023
Recruitment Ambassador Mtg	The Law School Attorney Ambassador group, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department. The team meets monthly to share-out and receive support.	3/3/2023

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Enhanced Language Access Services

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- The Diversity & EEO Office continues to enhance language access programming. During Q1, the office refreshed signage and delivered new I-Cards to public facing locations.
- The Office created a new Language Access training module to be used for on-boarding and refreshing current employees.
- During Q3, a member of the Language Access team participated in the plain language training and will serve as a point person to review any materials that will be posted on the agency's website for the public.
- During Q3, the agency participated in the MOIA Language Access Convening.

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

2. Increased Agency Participation in Community Service Committee Programming

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- During Quarter 1, the agency offered opportunities for staff to engage in community service activities.

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- In addition, the agency includes announcements in the agency’s bi-monthly newsletter and posts opportunities on the media displays throughout the building.
- During Q2, the agency is hosting a Community Service Fair to encourage employees to get involved in volunteer efforts.
- During Q4, the agency will assess staff participation in community service activities during FY23 to determine if efforts were effective.
- During Quarter 3, the Community Service Committee hosted the 2023 “Souperbowl” for City Harvest with the assistance of the Quality of Work Life Committee, Diversity, Equity, Inclusion Committee, Women’s Committee, and Innovation and Strategy Council. The agency collected non-perishable items in each of the borough offices and 100 Church Street. Together, the agency collected 1,200 pounds of food for New Yorkers in need!
- During Quarter 3, 72 agency employees participated in a blood drive held on January 12, 2023. The Law Department continues to host Blood Drives with the New York Blood Center on a quarterly basis.

Below are some of the events that staff were invited to support in during Q1, Q2, and Q3:

Activity	Description	Date
Community Service Event	The Community Service Committee invites our Law Department colleagues to join us on Saturday, July 16, 2022 for a volunteer opportunity with Community Help in Park Slope (CHiPS). Since 1971, CHiPS has served the Park Slope and Gowanus communities of Brooklyn with the mission to eliminate food insecurity and homelessness in the City. In furtherance of its mission, the CHiPS Soup Kitchen serves as many as 150 meals daily and is staffed by dedicated volunteers who come from all over the City to ensure that our neighbors have a place to turn to for delicious, healthy meals.	7/16/2022
Community Service Event	The Women’s Committee & Community Service Committee in partnership with the Brooklyn Book Bodega hosted a Children & Young Adult Book drive	6/13-7/15/2022
Community Service Event	<i>NYC Law Department Secret Snowflake Toy Drive</i> which led to 300 toys for DHS to distribute to City children living in DHS shelters	10/31-12/9/2022
Community Service Event	Police Athletic League Holiday Party & Planning	12/9-12/10/2022
Community Service Fair	The Agency hosted a Community service Fair during Love our Law Week	10/31/2022
Community Resource Notice	Notice to staff of a major Book Distribution	11/3/2022
Community Resource Notice	Notice to staff to encourage participation in “Mayor’s Office in Your Communities”, held on 11/5/2022	11/3/2022
Community Service Event	Charitable donations drive to benefit Safe Horizon, a domestic violence victims assistance organization.	10/10-10/28/2022
Community Service Event	Purple Thursday for Domestic Violence Awareness Day. Employees wore purple to raise awareness.	10/20/2022
Community Service Event	The Women’s Committee held the Domestic Violence Awareness Walk.	10/06/2022
Community Service Meeting	Meeting in preparation and launch of the 2023 “Souperbowl” for City Harvest	01/18/2023 &

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		02/22/2023
Community Service Event	Hosted the 2023 “Souperbowl” for City Harvest, collecting 1,200 pounds of non-perishable food for New Yorkers in need.	02/13/2023 – 03/03/2023

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

3. Expand Community Outreach Opportunities for Staff

❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

- Members of the executive team and the Family Court Division participated in National Night Out, which resumed in-person at local police precincts across the City. The Family Court Division also invites individuals from other divisions to participate in its Youth Leadership Council activities.
- During Q1, in-person community outreach opportunities increased allowing agency staff more contact with City residents and agencies in further of the Law Department’s mission.
- During Q4, the office will survey staff to determine if there was increased staff participation.

Below are some of the community outreach activities of Family Court division staff in Q1, Q2, Q3:

Activity	Description	Date
Community Outreach	Harmony Day Staten Island:	7/2/2022
Community Outreach	National Night Out	8/2/2022
Community Outreach	Avenues For Justice Graduation	8/15/2022
Community Outreach	Jamaica Community Partnership Meeting	8/17/2022
Community Outreach	103 Precinct Council	9/13/2022
Community Outreach	111 th Precinct St. Kevin’s Cathedral	9/15/2022
Community Outreach	113 th Precinct Community Council Meeting	9/19/2022
Community Outreach	104 th Precinct Community Council Meeting	9/20/2022
Community Outreach	112 th Precinct Community Council Meeting	9/20/2022

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Community Outreach	Queens Borough Based Council Meeting Virtual	9/26/2022
Community Outreach	Community Board 12 Education Committee Meeting	9/26/2022
Community Outreach	Community Board 13 General Meeting	9/18/2022
Community Outreach	78 th Precinct Community Council Meeting	9/28/2022
Community Outreach	Community Board 7 General Meeting	9/21/2022
Community Outreach	84 th Precinct Community Council Meeting	9/20/2022
Community Outreach	73 rd Precinct Community Council Meeting	9/15/2022
Community Outreach	Community Board 2 General Meeting	9/14/2022
Community Outreach	Community Board 8 General Meeting	9/8/2022
Community Outreach	103RD Precinct Community Council Meeting	10/11/2022
Community Outreach	Community Board 12 Youth Meeting	10/12/2022
Community Outreach	115th Precinct Community Council	10/18/2022
Community Outreach	104th Precinct Community Council	10/19/2022
Community Outreach	Annual 5K Run and Walk hosted by Patrol Borough Queens North	10/22/2022
Community Outreach	Community Board 12 Public Safety Meeting	10/25/2022
Community Outreach	NYPD YCO/NCO Meeting	10/17/2022
Community Outreach	Build the Block Meeting- 112th	11/9/2022
Community Outreach	Community Board 12 Youth Committee Meeting	11/9/2022
Community Outreach	CCRB 4th Annual Speak, Speak Out, Youth Summit	11/15/2022
Community Outreach	103RD Precinct Community Council meeting	11/15/2022
Community Outreach	Department of Probation- NeOn Stakeholder's Meeting	11/16/2022
Community Outreach	113th PCT Community Council Meeting	11/16/2022
Community Outreach	PS/IS 113 78-23 87th St, Queens NY 11385 School Presentation	12/12/2022
Community Outreach	Community Board 10 General Meeting	10/17/2022
Community Outreach	84th PCT Community Council Meeting	10/18/2022
Community Outreach	Community Board 4 General Meeting	10/19/2022
Community Outreach	73rd pct Community Council Meeting	10/20/2022
Community Outreach	78th PCT Community Council Meeting	10/22/2022
Community Outreach	Community Board 13 General Meeting	10/26/2022
Community Outreach	East New York Community Resource Fair	10/26/2022
Community Outreach	76th PCT Community Council Meeting	11/2/2022
Community Outreach	Community Board 6 General Meeting	11/9/2022
Community Outreach	Community Board 8 General Meeting	11/10/2022
Community Outreach	77th PCT Community Council Meeting	11/14/2022
Community Outreach	84th PCT Community Council Meeting	11/15/2022
Community Outreach	Community Board 17 General Meeting	11/16/2022
Community Outreach	73rd PCT Community Council Meeting	11/17/2022
Community Outreach	Community Board 12 General Meeting	11/22/2022

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Community Outreach	Community Board 7 Youth and Services Committee Meeting	12/1/2022
Community Outreach	Community Board 2 General Meeting	12/14/2022
Community Outreach	77th PCT Community Council Meeting	12/12/2022
Community Outreach	Community Board 9 General Meeting	12/15/2022
Community Outreach	Community Board 4 General Meeting	12/21/2022
Community Outreach	Community Board 12 General Meeting	12/27/2022
Community Outreach	Community Board 17 General Meeting	12/28/2022
Community Outreach	Meeting with Trinity Church	10/4/2022
Community Outreach	Meeting with Columbia Justice Ambassadors program	10/6/2022
Community Outreach	Meeting with ATLAS and NY County District Attorney's office	10/11/2022
Community Outreach	Interagency Coordinating Council (ICC) Recognizing Domestic Violence	10/26/2022
Community Outreach	School presentation on social media/bullying IS 118	12/12/2022
Community Outreach	Community Interview for Commanding Officer for 120 Precinct	1/4/2023
Community Outreach	75th Precinct Community Council Meeting	1/11/2023
Community Outreach	Community Board 8 Meeting	1/12/2023
Community Outreach	84th Precinct Community Council Meeting	1/17/2023
Community Outreach	Community Board 4 Meeting	1/18/2023
Community Outreach	67th Precinct Community Council Meeting	1/19/2023
Community Outreach	79th Precinct Community Council Meeting	1/25/2023
Community Outreach	78th Precinct Community Council Meeting	1/31/2023
Community Outreach	P.S./I.S. 87 School Presentation	2/13/2023
Community Outreach	Covering Presentation for Brooklyn Coordinator I.S. 392	2/15/2023
Community Outreach	School Presentation IS 392	2/15/2023
Community Outreach	122 Precinct Community Council	2/15/2023
Community Outreach	Joseph F. Quinn Intermediate School 77 School Presentation	2/16/2023
Community Outreach	PS IS 119Q School Presentation	2/17/2023
Community Outreach	84th Precinct Community Council Meeting	2/21/2023

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Community Outreach	Community Board 5 General Meeting	2/22/2023
Community Outreach	90th Precinct Sector B Build the Block Meeting	2/23/2023
Community Outreach	Community Board 16 General Meeting	2/28/2023
Community Outreach	75th Precinct Community Council Meeting	3/1/2023
Community Outreach	73rd Precinct Sector B Build the Block Meeting	3/2/2023
Community Outreach	Community Board 3 General Meeting	3/6/2023
Community Outreach	East New York Community Partnerships Meeting	3/7/2023
Community Outreach	Meeting w/ Staten Island Youth Justice Center	3/10/2023
Community Outreach	Meeting Youth and Family Programs with Court Attorney	3/14/2023
Community Outreach	Community Board 16 General Meeting	3/28/2023
Community Outreach	NYPD Patrol Borough Supervisor Training	3/30/2023
Community Outreach	School presentation, education career day New Visions Charter school, Bronx	1/18/23
Community Outreach	School presentation on social media/bullying PS/IS 87	2/13/23
Community Outreach	School presentation on social media/bullying PS 200	2/13/23
Community Outreach	Respect For All Week presentation- 7th grade PS 161	2/15/23
Community Outreach	Respect For All Week assembly presentation IS 77	2/16/23
Community Outreach	Respect For All Week presentation PS 119	2/17/23
Community Outreach	School presentation on social media bullying- 8th grade PS 161	3/8/23
Community Outreach	Career Day Panel Eagle Academy Bronx	3/17/23
Community Outreach	Columbia University Law School lecture on FCD	3/20/23
Community Outreach	Interagency Coordinating Council (ICC) Presentation on Family Court Division	3/22/23
Community Outreach	Leadership roundtable Inwood Early College High School	3/27/23
Community Outreach	Panel moderator NYC Youth and Gun Violence	3/29/23

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

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- ❖ 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 the activities, including the dates when the activities occurred.

Activity	Description	Date
Cultural Program	Scavenger Hunt for the Entry Class in collaboration with Professional Development	9/21/2022
Cultural Program	Hispanic Heritage Month Program with Dr. Tallaj, in collaboration with the Diversity, Equity and Inclusion Committee	9/29/2022
Educational Program	Family Court Division (Brooklyn): Hosted School of Law and Justice 11th graders in Brooklyn Family Court	11/22/2022
Educational Program	William Whitaker Justice For All: Fair Chance Symposium hosted NYC Human Rights Commission	10/27/2022
Community Fair	Youth Action Awareness day hosted by Justice For Families (CBO)	10/15/2022
Volunteer Fair	The agency hosted a gathering or community organization to highlight opportunities for staff to volunteer in service of the community.	10/31/2022
Community Program	The DEI and Community Service Committee in collaboration with the Mayor's Office for People with Disabilities invited employees, their families, and friends to march in the Disability Pride Parade 2022. Due to inclement weather the parade was cancelled.	10/02/2022
Community Program	The Law Department's Chief Diversity and EEO Officer served as a guest panelist for the Office of Citywide Equity and Inclusion's Fireside Chat titled, "Empowering the EEO-DEO Office's Presence in the Workplace", sharing DEI and EEO engagement and communication strategies with citywide EEO/APO officers.	02/01/2023
Community Program	iMentor Internship Roundtable	03/31/2023

1. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Racial Inclusion Circles

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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The agency plans to offer several opportunities for staff to engage around Equity, Inclusion and Race Relations:

- During Q2, the Mentoring program will be hosting a discussion of the documentary *“Boss: The Black Experience in Business Documentary”*. At the close of the annual programming, the Program will administer a survey process to learn from participant experiences and to gauge the effectiveness of the initiative. On 10/6/2022, this program was held. The Mentorship Program hosted the discussion of the documentary *“Boss: The Black Experience in Business Documentary”*. In preparation, staff was provided materials that included links to 1.) An overview of the documentary, 2.) a PBS video depicting the Greenwood and Tulsa Riots and 3.) a profile on Cathy Hughes. 30 colleagues participated in this impactful and educational experience centering equity, inclusion and race relations.
- The Professional Development Team held a Restorative Justice circle event on March 1, 2023, an opportunity for members of the Law Department community to have small group discussions. The intention of the March Circles was to support our colleagues during difficult times.

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

2. Allyship Programs

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

- The Mentoring Program’s Allyship Book Club will continue during FY23 which will allow facilitated courageous conversations exploring race and equity in small group settings. At the close of the annual programming, the Program will administer a survey process to learn from participant experiences and to gauge the effectiveness of the initiative.
- During Quarter 3, the EEO Office and the Diversity committee published the Gender Neutral Language Guidelines and launched a mandatory training in collaboration with the Diversity Committee, Women’s Committee, and Professional Development, with the assistance of the NYC Commission on Gender Equity and the Department of Social Services addressing gender inclusivity.

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

3. Programming on Age Inclusion

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- a. Leadership and Staff Training on Multigeneration Workforce
- b. Explore Models of Intergenerational Mentorship

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- During Q1, the Diversity and EEO Office participated in the Department for the Aging -Age Inclusive Learning and Development Trainings on 7/28/2022 and 8/29/2022 . These sessions were excellent and have helped inform proposed actions to meet this goal.
- During Q3, members of the Diversity & EEO Office attended DCAS CTC’s on “Managing a Multigenerational Workforce” and hope to identify train-the-trainer and on-site training opportunities to deliver this important content.

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

❖ Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.

Activity	Description	Date
Diversity, Equity & Inclusion (DEI) Committee meeting	Meeting to restart the DEI Attorney Recruitment & Retention Sub-committee	7/1/2022
Executive Meeting	Meeting with the Law Department Chief Diversity & EEO Officer Karlyne Fequiere, Corporation Counsel Judge Sylvia O. Hinds-Radix, and Law Department Committee Co-chairs.	7/11/2022
DEI meeting with Corp Counsel’s Special Assistant	Meeting to kick off planning for the Love Our Law Department Week events.	7/19/2022
DEI Meeting	Meeting to plan Love Our Law Department Week events.	8/3/2022
DEI Meeting	Meeting to plan Welcome to the Entry Class with Committees.	8/4/2022
DEI Meeting	Law Department Committee Co-chairs meeting with Chief Diversity & EEO Officer	8/5/2022 7/12/2022 8/9/2022 9/13/2022

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DEI Meeting	Meetings to plan the Love Our Law Department Week events	8/10/2022 8/18/2022 8/30/2022
Cultural Programming	DEI Committee meetings to plan Hispanic Heritage Month event	8/18/2022 8/25/2022
Cultural Programming	DEI Committee members volunteer in the Committees Involvement in Entry Class Orientation, Scavenger Hunt	9/21/2022
Cultural Programming	DEI Committee planning meeting for the Disability Pride NYC Parade 2022	9/22/2022
Cultural Programming	DEI hosts Hispanic Heritage Month event with speaker Dr. Ramon Tallaj/SOMOS Community Care.	9/29/2022
EquityNYC Communities of Equity Practice	General Meeting	7/26/2022
EquityNYC Communities of Equity Practice	Executive Committee Meeting	8/2/2022
EquityNYC Communities of Equity Practice	Meeting with Mayor's Office of Equity Staff	8/11/2022
EquityNYC Communities of Equity Practice	Equity Practitioners Networking Event	8/12/2022
EquityNYC Communities of Equity Practice	Executive Committee Meeting	8/29/2022
EquityNYC Communities of Equity Practice	General Meeting	9/8/2022
EquityNYC Communities of Equity Practice	Equity Practitioners Networking Event	9/14/2022
EquityNYC Communities of Equity Practice	Training & Capacity Building Kick-off Meeting	9/28/2022
DEI and Community Service Committee Planning Meeting	DEI, Quality of Life, Committees Unite, & Professional Development Meetings to plan Love Our Law Department Volunteer Fair and week-long activities	10/3/2022 10/17/2022 10/18/2022 10/27/2022
Professional Development & DEI	How to be a Judge Panel (highlighted the importance of diversity on the bench)	10/13/2022
Cultural Programming	DEI and Quality of Work Life Committee plan annual Diversity Luncheon	10/31/2022
Wellness/Staff Appreciation Programming	Love our Law Department Event	11/1/2022 – 11/4/2022
Cultural Programming	DEI Kick-off of National Veterans & Military Families Month 2022 including related resources	11/4/2022
	Diversity Luncheon event is celebrated by staff in various division and borough offices	11/14/2022- 11/18/2022
DEI Meeting	DEI Committee Monthly Meeting	12/13/2022
DEI Meeting	DEI begins planning for Black History Month event 2023. Speaker is scheduled.	12/14/2022
Meeting	DEI, Professional Development and Chief Diversity/EEO Officer worked with the Mayor's Office on Gender Equity to present a training on Gender Equity and to implement Gender Neutral Guidelines (GNG) for the agency.	12/15/2022 & 01/04/2022
Meeting	Professional Development plans for 2023 Restorative Justice Circles event	12/29/2022
EquityNYC Communities of Equity Practice	Executive Committee Meeting	11/3/2022

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EquityNYC Communities of Equity Practice	General Meeting	11/15/2022
EquityNYC Communities of Equity Practice	Equity Practitioners Plymouth Church Tour	11/30/2022
EquityNYC Communities of Equity Practice	Year in Review and Looking Ahead Meeting	12/9/2022
NYC CGE Intra-agency	Relaunch Meeting	10/4/2022
2022 NYC Equity Summit	Staff participated in the Equity Summit powered by the Mayor’s Office of Equity at the Ford Foundation Center for Social Justice, which brought together leaders from across sectors to discuss the state of Equity here in NYC. A member of the Law Department’ DEI-EEO team assisted with event logistics and participated in the roundtable on Criminal Justice.	10/25/2022
EquityNYC Communities of Equity Practice	Training and Capacity Building	2/2/2023
EquityNYC Communities of Equity Practice	Training and Capacity Building	2/16/2023
EquityNYC Communities of Equity Practice	Training and Capacity Building: Training Proposal Review	2/22/2023
EquityNYC Communities of Equity Practice	General Meeting	3/23/2023
Language Access Convening	Training Session for Language Access Coordinators. MOIA provided training and discussion to support basic grounding on language access, LL30, language data and industry trends, etc..	2/15/2023

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Legal Recruitment Efforts

- a. Job Fairs
- b. Recruitment Ambassadors
- c. Pipeline Initiatives
- d. Structured Interviews & Implicit Bias Training
- e. EEO Reviews
- f. Social Media

2. Recruitment by Human Resources

- a. Job Fairs

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- b. Civil Service Hiring Pools
- c. DCAS Citywide Hiring Pools
- d. DCAS Hiring Halls
- e. Pipelines
 - i. Interns
 - ii. Apprentices
- f. Structured Interviews

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

During Q1, the Legal Recruitment team has executed several strategies for targeted outreach and outreach, diversity recruitment, social media and other initiatives and strategies:

Job Fairs:

- The agency participated in the Southeast Minority Job Fair on 7/14/2022. The recruitment team conducted 17 interviews with several candidates advancing to the next level of the hiring process.
- The agency participated in the National Black Prosecutors Association Conference and Career Fair on 8/6/2022.
- During Quarter 3, the Law Department attended 19 career fairs, 10 of which were on campus interviewing events.

Law Recruitment Ambassadors:

- The DEI Committee and Legal Recruitment team launched the Recruitment Ambassadors Program. Over 80 attorneys have volunteered to conduct targeted outreach to Law Schools.
- During Q1 initial planning meetings were held on 9/6/22 and 9/8/2022.
- The Recruitment team developed recruitment materials and resources to assist Ambassadors with their efforts. These include an information manual and templates for outreach communications.
- The Team meets to plan and debrief once a month and will use these sessions to evaluate program progress and outcomes on an ongoing basis.
- During Q2, the Law Ambassadors began outreach and recruitment activities. The Ambassadors began meeting monthly to shareout and communicate any resources or support needs. The attorney ambassadors have made connections with approximately 36 universities, and have started to participate in activities such as providing mock interviews for students who are preparing for OCI and other on-site visits.
- For Q3, our law school ambassadors program continues to conduct important outreach for the Law Department. Currently, 81 attorneys serve as ambassadors to almost 40 law schools across the country. In the Spring, our ambassadors participated in 20 recruitment events, which ranged from speaking on a panel, to conducting mock interviews, to serving as an alumni mentor. In addition, we met with 3 new law schools' career service offices to become better acquainted with those offices.

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- During Quarter 3, we participated in the Northeast Black Law Student Association (NEBLSA) 53rd Regional Conference which featured panel presentations, a job fair, workshops, networking opportunities, moot court and mock trial competitions, community service initiatives, etc.

Pipeline Initiatives:

- During Q1, the agency provided several pipeline opportunities for young people at the agency.
- Pencil for leaders Highschool Interns, College Aides, and the Summer Honors Intern Program were the three programs held over the summer that the agency will continue during FY23.
- During Q2, the Law Department's Family Court Division commenced the annual Youth Leadership Council.
- The agency also is hosting an Urban Fellow and a City Fellow, through a partnership with NYC City Service.
- During Q3, the Legal Recruitment Office also conducted outreach for a potential internship program with the Edward R. Murrow High School in Brooklyn, NY.
- During Q3, the agency met with iMentor to explore virtual mentoring and internship opportunities for high school and college students.
- During Q3, the agency participated in the iMentor Internship Fair.
- During Q3, the Law Department participated and collaborated with the Career Wise New York to hire high school candidates as part of the NYC Youth Apprenticeship Program.

Structured Interviews & Implicit Bias Training

- The Agency continues to require all staff conducting interviews to be trained on Structured Interviews and Unconscious Bias. During Q1 # people took part in training.
- During Q1, the Recruitment team began gathering structured interview questions for different legal positions to submit to the Diversity & EEO Office for review.
- Scheduled for Q3, the Legal Recruitment team will be providing structured interview & implicit bias training on 1/10/2023, 1/18/2023, 1/26/2023 and 1/30/2023.
- During Q3, the Legal Recruitment team trained 79 employees on structured interviewing & implicit bias.
- During Q3, Recruitment and Human Resources continued the process of reviewing all structured interview questions prior to the interview process to ensure that they are EEO-compliant, job-related, and required by business necessity.
- During Q3, the Diversity and EEO Office continues to implement the new promotional hiring and selection processes across the agency. This quarter, several integral staff vacancies were filled. The EEO Office reviewed application materials for all promotional vacancies this quarter and conducted approximately 8 interview observations. This number is attributed to the job vacancy/posting, not the number of candidates interviewed, which is much more.

Social Media

- Throughout FY 2023, our Director of Legal Recruitment has developed a growing social media presence for the agency on LinkedIn with posts regarding new onboards, employee achievements, and job openings. Key engagement and reach with candidates, current and future employees has

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expanded.

EEO Reviews

- The Office has initiated an EEO review process to assess hiring and selection actions for promotional applications and lateral legal hires.
- During Q3, the EEO Office observes interviews if time permits, and reviews all materials for promotional opportunities within the Law Department.

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

2. Support Professional Recruitment Efforts

- Recruit a team of Law Department staff to serve as recruiters at events; participate in career and resources fairs being held by educational institutions, community-based organizations and elected officials that serve primarily underrepresented populations.
- Conduct information sessions and campus visits to promote working at the Law Department and open positions.
- Participate in workshops and panels sponsored by educational institutions and professional organizations.
- Seek opportunities to talk to students about career paths offered by the Law Department.
- Invite potential job seekers to a “*Law Department Career Fair*” at agency offices.
- Expand the Law Department’s participation in internship and fellowship programs to attract and hire diverse talents.
- Foster early talent by recruiting Law Department staff to participate in career days at City junior and high schools.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- This a planned initiative and the agency is in the process of identifying staff and resources with the expectation to begin more activities during Q3.
- For Q2, the Family Court Division, expanded externship offerings to students interested in restorative justice, a step toward increasing the Department’s participation in internship and fellowship programs to attract and hire diverse talents.
- During Q3, the Family Court Division hosted its first restorative justice extern.
- As outlined above in the Workforce Section during Q3, the Support Professional Career Counselor has developed programming and participated in

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Hiring Halls and recruitment outreach programs to attract new candidates.

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

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

Activity	Description	Date
Job Fair	Recruited at the Southeast Minority Job Fair	7/14/2022
Job Fair	Recruited at the National Black Prosecutors Association Career Fair	8/6/2022
Social Media Presence	Posting shared on LinkedIn	Ongoing
Notice to all staff	Positions Notices	Ongoing
Notice to all staff	Civil service examinations for open/competitive and promotional opportunities, associated links and schedules	Ongoing
Notice to all staff	Exam announcements and schedules displayed on electronic office multimedia screens	Ongoing
Training	Presentation on Student Loan Programs	10/14/2022
Job Fair	Agency staff participated in the <i>Diversity Career Fair</i> hosted by MOPD & DCAS	10/31/2022

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

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

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1. Urban Fellows Total:

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__1__ Native American__ White__ Two or more Races__

Gender* [#s]: M__ F__1__ N-B__ O__ U__

2. Public Service Corps Total:

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__1__ Native American__ White__ Two or more Races__1__

Gender* [#s]: M__1__ F__1__ N-B__ O__ U__

3. Summer College Interns Total:

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__ Native American__ White__ Two or more Races__

Gender* [#s]: M__ F__ N-B__ U__

4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black__ Hispanic__2__ Asian/Pacific Islander__1__ Native American__ White__2__ Two or more Races__

Gender* [#s]: M__1__ F__4__ N-B__ U__

5. Other (specify) Total: Summer Honors Law Students

Race/Ethnicity* [#s]: Black__2__ Hispanic__6__ Asian/Pacific Islander__ Native American__ White__1__ Two or more Races__25__

Gender* [#s]: M__16__ F__15__ N-B__ O__ U__3__

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6. Other (specify) Total: Student Legal Specialist

Race/Ethnicity* [#s]: Black__ Hispanic_1_ Asian/Pacific Islander__ Native American__ White__ Two or more Races__

Gender* [#s]: M __ F _1_ N-B __ O __ U __

7. Other (specify) Total: Non-Paid Interns

Race/Ethnicity* [#s]: Black_2_ Hispanic__ Asian/Pacific Islander_6_ Native American__ White_3_ Two or more Races_22_

Gender* [#s]: M _17_ F _15_ N-B__ O__ U _1_

8. Other (specify) Total: College Aides

Race/Ethnicity* [#s]: Black_5_ Hispanic__ Asian/Pacific Islander_3_ Native American__ White_1_ Two or more Races_3_

Gender* [#s]: M _4_ F _8_ N-B__ O__ U __

Additional comments: The Law Department also provides year-round college aide and non-paid internship opportunities.

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effort to enhance recruitment efforts for 55-a candidates, the Career Counselor worked with the DCAS team to brainstorm recruitment initiatives for the Law Department. The Career Counselor also moved forward with scheduling Disability Awareness training for all persons conducting interviews in the agency, with the support of the Director of Human Resources and the Division Chief of Administration.

4. The Career Counselor has updated personnel practices to ensure that personnel will utilize the preferred question feature in NYCAPS to quickly identify 55-A applicants.

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. **Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.**
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
- The Law Department's Career Counselors work collaboratively with the agency and City partners to provide a host of resources to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.
 - During Q1, notice of all civil service positions and legal vacancies were distributed by email to all employees. Legal vacancies were also posted on the agency's social media platform and with several local bar associations.
 - The Career Counselors continue to conduct employee onboarding and exit interviews to gather employee feedback on their experience within the agency and identify opportunities to improve retention and engagement, improve career development practices, strengthen the agency's culture, and uncover key issues that may be affecting the Law Department's ability to retain employees. During Q1, the support professional Career Counselor conducted 31 exit interviews and the Legal Career Counselors conducted 54 exit interviews.
 - During Q2, the support professional Career Counselor conducted 24 exit interviews and the Legal Career Counselors conducted 42 exit interviews.
 - During Q3, the Legal Career Counselor conducted 33 exit interviews. The Career Counselor directed an orientation program for 23 Support Professional hires, participated in the Inclusive Recruitment Volunteer Program held by DCAS and MOPD, presented at citywide fairs, schools, colleges, and library presentation showcasing the Law Department and its vacancies within civil service employment and delivered a presentation to new hires as part of a Communication and Focus Management series. The Career Counselor developed a new resumé and

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interview workshop which will be offered to employees during Q4. The Career Counselor also conducted a structured interview training for new supervisors and plans to work with Administration on to develop and provide trainings for supervisors and employees.

- Some of the notices of promotion and career development opportunities circulated by the Career Counselor during Q1 and Q2 are listed below.

Activity	Description	Date
Notice to all staff	The Career counselor noticed employees via email of the release of the City’s new Fiscal year 23 civil exam schedule. The notice included details and zoom links for Civil Service 101 information sessions and a list of open competitive exams for application in August 2022.	7/21/2022
Notice to all staff	The Career Counselor distributed the DCAS September 2022 newsletter to all Law Department staff. This notice recognized National Hispanic Heritage month and also listed civil service exam alerts and a number of vacancy announcements.	9/16/2022
Notice to all staff	The Career counselor noticed employees via email of the release of the City’s new Fiscal year 23 civil exam schedule. The notice included details and zoom links for Civil Service 101 information sessions and a list of open competitive exams for application in October 2022.	9/22/2022
Technical Assistance	Provided division with Internal Structured Interview Training materials & Candidate Evaluation form Rating Sheet.	9/22/2022
Notice to all staff	The Agency emailed notice to all staff of the opening of the Mayor’s Graduate Scholarship Program’s application period and encouraged staff to apply if interested in pursuing a graduate or second graduate degree	9/21/2022
Notice to all staff	The Career Counselor distributed the DCAS October 2022 newsletter to all Law Department staff. This notice highlighted the Racial Justice Commission vote and also listed civil service exam alerts and a number of vacancy announcements.	10/24/2022
Notice to all staff	The Career Counselor distributed the DCAS November 2022 newsletter to all Law Department staff. This listed civil service exam alerts and a number of vacancy announcements.	11/7/2022
Notice to all staff	The Career Counselor distributed the DCAS December 2022 newsletter to all Law Department staff. This notice described DCAS role in meeting the recruiting and hiring needs of the City and also listed civil service exam alerts and a number of vacancy announcements.	12/6/2022
Notice to all staff	Draft Policy for Attorney Registration Reimbursement	03/22/2023
Notice to all staff	The Career Counselor distributed the DCAS December 2022 newsletter to all Law Department staff. This notice described DCAS role in meeting the recruiting and hiring needs of the City and also listed civil service exam alerts and a number of vacancy announcements.	1/24/2023
Notice to all staff	The Career Counselor distributed the DCAS December 2022 newsletter to all Law Department staff. This notice described DCAS role in meeting the recruiting and hiring needs of the City and also listed civil service exam alerts and a number of vacancy announcements.	2/13/2023
Notice to all staff	The Career Counselor distributed the DCAS December 2022 newsletter to all Law Department staff. This notice described DCAS role in meeting the recruiting and hiring needs of the City and also listed civil service exam alerts and a number of vacancy announcements.	3/16/2023

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

- The Diversity & EEO Office is involved in pre- and post-selection stages of the hiring and selection process and has made great strides with enhancing transparency around the agency's processes for hiring and selection including promotional and advancement opportunities. The Office's actions include, but are not limited to, working with hiring personnel on selection of diverse panels; reinforcing the requirement that hiring personnel have written justifications included in all hiring packages and documented in candidate evaluation forms; and reviewing hiring practices and outcomes for trends and to assess for training needs.
- During this Quarter, the Office held its regularly recurring monthly meetings with Human Resources, Professional Development, and the Managing Attorney to discuss various aspects including the agency's hiring and selection activities.
- During Q2, the support professional Career Counselor worked with Administration to design standard interview rating sheets to be used in the disposition of candidates for support professional hires, promotions, and transfers.
- During Q2, the Chief Diversity & EEO Officer began the process of reviewing all structured interview questions prior to the interview process to ensure that they are EEO-compliant, job-related, and required by business necessity.
- During Q2, the Diversity and EEO Office continues to implement the new promotional hiring and selection processes across the agency. This quarter, several integral staff vacancies were filled. The EEO Office reviewed application materials for all promotional vacancies this quarter and conducted approximately 4 interview observations. This number is attributed to the job vacancy/posting, not the number of candidates interviewed, which is much more.
- Ensured that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Reviewed a select number of hiring packages for lateral and entry ACCs to evaluate that the selection process was conducted in accordance with EEO best practices.
- During Q3, the Diversity and EEO Office continues to implement the new promotional hiring and selection processes across the agency. This quarter, several integral staff vacancies were filled. The EEO Office reviewed application materials for all promotional vacancies this quarter and conducted approximately 8 interview observations. This number is attributed to the job vacancy/posting, not the number of candidates interviewed, which is much more.
- During Q3, the EEO Office, Recruitment, and Human Resources continued the process of reviewing all structured interview questions prior to the interview process to ensure that they are EEO-compliant, job-related, and required by business necessity.

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

- The Law Department is not currently in a period of layoffs.

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During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>294</u>	# <u>94</u>	# <u>14</u>
Q2	# <u>314</u>	# <u>38</u>	# <u>11</u>
Q3	# <u>126</u>	# <u>39</u>	# <u>21</u>
Q4	# _____	# _____	# _____

VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. 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>

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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

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Q1

Q2

Q3

Q4

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

The agency makes best efforts to ensure that complaints are closed within 90 days.

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

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees’ familiarity with the EEO Policy.

Action	Status
○ The Diversity & EEO Office will circulate an agency wide email annual which includes the EEO Policy and links to resources.	Completed 4/17/2023
○ Training on the EEO policy will be included in all onboarding and orientation programming.	Ongoing

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❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

The Diversity and EEO Office conducts monthly onboarding and orientation programming with new non-legal hires and yearly training with summer interns and new legal hires. These sessions include Q&A components and specific instructions on how to access EEO information and forms.

2. Improve the EEO Office’s visibility to the workforce.

Action	Status
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will streamline administrative procedures and dedicate an electronic mailbox to improve efficiency in reasonable accommodation requests and increase visibility and awareness of the Office’s services and responsibilities. 	Completed
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will host division-specific meetings to increase visibility and awareness of the Office’s services and responsibilities. 	Not yet planned
<ul style="list-style-type: none"> ○ The Diversity & EEO will maintain an up-to-date website, with information and resources such as the DCAS Guidance publications and information sheets. 	Ongoing
<ul style="list-style-type: none"> ○ The Executives will include EEO information and links in the agency’s periodic newsletter “SideBar”. 	Ongoing

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- The Diversity & EEO Office continues to communicate on a regular basis at leadership meetings, staff events, and at division-specific meetings regarding its initiatives, resources and processes.
- The Chief Diversity and EEO Officer attends and delivers opening remarks for various committee and staff events, which help to increase visibility and awareness of the office.
- The Diversity and EEO Office regularly reviews and updates the agency’s EEO intranet page with helpful information, resources and contact information.

3. Improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

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Action	Status
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will conduct periodic training to improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will maintain information on its intranet and internet sites to improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will send out periodic emails advising employees of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

The Diversity & EEO Office supported by DCAS Citywide Training Center and Technical Support has and will continue to launch Diversity, Equity, Inclusion and EEO e-learning modules covering the complaint process and what happens after a complaint is filed in accordance with the applicable annual or bi-annual schedules.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

Action	Status
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will provide training to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will post information on electronic and physical bulletin boards to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office published Gender Neutral Language Guidelines for the agency in collaboration with the Diversity Committee, Women's Committee, and Professional Development, with the assistance of the NYC Commission on Gender Equity and the Department of Social Services addressing gender inclusivity. 	Completed 03/07/2023

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❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- The Diversity & EEO Office supported by DCAS Citywide Training Center and Technical Support has and will continue to launch Diversity, Equity, Inclusion and EEO e-learning modules covering the prohibition of discrimination, including sexual harassment and protected rights in accordance with the applicable annual or bi-annual schedules.
- The office will continue to work with agency Administration and Facilities staff to post physical and electronic information to increase employees' access and understanding of workplace protections and share resources.
- The Diversity & EEO Office launched a mandatory training in collaboration with the Diversity Committee, Women's Committee, and Professional Development, with the assistance of the NYC Commission on Gender Equity and the Department of Social Services addressing gender inclusivity.

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

Action	Status
○ The Diversity & EEO Office will provide mandatory supervisory training to improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.	Planned
○ The Diversity & EEO Office will provide consultation to divisions to improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.	Ongoing
○ Managers and supervisors will be assessed on their awareness of measures that an employee may take to report EEO violations during the annual performance evaluation process.	Planned

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The EEO Office prides itself on being a resource for the agency in addition to its other roles. The office invites managers and supervisors to contact the EEO Office with questions, for consultation, for support, for guidance, for assistance, for additional resources, and to report any potential violations of the EEO Policy. We frequently receive questions, emails, comments, suggestions that demonstrate a strong willingness of managers, supervisors, and staff to contact our office for assistance.

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6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

Action	Status
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will provide ongoing guidance to improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy. 	Ongoing
<ul style="list-style-type: none"> ○ Managers and supervisors will be assessed on their knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy during annual performance evaluation. 	Planned

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

7. **Other:** Building Capacity to Design and Conduct Internal Climate Survey/Assessments

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- The Diversity & EEO Office is engaging with practitioners in the EquityNYC Communities of Equity Practice who are actively designing and executing climate surveys for their respective agencies. The Office is looking forward to working with City partners to design an assessment tool and/or process to gauge the agency's unique needs and to evaluate the effectiveness of the ongoing and proposed internal actions. Ongoing.

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

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- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

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

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Appendix A: EEO Personnel Details

EEO Personnel For Third Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Samantha Chan Legal Secretarial Assistant	2.	3.
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 01/30/2023	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<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 %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Karlyne Fequiere	2. Shanel Spence	3. Leon Breeden
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<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
3. IgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
5. Unconscious Bias	<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
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
8. EEO Officer Essentials: Reasonable Accommodation	<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
9. Essential Overview Training for New EEO Officers	<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
10. Understanding CEEDS Reports	<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

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EEO Personnel Training Continued:

EEO Training completed within the last two years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	. Cecillia Shepard		. Samantha Chan		0.	
Completed EEO Trainings:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

Please provide full mailing address of the principal Agency EEO Office:
 NYC Law Department Diversity & EEO Office
 100 Church Street
 New York, NY 10007

Diversity and EEO Staffing as of Third Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Deputy EEO Officer OR Co-EEO Officer	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel	10% 95%	LBreeden@law.nyc.gov SSpence@law.nyc.gov	212-356-1055 212-356-3290
Chief Diversity & Inclusion Officer	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Karlyne Fequiere	Assistant Corporation Counsel	100%	Kfequier@law.nyc.gov	212-356-5010
ADA Coordinator					

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Disability Rights Coordinator	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel		LBreeden@law.nyc.gov SSpence@law.nyc.gov	
Disability Services Facilitator					
55-a Coordinator	Tiffany Parker	Staff Analyst			(212) 356-2022
Career Counselor	Lillian Evans Tiffany Parker	Assistant Corporation Counsel Staff Analyst		lievans@law.nyc.gov tparker@law.nyc.gov	(212) 356-2446 (212) 356-2022
EEO Counselor	Arlene Aikens Danielle Boccio Marilyn Campbell Diane Meminger Rosemarie Peyton Charles Rott	Workers Comp Benefits Examiner III Assistant Corporation Counsel Claims Specialist III Assistant Corporation Counsel Assistant Corporation Counsel Assistant Corporation Counsel		aaikens@law.nyc.gov dboccio@law.nyc.gov mcampbel@law.nyc.gov dmeminge@law.nyc.gov rpeyton@law.nyc.gov crott@law.nyc.gov	(718) 724-5435 (718) 558-2269 (212) 356-3297 (718) 410-2730 (212) 356-3222 (718) 780-2530
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify) Diversity & EEO Officer Designee	Cecillia Shepard	Assistant Corporation Counsel		ceshepar@law.nyc.gov	212-356-3123
Other (specify)	Samantha Chan	Legal Secretarial Assistant	100%	samchan@law.nyc.gov	212-356-2402

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* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.