

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>NYC DOHMH</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021	<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022	<input checked="" type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022		
Prepared by:			
Jorge Martinez	EEO Director	jmartin4@health.nyc.gov	646-940-0628
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>8/12/22</u>			
FOR DCAS USE ONLY:		<i>Date Received:</i>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

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 2022 DEEO Quarterly Report.Part I**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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 2022 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? Yes, On (Date): 5/18/22 No
 By e-mail
 Posted on agency intranet
 Other _____

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Annual Employee Recognition Awards

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

The agency's Distinguished Service Awards are handed out December of every year and recognize employee achievement in various areas such as professional excellence, COVID response, bridging the gap (awarded to employees who serve in temporary posts), and so on.

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 5850 Q2 (12/31/2021): 5606 Q3 (3/31/2022): 5572 Q4 (6/30/2022): 5521

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

- Yes , On (Date): Ongoing Yes , again on (Date): _____ No
- NYCAPS Employee Self Service (by email; strongly recommended every year) Agency’s intranet site
- Newsletters and internal Agency Publications On-boarding of new employees

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

Yes , On (Dates):

Q1 Review Date: 10/15/21 Q2 Review Date: 1/2022 Q3 Review date: 4/12/22 Q4 Review date: 7/8/22

The review was conducted with:

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

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Our Workforce Development Program will continue to offer Career Counseling, Career Information Workshops, Resume Writing Workshops, and targeted training and education to our employees. For FY 2022 we will continue to host virtual events on Civil Service; provide information on resources available to build the next level of qualified managers and provide continued support to divisions that have plans for or have started mentoring employees to address specific employee development and support.</p>	<p>DOHMH Workforce Development Program conducted several career counseling sessions/events with employees. These sessions provide support to division staff to address specific employee development concerns and to add value to areas of employee retention, engagement and career exploration.</p> <p>In FY 2022 Q4 we completed the following career related virtual events with our agency employees:</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> • Civil Service Session info Session Virtual 04/04/22 • HR Career Deve. Workshop for WW competition- 04/08/22 • DIS Presentation Wellness Day 04/27/22 • DIS Presentation Wellness Day 04/29/22 • OEA Presentation—Networking 5/05/22 • EH for Equity Prof. Dev. Civil Service Session 05/09/22 • EH for Equity Prof. Dev. Civil Service Session 05/18/22 • What do employees really want-- A discussion on employee engagement and retention. 05/20/22 • OEA Civil Service Info Session 05/25/22 • OEA Resume Building Workshop 06/07/22 • Civil Service Session info Session 06/09/22 • EPI Civil Service Info Session 06/15/22 • Writing a Winning Resume- Workshop 06/17/22 • DIS Civil Service info Session 06/30/22 				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<p>Underutilization exists in the following job groups (among others): building services, crafts, paraprofessionals, etc. In an effort to enhance internal and external applicant pools so as to address underutilization, DOHMH is committed to “Structured Interviewing” and “Unconscious Bias” training to ensure that all candidates are receiving equal opportunities during our hiring process We also continue to review CEEDS quarterly reports and compile a summary report shared with Human Resources to identify trends and explore additional opportunities for improvement.</p>					

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
a. Expand on communication methods to ensure that our employees are aware of our agency’s Workforce Development programs that will assist them with information that can potentially help them qualify for career advancement opportunities. We will continue to tailor workshops and webinars to our audience’s needs and expand on our eLearning virtual presentations. b. Expand on existing mechanisms for staff to report experiences of bias and oppression in the workplace and monitor follow-up actions or changes in workplace environment post report for staff who experienced bias. c. Forging a Networking Alliance with DCAS LGBTQ ERG Group: Work closely with	1. Workforce Development programs are announced and publish via our Commissioners Weekly Digest Newsletter under the professional Development Section and disseminated to the entire agency for awareness to professional growth opportunities. 2. Our recruitment Team has participated in the following events to build career opportunities for the LGBTQ community: <ul style="list-style-type: none"> • LGBTQIA+ PRIDE 2022 VIRTUAL JOB FAIR 06/03/22 In addition, we hosted the following virtual events: <ul style="list-style-type: none"> • Public Health Virtual Job Fair – June 8, 2022 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>DCAS' ERG Group in promoting dynamic career opportunities for the LGBTQ community that will enhance our Diversity Recruitment Goals.</p> <p>Continue to expand our outreach to CUNY schools and HBCUs</p>	<ul style="list-style-type: none"> Public Health Virtual Job Fair – June 9, 2022 				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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 briefly the activities, including the dates when the activities occurred.

ACHIEVE (African=American/Black) ERG: Juneteenth event 6/17/22
LGBTQ ERG: Fire Island Screening /28/22, Pride Kick-Off Event 6/8/22, Process and Grieve the Overturn of Roe 6/24/22
AAPI (Asian American/Pacific Islander) ERG: AAPI Virtual Healing Circle Event 5/19/22

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>1. Community:</p> <p>a. The agency will continue to focus on our emergency response to COVID-19 and ensuring that the public has equitable access to vaccines. In addition, the agency will also focus on diversity and inclusion efforts aimed at staff . Will also further collaborate and</p>	<p>The agency is still responding to the COVID-19 emergency response and will continue to expand our efforts and focus on diversity and inclusion efforts.</p> <p>The agency continues its commitment towards health equity by partnering with community and neighborhood partners.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>partner with external members of Community Based Organizations.</p> <p>b. Launched the Public Health Corps (PHC), a citywide investment in and commitment to the public health workforce and a just recovery from COVID-19 with and for communities who were disproportionately harmed. The work of the Corps is grounded in health equity, a transformative and adaptive process that works toward the physical, mental, emotional, developmental, spiritual, and environmental well-being of all.</p> <p>c. Launched COVID-19 Vaccine Equity Strategy, an unprecedented collaboration between governmental agencies across NYC to make sure vaccine access, uptake and outcomes are anti-racist, equitable, ethical, and directly address racism and other systems of oppression by dismantling these systems wherever possible.</p>					
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

The agency sponsored a series of wellness related events to celebrate Men’s Health Week including: a Journaling Session on 6/13/22; a mix and chat event on 6/14/22; afternoon fitness session on 6/17/22.

D. EQUITY and RACE RELATIONS INITIATIVES:

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

2. Equity and Race Relations Initiatives:**HR Recruitment****• Equity and Race Relations Initiatives:**

Our Agency Recruitment Team has partnered with our communication team to utilize a social media platform in order to establish:

- Employer Brand Recognition
 - Partner closely with the agency Communication Team in targeting diverse candidates via social media (LinkedIn, Facebook, Twitter)
 - Posting on diverse sites and professional organizations that have a diverse pool of clients.
 - Promote Hiring Events and Diversity Recruitment sites.
-
- a. Make recommendations on anti-racist, health-related City Charter revisions to the newly established Mayoral Racial Justice Commission.
 - b. Partner with city agencies and organizations to advise on assessments of structural racism within policies, plans and budgets and make recommendations to mitigate harm and affirmatively promote health and well-being.
 - c. Report on fatalities, injuries, and incidents of racism that occur because of involvement with law enforcement, and health conditions for individuals in correctional facilities.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will implement the following recruitment strategies and initiatives in FY 2022:</p> <ol style="list-style-type: none"> 1. Review policies, procedures, and practices related to targeted outreach and recruitment. 2. Review underutilization in job groups to inform recruitment efforts. 3. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment. 4. Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included. 5. Share job vacancy notices with the Mayor’s Office for People with Disabilities 	<p>The agency is committed to our outreach initiatives.</p> <ul style="list-style-type: none"> • The Recruitment Team continues to review their outreach and recruitment practices. The team strategically always try to expand their recruitment efforts to reach under targeted groups. • We have collaborated at virtual events with Community Based Organizations, Educational Institutions, DCAS Office of Citywide Recruitment, MOPD, Mayor’s Office of Appointment and Elected Officials. 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>6. Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov</p> <p>7. Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:</p> <ul style="list-style-type: none"> a. Structured Interviewing training b. Unconscious Bias training c. Everybody Matters EEO and Diversity and Inclusion Training d. Assess recruitment efforts to determine whether such efforts adversely impact any particular group 	<p>DOHMH Office of Training and Professional Development (OTPD) provide training to agency hiring managers and administrative personnel staff. We have resumed in classroom training for <i>Structured Interviewing and the Influence of Unconscious Bias</i> course. To date we have completed 14 training sessions.</p>				
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.</p>					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	6	Asian N=2 Choose not to disclose N=1 Latino N=1 White N=1	M _2_ F _4_ N-B ___ O ___ U ___
4. Summer Graduate Interns	13	Asian N=3 Choose not to disclose N=1 Latino N=2 White N=7	M _1_ F _11_ N-B ___ O ___ U _1_
5. Other (specify): College Aides	66	American Indian/Alaska Native N=2 Asian N=17 Black or African American N=20 Choose not to disclose N=6 Latino N=11 Native Hawaiian/Pacific Islander N=1 White N=8	M _17_ F _49_ N-B ___ O ___ U ___

Additional Comments:

C. 55-A PROGRAM

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2021): 25 Q2 (12/31/2021): 24 Q3 (3/31/2022): 24 Q4 (6/30/2022): 24

During the 1st Quarter, a total of 0 [number] new applications for the program were received.
During the 1st Quarter 1 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.
During the 2nd Quarter 1 participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.
During the 3rd Quarter 0 participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of 0 [number] new applications for the program were received.
During the 4th Quarter 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

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

VI. SELECTION (HIRING AND PROMOTION)

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

<p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)</p>	<p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p>
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<p>Our Workforce Development Unit provides on-going career counseling and coaching support to our employees.</p> <p>When appropriate we have partnered with our ERGs to host a series of career development bootcamps.</p> <p>We also do this with our internal Division Administrative teams offering virtual sessions addressing topics such as civil service info process and exams, resume building workshops, personal branding and networking.</p> <p>The Workforce Development Team worked with the Office of External Affairs, and other internal Divisions to offer their staff career development workshops and training on Civil Service, Resume Building, and Networking in this last quarter.</p> <p>The Office of Recruitment Unit continue to support recruitment and career mobility for DOHMH historically underrepresented groups.</p>
<p>Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<p>Hiring managers are required to complete a recruitment form that list the applicants that were interviewed for each vacancy.</p> <p>A diverse panel is highly recommended for all interviews. This is reinforced in our Structured Interview Training course</p>

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)					
Analyzing the impact of layoffs or terminations on racial, gender and age groups	N/A				
Other:					
During this Quarter the Agency activities included:		Q1	Q2	Q3	Q4
# of Vacancies		# <u> 779 </u>	# <u> 904 </u>	# <u> 1076 </u>	# <u> 1582 </u>
# of New Hires		# <u> 126 </u>	# <u> 144 </u>	# <u> 196 </u>	# <u> 202 </u>
# of New Promotions		# <u> 79 </u>	# <u> 68 </u>	# <u> 128 </u>	# <u> 107 </u>

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

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

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: Sami Jarrah

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

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

E. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the 2018 Climate Survey:

Efforts to address climate survey related issue continued to some extent during this quarter as will all quarters during the pandemic; The agency is currently identifying steps to ensure that the issues that were uncovered during the 2018 are addressed. These steps include ensuring that managers of employees in isolated work areas provide EEO talks biannually to their direct reports which require them to discuss the agency's EEO policies.

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

An analysis of 2020 Climate Survey reveals that 45% of employees who completed the survey are not aware of the identity of the agency's EEO Officer. We will include EEO Officer's name on relevant agency messaging. Also, 51% of agency employees stated that they do not know how to request a reasonable accommodation. However, since the survey was conducted, we have launched a reasonable accommodations request portal and provided employees with information on how to access. We expect that these efforts have increased the number of employees who understand how to request an accommodation. .

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

APPENDIX: DOHMH EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 4th QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1.		2.	3. Doug Barr
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:	Start Date or Termination Date: 1/31/22
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)
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 %):

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. Jorge Martinez EEO Director	2. June Bridgemohan 3. Deputy Director	4. Stephanie Saez 5. Investigator/Trainer
Completed EEO Trainings:			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. 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
6. Unconscious Bias	<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
7. Disability Etiquette	<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
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<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
C. Understanding CEEDS Reports	<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
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/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. EEO Awareness	<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. Diversity & 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. 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
5. 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
6. Unconscious Bias	<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
7. Disability Etiquette	<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
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<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
C. Understanding CEEDS Reports	<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

B. CONTACT INFORMATION (Please list ALL current EEO professionals)DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF _____ QUARTER FY 2022 *

<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>
<u>EEO Officer/Director</u>	Jorge Martinez	<u>Executive Agency Counsel</u>	<u>100</u>	<u>Jmartin4@health.nyc.gov</u>	<u>646-940-0628</u>
<u>Deputy EEO Officer OR Co-EEO Officer</u>	<u>June Bridgemohan</u>	<u>Deputy Director</u>	<u>100</u>	<u>Jbridgemohan@health.nyc.gov</u>	<u>347-396-6508</u>
<u>Chief Diversity & Inclusion Officer</u>	<u>n/a</u>				
<u>Diversity & Inclusion Officer</u>	<u>n/a</u>				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Sami Jarrah</u>	<u>Deputy Commissioner</u>	<u>varies</u>	<u>sjarrah@health.nyc.gov</u>	<u>347039606242</u>
ADA Coordinator	<u>Jorge Martinez</u>				
Disability Rights Coordinator	<u>Jorge Martinez</u>				
Disability Services Facilitator	<u>Jorge Martinez</u>				

55-a Coordinator	<u>Frances Matos</u>	<u>PRAA Special Assistant</u>	<u>24% (varies)</u>	<u>fmatos@health.nyc.gov</u>	<u>347-396-2127</u>
Career Counselor	<u>Georges Precil</u>	<u>Admin Labor Rel</u>	<u>varies</u>	<u>gprecil@health.nyc.gov</u>	<u>347-396-5066</u>
EEO Counselor	<u>n/a</u>				
EEO Investigator	<u>n/a</u>				
EEO Counselor\ Investigator	<u>n/a</u>				
Investigator/Trainer	<u>Stephanie Saez</u>	<u>Investigator/Discipline</u>	<u>100</u>	<u>ssaez@health.nyc.gov</u>	<u>347-396-6466</u>
EEO Training Liaison	<u>n/a</u>				
Other (specify)					
Other (specify)					

* 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.