

OATH FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

OATH FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>OATH</u>				
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 6, 2024		<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2025		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2025		<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2025		
Prepared by:				
Sharina DeRoberts EEO Officer SDeRoberts@oath.nyc.gov Click or tap here to enter text. _____				
Name		Title	E-mail Address	212-436-0524- Telephone No.
Date Submitted: <u>11/27/2024</u>				
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>		

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 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 2025 DEI-EEO Report.Part II 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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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): ____ 1/31/24 ____ ☐ No

☒ By e-mail

☐ Posted on agency intranet and/or website

☐ 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): ____ Spotlight in Monthly Employee Newsletter _____

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

In August 2024, the Commissioner announced the categories for the 2024 OATH Staff Awards. Employees were encouraged to nominate their peers in 7 award categories. Awards will be presented in January 2025.

In October 2024, the Commissioner hosted Excellence in Customer Service breakfasts at all our OATH locations.

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III. Workforce Review and Analysis

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

Q1 (9/30/2024): ____791____ Q2 (12/31/2024): _____ Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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

☐ Yes On (Date): _____ ☐ Yes (again) on (Date): _____ ☒ No

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

☐ Agency's intranet site

☐ On-boarding of new employees

☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: _11/19/24_____ Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☒ Human Resources

☒ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Agency Head

☐ Human Resources

☐ General Counsel

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☒ Other _DC for Administration _____ ☐ Other _____ ☐ Other _____ ☐ Other _____
☐ Not conducted ☐ Not conducted ☐ Not conducted ☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Continue to recruit on forums that could attract applicants from various racial, religious, and ethnic backgrounds.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

OATH will continue to recruit on forums that will attract a diverse workforce. During this quarter, there were 26 new hires. 21 out of the 26 new hires were minorities and women.

Workforce Goal/Initiative #1 Update:

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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

2. Continue to promote existing staff into roles and titles that align with their skills and contributions, create new opportunities for individual development, and reduce attrition risks.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

During this quarter, the Commissioner selected supervisors from across all Divisions to participate in trainings facilitated by the Center for Creative Conflict Resolution (CCCR). Supervisors took courses named Fundamentals of Supervision and Emotional Intelligence. These training opportunities encourage individual development and are a useful tool for supervisors and managers.

Workforce Goal/Initiative #2 Update:

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

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

3. Encourage current staff to apply for leadership roles that become available.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

During this quarter, the Agency encouraged staff to apply for leadership roles. There were 6 internal promotions during this quarter.

Workforce Goal/Initiative #3 Update:

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. Continue to encourage Managers and Supervisors to provide ongoing feedback to their employees prior to formal evaluations.

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Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

During this quarter, the Commissioner reminded all Managers and Supervisors to provide ongoing informal feedback to staff prior to formal evaluations. These reminders stress the importance of providing ongoing feedback and emphasize submitting evaluations in a timely manner.

Workforce Goal/Initiative #4 Update:

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 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 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

5. Promote our Judicial Hearing Officer (JHO) positions on various forums highlighting that there is no longer a residency requirement.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-

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traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

In the previous quarter, the Commissioner made a request to DCAS to waive the residency requirements for the Judicial Hearing Officer position. During this quarter, the Agency hired 13 Judicial Hearing Officers. Eliminating the residency requirement was a useful tool in our recruitment strategy.

Workforce Goal/Initiative #5 Update:

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

6. Use CEEDS reports and analysis to drive our recruitment strategies.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help 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. How do you evaluate the effectiveness of these actions?

A review of our latest CEEDS reports, showed that 21 out of our 26 new hires were minorities and women. Our CEEDS reports are reviewed quarterly, and trends are analyzed to ensure that we do not have underutilizations.

Workforce Goal/Initiative #6 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☒ Completed
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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

7. Efforts to reduce Workforce underutilization:

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

A quarterly review of our CEEDS reports show no underutilizations in the quarter or previous quarters. The Agency will continue to analyze the CEEDS reports and trends which have an impact on our workforce.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. In FY 2025, the Fun@Work Committee will continue to organize events and activities as a way to promote an inclusive workplace culture and increase participations amongst staff.

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

During this quarter, the Fun@Work committee organized the “OATH 2024 Olympics Bingo Challenge.” The friendly competition encouraged all staff to participate by submitting bingo cards with their responses to a variety of questions. The

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prize was bragging rights.

During this quarter, Lunchtime Mediation Sessions continued after employees expressed their interest. In-person sessions were now added as well. This quarter, 6 additional lunch time sessions were added. The virtual sessions are offered for 15 minutes, and the in-person sessions are 30 minutes long.

During this quarter, the Fun@Work committee organized an outing for all staff, family, and Friends at Maimonides Park in Coney Island. The event was well attended.

Workplace Goal/Initiative #1 Update:

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. In FY 2025, OATH will hold its first Annual Staff Awards where employees will nominate their peers in particular award categories.

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

During this Quarter, the Special Events Committee finalized the award categories for its upcoming Staff Awards. Employees were encouraged to nominate their peers in 7 categories. The categories are Distinguished Legal Service Award, Timeless Tenure Award, Legal Eagle Award, Staff Award for Excellence, Innovation Award, Excellence in Supervision Award, and Excellence in Leadership Award.

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Workplace Goal/Initiative #2 Update:

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. In FY 2025, the agency will continue to honor heritage months by sending agency-wide bulletins and newsletters which celebrate and acknowledge various ethnic and marginalized groups.

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

During this quarter, via Agency-Wide Bulletins and our monthly newsletters, we highlighted National Wellness Month, National Immunization Awareness Month, Disability Pride Month, National Hispanic Heritage Month, and National Preparedness Month.

Workplace Goal/Initiative #3 Update:

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. In FY 2025, the Caregiver Committee will continue to organize events and meetings throughout the year.

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

During this quarter, the Caregiver Committee discussed having two seminars. The first was a planned event on Estate planning and the other was on Elder Care. Employees showed interest in these two topics but ultimately a date could not be set. The Committee will move forward with these talks at a later date.

Workplace Goal/Initiative #4 Update:

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 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 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

5. Other Workplace Activities:

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

Each month, through our Employee Newsletter, the Agency celebrates heritage months by including information about events and other city resources. The Newsletters also include any updates to EEO laws.

Our July 2024 Newsletter included a “Meet your Colleagues” section which highlighted our Manhattan Help Center Division. Employees from the Help Center were asked questions regarding their specific duties and what they enjoyed most about their work. This was a great way for other OATH employees to get to know their peers and the work they do even if they are in different boroughs. The July 2024 Newsletter also highlighted a recent college graduate who began her career at OATH as a College Aide and is now a Community Associate.

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Our August 2024 Newsletter included a “Meet the Interns: SYEP and Ladders for Leaders” section which highlighted our 2 SYEP interns and our 2 Ladders for Leaders interns. The interns shared their experiences at OATH and what they liked best about the internship program.

Our September 2024 Newsletter included a “Meet your Colleagues: Operations Unit” section which highlighted our operations team which is comprised of Facilities, Security, and the Operations Division. Employees got to know their peers through a Q and A session which included questions surrounding the challenges of their work and the most enjoyable part of their work.

Our September 2024 Newsletter also included an Employee Spotlight from the Help Center. A respondent submitted a glowing review of one of our Procedural Justice Coordinators and shared their positive experience working with him.

During this Quarter, the Agency formed a team for the 2024 Tunnel to Towers 5K Run and Walk. The money raised by the foundation provides scholarships to the children of disabled veterans and first responders and the children of members of the Armed Forces who died in the line of duty.

During this quarter, the Commissioner wrapped up his video tours of our different office locations. The Commissioner visited all our locations and filmed employees while asking questions about their duties and responsibilities. The videos were well received and the short clips were uploaded to YouTube and circulated to the entire Agency.

C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. OATH will remain present in the community by participating in outreach events and partnering with elected officials, community-based organizations, and other leaders and associations to educate the public on how to respond to summonses at OATH.

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Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

In July 2024, OATH participated in several community events which included:

- OATH Resource with Council Member Sandra Ung, Flushing, Queens
- Chinatown Small BizNeeds, Chinatown, Manhattan
- OATH-AID with the National Supermarket Association, Downtown Flushing Queens
- OATH@ Office with Council Member Kristy Marmorato, Westchester Square, Bronx
- OATH@ Office with Manhattan Borough President Mark Levine, Manhattanville
- Y OATH with Council Member Kevin Riley, Northeast Bronx YMCA
- OATH@ Office with Council Member Susan Zhuang, Bensonhurst, Brooklyn
- Outreach at the Beach with Council Member Kristy Marmorato, Orchard Beach, Bronx

In August 2024, OATH participated in several community events which included:

- Outreach at the Beach with Council Member Joann Ariola, Rockaway Beach, Queens
- School at the Pool with Council Member Yusef Salaam, Jackie Robinson Pool, Upper Manhattan
- Outreach at the Beach with Senator Jessica Scarcella-Spanton, Coney Island Beach, Brooklyn
- Small BizNeeds, Kingsbridge Road Merchants Association, Bronx
- In the Park Before Dark with Council Member Shaun Abreu, Riverside Park, Manhattan
- Outreach at the Beach with Council Member David Carr, South Beach, Staten Island
- OATH Resource with Council Member Darlene Mealy, East Flatbush, Brooklyn
- School at the Pool with New York City Council Member Kamilah Hanks, West Brighton, Staten Island

In September 2024, OATH participated in several community events which included:

- Outreach at the Beach with Council Member Joseph Borelli, Wolfes Pond Park & Beach, Staten Island

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- Outreach at the Beach with Council Member Inna Vernikov, Manhattan Beach, Brooklyn
- OATH@ Office with New York State Senator Roxanne Persaud, Canarsie, Brooklyn

Community/Equity/Inclusion Goal/Initiative #1 Update:

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. The Center for Creative Conflict Resolution (CCCR) will continue to serve as a conflict resource for New York City government, its agencies, employees, unions, and the public they serve. The Center provides creative, collaborative, flexible, cost efficient, and “breathable” options to effectively manage conflicts within and across New York City government.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

During this quarter, the CCCR continued to serve as a conflict resource for New York City Government and its own employees.

In Q1 FY 2025, the CCCR conducted the following resources:

- 18 Mediations administered for City employees with a 100% satisfaction rate
- 23 Conflict Resolution trainings administrated for City employees with a satisfaction rate of 92%-100%

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- 1 Restorative Circles/group facilitations sessions administered.
- 12 Coaching sessions for City Personnel with a satisfaction rate of 100%
- 62 Consultations for City Personnel

The CCCR's services are measured in the Mayor's Management Report (MMMR) which demonstrates the effectiveness of the services that are provided.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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. The Center for Creative Conflict Resolution will remain present in the community through their MEND NYC (Mediating Establishment and Neighborhood Disputes) initiative.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

Through our MEND initiative, the CCCR provides free mediation services to all New Yorkers who experience neighborhood disputes. During this quarter, the CCCR provided 7 mediations to members of the public.

Community/Equity/Inclusion Goal/Initiative #3 Update:

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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4. OATH's Help Center is staffed by a diverse group of Procedural Justice Coordinators (PJC), who provide legal information and resources to Respondents who received a summons and do not have a lawyer.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

In FY 2024, the Help Center conducted 33,595 in-person or telephonic sessions with Respondents. This number is expected to go up in FY 25.

Also, during this quarter, the Trials Division pro bono program got underway with pro bono assistance on two types of cases handled in the Trials Division (Summary Suspensions and Drug Fitness Hearings). This opens up a new era in pro bono offerings at OATH as we have recruited a legal assistance group-Mobilization for Justice and a solo attorney practitioner to engage in the representation of these respondents. New Yorkers will benefit from this new program as it will lead to quicker resolution of these cases.

Community/Equity/Inclusion Goal/Initiative #4 Update:

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 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 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

1. Other Community programs and activities:

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

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In July 2024, the Senior Advisor to the Commissioner along with two Deputy Commissioners, presented to the Greater NY Chamber of Commerce members about OATH and MEND NYC on how to respond to a summons returnable to OATH.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 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. OATH will conduct proactive outreach for our legal positions.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During this quarter, the Commissioner encouraged all Managers, Supervisors, Judges, and Clerks to “get the word out” regarding our recruitment for our Judicial Hearing Officer positions. Newly created flyers and postings were circulated to various bar associations and shared on LinkedIn.

Recruitment Initiatives/Strategies #1 Update:

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 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 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. Quarterly review of CEEDS report will continue to drive our recruitment efforts as needed.

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During this quarter, a review of our CEEDS reports showed no underutilizations.

Recruitment Initiatives/Strategies #2 Update:

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. In FY 2025, OATH will continue to encourage Structured Interview Training and Unconscious Bias Training for Hiring Managers.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Throughout FY 2025, OATH will encourage Managers and Supervisors to complete structured interview training.

Recruitment Initiatives/Strategies #3 Update:

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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

1. Please describe 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.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1		No Recruitment Events were held during this Quarter	

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List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	0			
Brooklyn	0			
Manhattan	0			
Queens	0			
Staten Island	0			

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 1 FY 25

1. Brooklyn Bar Association
2. Postings on NYC. Gov
3. Muslim Bar Association
4. Indeed.com
- 5.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. **[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-

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ID data

1. Urban Fellows:

Q1 Total: ⁰ Q2 Total: Q3 Total: Q4 Total:

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

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

2. Public Service Corps:

Q1 Total: ⁰ Q2 Total: Q3 Total: Q4 Total:

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

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

3. Summer College Interns:

Q1 Total: ⁰ Q2 Total: Q3 Total: Q4 Total:

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

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

4. Summer Graduate Interns:

Q1 Total: ⁰ Q2 Total: Q3 Total: Q4 Total:

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

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

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5. Other-Summer Youth Employment Program (SYEP)

Q1 Total: ____ 2 ____ Q2 Total: ____ Q3 Total: ____ Q4 Total: ____

Race/Ethnicity* [#s]: Black____ Hispanic_1__ Asian/Pacific Islander 1____ Native American____ White____ Two or more Races____

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

6. Other-Ladders for Leaders

Q1 Total: ____ 2 ____ Q2 Total: ____ Q3 Total: ____ Q4 Total: ____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander 1____ Native American__1_ White____ Two or more Races____

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

Additional comments:

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E. 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 (9/30/2024): ____2____ Q2 (12/31/2024): _____ Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

During the 1st Quarter, a total of ____0__ [number] new applications for the program were received.

During the 1st Quarter 0____ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of ____ [number] new applications for the program were received.

During the 2nd Quarter ____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of ____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☒ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

in agency newsletter: ☐ Yes ☐ No

Other: _____

2. _____
3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 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*).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

2. 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.

3. 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 EEO Officer is not involved in the selection of candidates for appointment or promotions.

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

5. Other:

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>19</u>	# <u>26</u>	# <u>6</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-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://mstpwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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IX. 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 “DEI-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.

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☐ 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://mspwa-ctwapx02.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 “DEI-EEO Training Summary” (in MS Excel).

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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.
- ☒ The agency is involved in an audit; please specify who is conducting the audit:
____EEPC_____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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 __1__ Quarter, FY 2025

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.
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:
Employee's Name & Title	4.	5.	6.
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:

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For New EEO Professionals:			
Name & Title	1.	2.	3.
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	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 %):

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. Sharina DeRoberts-EEO Officer	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<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
2. Sexual Harassment Prevention	<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
3. IgbTq: The Power of Inclusion	<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
4. Disability Awareness & Etiquette	<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
	<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
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

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6. Microaggressions	<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
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			

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	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input 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 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 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 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 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:

MAILING ADDRESS:

Diversity and EEO Staffing as of __1__Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Sharina DeRoberts	<u>Administrative Labor Relations Analyst</u>	<u>100%</u>	sderoberts@oath.nyc.gov	<u>212-436-0524</u>
Deputy EEO Officer OR Co-EEO Officer	<u>N/A</u>				
Chief Diversity & Inclusion Officer	<u>N/A</u>				
Diversity & Inclusion Officer	<u>N/A</u>				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Arnab Das</u>	<u>Administrative Staff Analyst</u>	<u>20%</u>	ADas@oath.nyc.gov	<u>212-933-3030</u>
ADA Coordinator	<u>Sharina DeRoberts</u>				
Disability Rights Coordinator	<u>Sharina DeRoberts</u>				

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Services Facilitator	<u>Sharina DeRoberts</u>				
55-a Coordinator	<u>Sharina DeRoberts</u>				
Career Counselor	<u>Marcia Grant</u>	<u>Assistant Commissioner for HR</u>	<u>10%</u>	Mgrant@oath.nyc.gov	<u>212-933-3038</u>
EEO Counselor (Liaison)	<u>Migdalia Nieves</u>	<u>Public Information Specialist</u>	<u>5%</u>	MNieves@oath.nyc.gov	<u>212-933-3007</u>
EEO Counselor (Liaison)	<u>Lorna Mondesir</u>	<u>Community Associate</u>	<u>5%</u>	LMondesir2@oath.nyc.gov	<u>718-503-5831</u>
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify)					
Other (specify)					

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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.