

LAW Quarter 1 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

New York City Law Department Quarter 1 FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NEW YORK CITY LAW DEPARTMENT</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>11-13-2023</u>			
FOR DCAS USE ONLY:		Date Received:	

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 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 2024 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 2024 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): _____ 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): _____

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

- During Q1, on July 25, 2023, the Law Department in collaboration with Workwell NYC, hosted its second annual Wellness Day. The Law Department Wellness Day program was a "day" of agency spirit), which included employees channeling their planting skills with educational information regarding planting various herbs such as basil, cilantro, rosemary, etc. Planting pots, soil and seeds were also provided to employees. Wellness Day also included wellness activities such as making your own aromatherapy sachets (oils, sachets and other materials

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provided), and a '90s dance movement class. The day was enhanced with “healthy-ish” snacks and a meditation van stationed outside of the 100 Church Street office location. The day’s activities were accessible from any workstation and was broadcasted in office conference rooms throughout our borough locations.

- During Q1, on September 18, 2023, agency-wide email correspondence was distributed inviting nominations for the annual and prestigious Law Department Awards. The correspondence listed the Chair, Co-chair, and all members of the Awards Committee, and included the criteria for the fifteen awards offered. The 2023 Law Department Awards Ceremony will occur in December 2023 (Q2).
- During Q1, the Law Department’s Diversity, Equity & Inclusion Committee collaborated with the Franklin H. Williams Judicial Commission and held an in-person event at the New York County Supreme Court in celebration of Hispanic Heritage Month. The 2023 theme was “*Todos Somos, Somos Uno: We Are All, We Are One!*” The sub-theme of the program addressed how colorism impacts the Hispanic community, the court system, and society as a whole. The keynote speaker was Zenaida Mendez – Director of the Manhattan Neighborhood Network. There was also a panel presentation where speakers discussed their personal and professional journeys while delving into the issue of colorism in the Hispanic community

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 1600 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

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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: 11-9-2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other EEO Officer | <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 2024

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 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

The Law Department is committed to recruiting, developing, and retaining a diverse and inclusive workforce. The agency strives to nurture an environment where employees, present and future, view the agency as an employer of choice.

1. Achieve Pay Equity for Employees in Civil Service Positions
2. Expand Recruitment and Retention Strategies for Civil Service Positions including 55-a Candidates
3. Build a sustainable workplace wellness model to implement wellness programming for agency employees with NYC Workwell.

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1. Achieve Pay Equity for Employees in Civil Service Positions

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

- The Diversity & EEO Office collaborated with the Administration Division and Managing Attorney to propose a new Pay and Title Restructuring Initiative that reimagines the agency’s pay and hiring practices for support professionals and defines a plan to make adjustments to achieve equitable salary increases, career growth opportunities, and to create transparency around organizational structure and the agency’s use of civil service titles. This includes reviewing each active civil service title at the Law Department to confirm job descriptions, title structures and salary structures are accurate. Base salaries in some titles have received 3% - 9% increases. Title reviews for this initiative are ongoing.
- After the departure of the agency’s former Career Counselor, the agency is proud to report the hiring of a new Career Counselor who will identify trends and measures to assess the effectiveness of these initiatives.

Workforce Goal #1 Updates:

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. Expand Recruitment and Retention Strategies for Civil Service Positions including 55-a Candidates

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

- The Law Department’s Human Resources and Personnel Unit participated in the DCAS Citywide Hiring Hall on September 2023. We will continue participating in City Hiring Pools as scheduled. We will continue to implement the best practices for recruitment

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and retention in the following ways, including but not limited to:

- distribute DCAS monthly newsletters, internal job posting announcements and monthly exam notices for each quarter
- create job readiness programming for civil service employees in response to the civil service hiring pool notices
- plan and facilitate orientation programming for all new support professional hires
- collaborate with DCAS to increase recruitment efforts for the agency’s promotional opportunities
- continue working with Administration to design standard interview rating sheets for the disposition of candidates for support professional hires, promotions, and transfers
- conduct exit interviews and send exit interview analysis information to the Executive
- present at citywide fairs, schools, colleges, and library presentation showcasing the Law Department and its vacancies within civil service employment
- conduct structured interview training for new supervisors and employees.

Workforce Goal #2 Updates:

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

3. Build a sustainable workplace wellness model to implement wellness programming for agency employees with NYC Workwell.

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

- The Law Department’s Quality of Work life Committee introduced two new subcommittees focused on employee Mental Health and Wellness and Caregiver Support.
- On July 25, 2023, the Law Department in collaboration with Workwell NYC, hosted its second annual Wellness Day. The Law Department Wellness Day program was a "day" of agency spirit), which included employees channeling their skills as green thumbs with educational information regarding planting various herbs such as basil, cilantro, rosemary, etc. Planting pots, soil and seeds were also provided to employees. Wellness Day also included wellness activities such as making your own aromatherapy sachets (oils, sachets and other materials provided), and a ‘90s dance movement class. The day was enhanced with “healthy-ish” snacks and a meditation van stationed outside of the 100 Church Street office location. The day’s activities were accessible from any workstation

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and were broadcast in office conference rooms throughout our borough locations.

- The Quality of Work Life Committee and the Women’s Committee met to plan a comprehensive, hybrid Health Fair, which is scheduled for Q2 (October 23-25, 2023); Topics to be addressed at the Health Fair are: disparate health care access and other topics including, but not limited to, cardiovascular health, diabetes, fertility/infertility, cancer screening, pre-natal/post-natal care, and mental health.
- The Women’s Committee, in partnership with Workwell NYC, and the American-Italian Cancer Foundation (AICF) is planning a free Mammogram Van event for November 2023.

Workforce Goal #3 Updates:

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

4. 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.

- The Diversity & EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups
- The Office meets regularly with the Legal Recruitment Office and Personnel unit to discuss hiring trends, retention concerns, and efforts to improve diversity
- The Office has been working with the Managing Attorney and Legal Recruitment Office to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes
 - The Office has been meeting consistently with Legal Recruitment and the Managing Attorney to design and implement a rubric to advance equity and eliminate arbitrariness in lateral and promotional hiring
- Upon review, the Office identified underutilization in the areas of Building Services, Managers, and Management Specialists. To address this underutilization, the Diversity and EEO Office will continue to engage with the Legal Recruitment Office and Human Resources to assess and review hiring trends and vacancies. Agency career counselors will also continue to notify our current employees of available opportunities and identify community opportunities to attract prospective candidates.

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- The agency also continues to participate in recruitment activities such as recruitment fairs and outreach to various associations, universities, or organizations.
- While we continue devising strategies to address the Building Services category, we also take notice that there are other titles in our Facilities Unit, the unit which includes our Building Services titles, which add more diversity to the workgroup.

B. Workplace:

Please list the Workplace Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

The Law Department is a learning organization and strives to be a leading municipal employer in Diversity, Equity, and Inclusion practices. The agency endeavors to provide a workplace that values diversity of thought and background. The Law Department will continue to enhance diversity, inclusion, and equity in the workplace through the professional development of its leaders and employees. The agency will also continue to enhance the workplace through its support of, and participation in, employee resource committees, collaboratives, and agency work-life programming led by senior leadership.

1. Promote Inclusion through Internal Communication
2. Increase Professional Development Opportunities for Senior Leaders

1. Promote Inclusion through Internal Communication

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

- To raise cultural awareness and support senior leadership in building an inclusive work environment, the Diversity and EEO Office circulated a Diversity Awareness Calendar and encouraged leadership to consider a broader range of cultural and religious observances when scheduling important meetings, mandatory staff trainings, or events. The calendar has been updated and is recirculated annually.
- The Office features EEO, DEI and professional development resources in the agency's newsletter, Sidebar, on a bi-monthly basis.
- The Law Department continues to innovate as it expands its channels of communication to nurture a more inclusive environment. In addition to print and photography, the communications team now delivers an expanded range of content through approximately twenty-five electronic office monitors distributed through agency offices. Additionally, the monitors are used to highlight employees for their

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contributions to diversity, equity, and inclusion as well as for their demonstrated leadership and legal successes. In addition, to employee recognition media, the monitors also display notice of agency-wide and community events, division accomplishments, policy related reminders and timely infographics.

Workplace Goal #1 Updates:

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. Increase Professional Development Opportunities for Senior Leaders

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

- During Q1, the Professional Development Office coordinated two supervisory cohort sessions on:
 - July 26th (28 attendees)
 - August 22nd (34 attendees)
- During Q1, the Professional Development Office coordinated three coaching collaboratives:
 - July 11th – Risk Management Division Coaching Collaborative & Training Meeting (7 attendees)
 - July 27th – Coaching Collaborative Meeting (20 attendees)
 - September 28th – Coaching Collaborative (22 attendees)
- During Q1, on July 18th, the Diversity and EEO Office conducted its fifth mandatory EEO training for supervisors. There were 79 attendees and the office received positive feedback via the anonymous evaluations. The Diversity & EEO Office will conduct another EEO Training for Supervisors and Managers in January 2024.
- The agency offers monthly Lexis Refresher trainings for attorneys and support professionals.
- The Professional Development Office will share DEI resources and trainings from PLI, bar associations, etc.
- The Professional Development Office launched a Special Mentorship program and a Mentoring Circle to pair entry -class attorneys with senior level attorneys and Law Department committee members.

Workplace Goal #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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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

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.

- During Q1, on September 13, 2023, the Law Department Committees participated in an Informational Panel and Scavenger Hunt as part of the Orientation activities for the Entry Class. Each committee selected a NYC landmark of cultural significance for the Scavenger Hunt. For example, the Women’s committee selected the “Fearless Girl” statue which symbolizes equality, equal pay, supporting women in leadership positions, the empowerment of women, education of women, education for the prevention of prejudice, and the general well-being of women; The DE&I Committee selected the African Burial Ground as its landmark which is the oldest and largest known excavated burial ground in North America for both free and enslaved Africans and protects the historic role slavery played in building New York.
- During Q1, the Law Department’s Innovation and Strategy Council developed two subgroups to break down communication silos within the Law Department.
- During Q1, the Innovation and Strategy Council resubmitted its Green Initiative for review and approval. This initiative strives to reduce the usage of paper within the Law Department.
- During Q1, the Innovation and Strategy Council submitted a Mobile Lawyer proposal for review and approval and scheduled a meeting in October 2023 to discuss said proposal with the Chief Diversity & EEO Officer.
- The agency has formed an Artificial Intelligence Working Group comprised of attorneys and support professionals (including 5 members of the Innovation and Strategy Council) to explore the potential of using AI, assess tools in development, review the legal and ethical concerns and make recommendations as to how the Law Department can best use this rapidly emerging technology.
- As part of the 5-year accessibility plan and pursuant to Local Law 12 of 2023, the agency has formed an Accessibility Plan Working Group to identify accessibility issues and create a plan to improve accessibility. The first meeting is scheduled for November 2, 2023.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

The Law Department advances legal and just processes that serve the best interests of the City of New York to the greatest extent possible. The Law Department will support efforts of outreach and community service throughout the City of New York Community in a manner that is consistent with the mission, ethical obligations, and values of the office.

Goals to enhance DEI and EEO in the Community for FY 2024 include:

1. Enhance Language Access Services
2. Increase the Law Department’s Visibility in the Community
3. Recruit for Mentoring and Pipeline Initiatives in the Community
4. Increase Agency Participation with M/WBEs

1. Enhance Language Access Services

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

- During Q1, the Law Department’s Family Court Division continues its efforts to identify and translate the Law Department’s “most commonly distributed documents”
- During Q1, the Law Department’s Family Court Division is implementing a process for collecting customer service feedback that is multilingual and accessible to individuals with limited English proficiency to find easily such as: a written survey available in the 10 designated languages with a multi-lingual QSR code survey feature. The target date for completion is June 2024.
- During Q1, the agency is revising training modules for frontline staff and managers on the Law Department’s Language Access Obligations & Policies and Procedures. Training will continue to address the Law Department’s language access obligations, services, and policies and procedures including, but not limited to:
 - Legal obligations and agency policy on language access (including Local Law 30)

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- When and how to use telephonic interpretation
- When and how to use in-person interpretation
- When and how to request translation services
- When to use and not use bilingual staff
- How to identify the primary language of a person with Limited English Proficiency (LEP)
- How to track the individual’s language
- How to track whether and how language services are provided to the individual
- How to provide customer service to individuals with LEP
- The agency’s Diversity Training Liaison has also incorporated information re: Local Law 30 in the EEO Overview training for all new hires (attorneys and support professionals)
- The agency is in the process of revising the Law Department’s Language Access internet page to include:
 - Link to Revised LAIP
 - Information on how to submit language access complaints including link to 311
 - A specific language access email address for language access inquiries and complaints
- The agency is refreshing signage and language access guidance materials at Law Department offices that receive members of the public including:
 - Multilingual notice of how to file a language access complaint
 - Multilingual feedback survey

Community Goal #1 Updates:

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. Increase the Law Department’s Visibility in the Community

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

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- From August 14th – September 29th, the Community Service Committee, in collaboration with the Women’s Committee, coordinated a Donation Drive for Asylum Seekers, benefitting the Mayor’s Fund for NYC
- On September 22nd, the agency’s Entry Class of attorneys participated in a shift at God’s Love We Deliver; the next community service shift is scheduled for October 11, 2023.
- The Law Department’s Women’s Committee is planning its second annual Domestic Violence Awareness Walk Across the Brooklyn Bridge in October 2023
 - The Women’s Committee is also planning its “Wear Purple Day” in October 2023 to raise awareness of domestic violence
- The Law Department’s DE&I Committee has registered for, and will participate in, the Disability Pride Parade scheduled for October 2023
- In honor of LGBTQIA+ History Month, the DE&I Committee will also participate in the National Transgender Visibility March and the New York Transgender Advocacy Group Love Rally which will occur on October 20th and October 21st respectively
- The Law Department’s Community Service Committee is planning the following community service events for Q2:
 - Winter accessories Donation Drive to benefit Care for the Homeless (scheduled to run from mid-October to mid-December)
 - “Be the Match” Health Fair connects people with blood cancers or other blood disorders to a matching donor for a marrow transplant. Be the Match will perform check swabs and add participants to their Be the Match donor registry
 - Volunteer event with Moms for Moms where Law Department volunteers will assemble post-partum and newborn care kits for mothers in need; The agency is proud to report that all 10 available volunteer spots were all filled within 2.5 hours of sending the office-wide announcement

Community Goal #2 Updates:

- | | | | | | | |
|-------------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 |

3. Recruit for Mentoring and Pipeline Initiatives in the Community

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

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- The Professional Development Office has conducted the following meetings for the various mentoring Status and progress of the Special Mentoring Program for Entry Legal Class with LD Committee Members (3 attendees)
 - August 15th – Mentoring Circle – Law School/Higher Education Admissions (5 attendees)
 - August 17th – Mentoring Circle – Diversity, Inclusion, and Allyship (5 attendees)
 - August 24th -- Mentoring Circle – Career Skills (20 attendees)

Community Goal #3 Updates:

- | | | | | | | |
|-------------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 |

4. Increase Agency Participation with M/WBEs

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

- The agency will continue to expand its outreach efforts to various organizations.
- Ongoing planned activities include:
 - Training on M/WBE and Procurement processes
 - Production of promotional/informational materials for use at outreach events such the M/WBE Conference
 - Collaboration with citywide agency partners to support new and innovative approaches to expanding M/WBE opportunities.
 - Promotion of NYC Small Business Services resources to prospective M/WBE enterprises
- During Q1, the Diversity & EEO Office has drafted and edited RFP Interview Questions regarding diversity, equity, and inclusion.
- During Q1, the Diversity & EEO Office will participate on the various RFP panels.

Community Goal #4 Updates:

- | | | | | | | |
|-------------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 |

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. 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.

- During Q1, in addition to the Donation Drive to support the Mayor’s Fund for Asylum Seekers, the agency via its Family Court Division, engaged in the following community outreach activities:

Activity	Description	Date
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/6/2023
Community Outreach	Civilian Complaint Review Board Meeting	7/12/2023
Community Outreach	Emergent Works presentation to Diversion Team	7/13/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/13/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/20/2023
Community Outreach	Senator Jamaal T. Bailey's Office	7/22/2023
Community Outreach	Programming Conference Law-Dept BXDA	7/26/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/27/2023

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Community Outreach	National Night Out 43rd PCT	8/1/2023
Community Outreach	National Night Out 44th PCT	8/1/2023
Community Outreach	National Night Out 103rd Queens	8/1/2023
Community Outreach	National Night Out 84th pct Brooklyn	8/1/2023
Community Outreach	National Night Out Staten Island	8/1/2023
Community Outreach	National Night Out 73rd pct Brooklyn	8/1/2023
Community Outreach	National Night Out 26th pct Manhattan	8/1/2023
Community Outreach	National Night Out 13th pct Manhattan	8/1/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/3/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/10/2023
Community Outreach	Avenues for Justice- virtual discussion	8/15/2023
Community Outreach	New York Edge presentation	8/16/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/17/2023

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Community Outreach	District 27 Back to School Event	8/20/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/24/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/31/2023
Community Outreach	Meeting with DYCD subway surfing diversion efforts	9/5/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	9/11/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/14/2023
Community Outreach	Human Justice March Coalition Meeting	9/14/2023
Community Outreach	Trinity Church LES Community Partnership	9/18/2023
Community Outreach	New York Law School FCD intro to Restorative Justice lecture class	9/19/2023
Community Outreach	Interagency Coordinating Council Meeting	9/20/2023
Community Outreach	Jamaica Community Partnership Meeting	9/21/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/21/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	9/26/2023

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Community Outreach	ATLAS- Law Department meeting	9/27/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/28/2023

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

The Law Department continues to engage in strategies to enhance equity, inclusion and race relations in the agency’s programs and activities. In addition to hosting trainings, and events within the agency that build and normalize conversations on equity and race relations, the agency also seeks opportunities to train staff to utilize best practices and tools to improve equity, inclusion, and race relations in the workplace.

Goals and initiatives to enhance equity, inclusion, and race relations in Law Department programs and activities for FY 2024 include:

1. Publish Diversity, Equity, and Inclusion Resources for Agency Staff
2. Racial Inclusion Programming for Agency Staff
3. Develop Baseline Data for EEO & DEI Metrics

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

The Law Department has several ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward

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enhancement and expansion of the three foundations of Diversity and EEO strategy: **Workforce, Workplace and Community.**

1. Publish Diversity, Equity, and Inclusion Resources for Agency Staff

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

- The Law Library, the various committees, the Diversity & EEO Office, and the Professional Development Office provide DEI resources to agency personnel.
- The Diversity & EEO Office and Administration Division will continue to identify managers to attend additional DCAS trainings. The office will continue DCAS training to agency staff.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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. Racial Inclusion Programming for Agency Staff

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

- During Q1, on September 21st, the Diversity & EEO Office conducted a Diversity training for the Entry Class discussing how the staff considers DEI concepts while serving a diverse community (81 attendees)
 - A follow-up DEI training is scheduled for December 2023 (in Q2)
- In Q1, the Professional Development Office held the following CLEs:
 - July 25th – CLE: Agency Counsel Best Practices for Responding to EEOC and State Division Charges (110 attendees)

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- September 12th – CLE Equal Employment Opportunity (75 attendees)
- September 18th - CLE: ABCs of How to Be a Successful ACC (76 attendees)
- September 18th – CLE: Enhancing Your Legal Skills by Calming the Inner Critic through Medication and Applying Scientific Research (77 attendees)
- September 21st – CLE: Ethics for Municipal Lawyers (85 attendees)

Equity, Inclusion and Race Relations Initiative #2 Updates:

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. Develop Baseline Data for EEO & DEI Metrics

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

- During Q1, the Diversity & EEO Office met on a biweekly – monthly basis to brainstorm ways to measure the diversity, equity and fairness of the application process for entry class, interns, etc. The Office has communicated and collaborated with the Office of Legal Recruitment to review the DEI and data of applicants from the inception to conclusion of the hiring process.
- During Q1, the Diversity & EEO Office continues to work with the Information Technology team to develop a program to track EEO & DEI activities. This will provide a way for the office to set a baseline point of reference for activity and track how our interventions are impacting the office and EEO activity.

Equity, Inclusion and Race Relations Initiative #3 Updates:

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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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Legal and Civil Service Recruitment Efforts
2. Training: Recruitment and Retention Focused
3. EEO Reviews
4. Pipeline Initiatives

1. Legal and Civil Service Recruitment Efforts

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 Q1, the Office of Legal Recruitment conducted:
 - # of exit interviews conducted = **20**
 - # of career fairs attended = **30 (including on-campus interviews)**
- During Q1, Human Resources/Personnel Units participated in 1 Citywide Hiring Hall.

Recruitment Initiatives/Strategies #1 Updates:

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

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2. Training

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 Q1, the Office of Legal Recruitment trained 24 employees Structured Interviewing and Implicit Bias.

Recruitment Initiatives/Strategies #2 Updates:

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

3. EEO Reviews

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?

- The EEO Office continues to conduct reviews of Summer Legal Intern, Entry-Level and Lateral Attorney application packages, at various stages of the selection process. The office also reviews applications for certain promotional opportunities including:
 - Q1: Reviews of Processes for 3 Promotional Opportunities
 - Q1: Participation in Interview Process for 3 Promotional Hires

Recruitment Initiatives/Strategies #3 Updates:

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
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- 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. Pipeline Initiatives

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?

- The Law Department expanded its participation in internship and fellowship programs to attract and hire diverse talent. This quarter we welcomed 4 high school interns who joined the Diversity & EEO and Legal Recruitment Offices.
- The agency is preparing to welcome its first cohort of young adult apprentices in Q2 through a career readiness initiative with CareerWise and the NYC Mayor’s Office of Talent and Workforce Development.

Recruitment Initiatives/Strategies #4 Updates:

- 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

5. 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.

- During Q1 and in addition to the recruitment efforts previously mentioned, the law school ambassadors continue to work with their assigned law schools throughout the country. We held our 2023-2024 kickoff meeting this quarter and have 84 ambassadors representing 35 law schools. This fall, ambassadors have been in contact with their law schools to set up meetings with their career service offices, plan and hold events, conduct mock interviews, and participate on panels

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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	August 28, 2023	DCAS Hiring Hall	Brooklyn

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	The agency was allotted \$4900 city-wide for FY 2024; the agency notes that, during Q1, there is a hiring freeze			
Brooklyn				
Manhattan				
Queens				
Staten Island				

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C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. Job Fairs
2. Law Schools
3. Bar Associations
4. City Hiring Halls
5. Civil Service Hiring Pools

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [Note: Please update this information every quarter.]

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

1. Urban Fellows Total: 1

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White_X Two or more Races___

Gender* [#s]: M_X F___ N-B___ O___ U___

2. Public Service Corps Total: 0

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 Total: 0

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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 Honors Legal Interns Total: 54

Race/Ethnicity* [#s]: Black 11 Hispanic 4 Asian/Pacific Islander 11 Native American 0 White 27 Two or more Races 5

Gender* [#s]: M 21 F 32 N-B 1 O ___ U ___

5. Other (Non-Paid Interns) Total: 20

Race/Ethnicity* [#s]: Black ___ Hispanic 1 Asian/Pacific Islander 3 Native American ___ White 2 Two or more Races ___ Undeclared 14

Gender* [#s]: M 7 F 13 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 (9/30/2023): 2 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

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:

- 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
Other: _____
- _____
- _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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.

- Goals and initiatives for FY 2024 include:
 - Ongoing Focus groups
 - New Course Content
 - Launching of Training Credentials Database
 - Training Sessions on Cover-letter and Resume writing, the Interview process, Presentation, and Public-speaking Skills, Networking, and the Importance of Mentorship
 - Enhancing Recruitment and Outreach Activities

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

- As previously reported, the agency career counselor separated from the agency and a new career counselor was hired and began working in FY 2024 Q2.

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.

- During Q1, the Diversity & EEO continues devising processes to implement DEI considerations in promotional hiring including, but not limited to, requiring hiring assessments and justifications for every applicant interviewed, and reviewing demographics of those applicants who were not granted interviews

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).

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- The Diversity & EEO Office continues to review the pre- and post-selection stages of the hiring and selection process and has made great strides with enhancing transparency around the agency’s processes for hiring and selection including promotional and advancement opportunities. The Diversity & EEO Office’s continues to implement best practices across the agency including increasing the diversity in interview panels; requiring written justifications for hiring decisions, and reviewing hiring practices and outcomes for trends.
- During this Quarter, the Diversity Office held its regular monthly meetings with Human Resources, Professional Development, and the Managing Attorney to discuss and implement various aspects of the agency’s hiring and selection activities.

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

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

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>73</u>	# <u>154</u>	# <u>7</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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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>

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

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.

- The agency makes best efforts to complete investigations within 90 days. However, due to the data-intensive nature of some EEO complaints requiring substantial synthesis and analysis, some EEO complaints have exceeded the 90-day closure timeframe. Complainants have been notified of the status of their complaints approximately every 30 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-ctwapx02.csc.nycnet/Login.aspx>

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

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Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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 (EEOC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEOC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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 ____ Quarter, FY 2024

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								
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 %):	

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EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Karlyne Fequiere: Chief Diversity & EEO Officer	2. Shanel Spence: Deputy Diversity & EEO Officer	3. Leon Breeden: Deputy EEO Officer
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4. Celina Fletcher-Serrant: Assistant EEO Officer & Diversity Training Liaison		5. Bijan Vafegh: Assistant EEO Officer		6. Samantha Chan: EEO Legal Assistant	
Completed EEO Trainings:						
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" 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 checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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	Cecillia Shepard: Diversity & EEO Officer Designee		

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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
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input checked="" 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
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" 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
10. Understanding CEEDS Reports				

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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 1st Quarter FY 2024*

<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>
Chief Diversity & EEO Officer/Director	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Deputy EEO Officer OR Co-EEO Officer	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel	30% 100%	LBreeden@law.nyc.gov SSpence@law.nyc.gov	212-356-1055 212-356-3290
Chief Diversity & Inclusion Officer	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Assistant EEO Officer	Celina Fletcher-Serrant Bijan Vafegh	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	cefletch@law.nyc.gov bjvafeg@law.nyc.gov	212-356-3294 212-356-2602
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Karlyne Fequiere	Assistant Corporation Counsel	100%	Kfequier@law.nyc.gov	212-356-5010
ADA Coordinator					

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Disability Rights Coordinator	Leon Breedon Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel		LBreedon@law.nyc.gov SSpence@law.nyc.gov	
Disability Services Facilitator					
55-a Coordinator					
Career Counselor	Lillian Evans	Assistant Corporation Counsel		lievans@law.nyc.gov	(212) 356-2446
EEO Counselor	Arlene Aikens Danielle Boccio Marilyn Campbell Diane Meminger Rosemarie Peyton Charles Rott	Workers Comp Benefits Examiner III Assistant Corporation Counsel Claims Specialist III Assistant Corporation Counsel Assistant Corporation Counsel Assistant Corporation Counsel		aaikens@law.nyc.gov dboccio@law.nyc.gov mcampbel@law.nyc.gov dmeminge@law.nyc.gov rpeyton@law.nyc.gov crott@law.nyc.gov	(718) 724-5435 (718) 558-2269 (212) 356-3297 (718) 410-2730 (212) 356-3222 (718) 780-2530
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Celina Fletcher-Serrant	Assistant Corporation Counsel	100%	cefletch@law.nyc.gov	212-356-3294
Other (specify) Diversity & EEO Officer Designee	Cecillia Shepard	Assistant Corporation Counsel	10%	ceshepar@law.nyc.gov	212-356-3123
Other (specify) EEO Assistant	Samantha Chan	Legal Secretarial Assistant	100%	samchan@law.nyc.gov	212-356-2402

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