

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>NEW YORK CITY LAW DEPARTMENT</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input checked="" type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022	
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: August 3, 2022			
FOR DCAS USE ONLY:		Date Received:	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. For Q2, Q3 and Q4 use previous quarter’s submission to update, retaining all information for the prior quarters]

1. Please save this file as ‘**XXXX Quarter X FY 2022 DEEO Quarterly Report.Part I**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. [NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.]
4. Please save the Excel file as ‘**XXXX Quarter X FY 2022 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): 4/12/22 No
 By e-mail
 Posted on agency intranet
 Other: _____

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

Annually, the agency awards the Jane M. Bolin Diversity Leadership Award recognizes and celebrates the outstanding contributions and significant impact by an exceptional member of the Law Department in promoting and advocating the diversity goals of the Law Department. This award was given in the 2nd quarter. The agency’s committees host a number of diversity events throughout the year.

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 1728 Q2 (12/31/2021): 1641 Q3 (3/31/2022): 1594 Q4 (6/30/2022): 1593

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

Yes , On (Date): 11/18/21 Yes , again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year) Agency’s intranet site
 Newsletters and internal Agency Publications On-boarding of new employees

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

Yes , On (Dates):

Q1 Review Date: 10/12/21 Q2 Review Date: 1/3/21 Q3 Review date: 4/22/22 Q4 Review date: 4/22/22

The review was conducted with:

<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources
<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head
<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel
<input checked="" type="checkbox"/> Other - <u>EEO Officer</u>	<input checked="" type="checkbox"/> Other <u>EEO Officer</u>	<input checked="" type="checkbox"/> Other <u>EEO Officer</u>	<input checked="" type="checkbox"/> Other <u>EEO Officer</u>
<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none">• Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will address underutilization in FY 2022 by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations. <input checked="" type="checkbox"/> Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts. 	<p>The agency will continue to be informed by the quarterly workforce dashboard when planning recruitment activities and participating in OCI/job fairs/bar association events, etc.</p> <p>The Corporation Counsel, EEO office, Recruitment and Human Resources initiated and collaborated to launch a high school pipeline program at the Law Department. This quarter the agency interviewed and ultimately hired 8 high school students to intern during the summer at the agency’s 100 Church Street location. The program was made possible through a community partnership with Pencil Ladders for Leaders.</p>	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>The agency will continue to implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:</p> <p><input checked="" type="checkbox"/> Encourage agency employees to take promotional civil service examinations</p>	<p>Emails regarding vacancies are continuously circulated to the agency by the Career Counselor.</p> <p>Exams and schedules are posted on the agency electronic board throughout the office</p> <p>Support Professionals are encouraged via agency communications to take civil service examinations, so that they can seek open competitive or promotional opportunities. Emails with exam announcements, posting schedules and links are sent. Exam announcements and posting schedules are displayed on the agency office multimedia screens.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The agency will implement the following initiatives to develop and retain employees:</p> <p><input checked="" type="checkbox"/> Institute coaching, mentoring and cross training programs.</p> <p><input checked="" type="checkbox"/> Implement initiatives to improve the personal and professional development of employees.</p> <p><input checked="" type="checkbox"/> Conduct assessment to ensure pay and promotions are equitable.</p>	<p>Coaching Collaborative: The Coaching Collaborative held its fourth quarter meeting on 5/11/2022. The meeting focused on preparations for implementing changes to the annual attorney evaluation process. The new evaluation process focuses on communication between supervisor and supervisee, professional development, positive and constructive feedback, and interrupting biases. The new evaluation process is an effort to improve the personal and professional development of employees by engaging with them directly and specifically regarding performance and moving away from evaluation systems that prioritize scoring over communication, team-building, growth, inclusion and support.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>Mentoring Program Professional and Organizational Development sent an agency-wide invite via email for this year’s Mentorship program which launched on 1/6/2022. All employees were invited to sign up for a mentor. This year’s mentoring group theme is Career Skills. On 3/29/22, the mentoring group hosted a guest speaker, Lani Siversides, educator and psychology coach for a discussion/presentation on goal setting in a professional environment. During the fourth quarter, participants in the mentorship program continued to engage independently. Planning for a Diversity and Inclusion Mentorship circle</p> <p>Leadership Training for Managers of Support Professionals Bringing Inspirational Leadership Training for Supervisors conducted by Professional and Organization Development in partnership with the agency Career Counselor. The training is held in two parts. The second part was held this quarter on 3/8/2022. The training is designed to teach supervisors to lead with more inclusive practices. A two-part training series was also delivered during</p>				
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	<p>the 4th quarter on 6/9/2022 and 6/16/22.</p> <p>Training Consortium: The Training Consortium held its third quarter meeting on 3/3/2022. The fourth quarter meeting was held on 6/29/2022.</p>				
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Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

A review of the FY 2022 workforce report for the 4th quarter was conducted. The report revealed some underutilization in job groups with a significantly low headcount total such as Administrators, Building Services, Health Professionals, and Public Relations which currently have 2 employees each. Underutilization was also identified this quarter in the Managers, Management Specialists, Science Professionals, Lawyers, Technicians, Clericals, Clerical Supervisors, Para Professional Occupations, and Transportation job groups. The EEO office is continuing to review the trends identified on the dashboard and engaging in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups. The EEO office meets weekly with Recruitment and Personnel to discuss hiring trends, retention concerns and efforts to improve diversity. With regards to underutilization in management and attorney job groups, the EEO Office has been working with Recruitment to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ● Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency takes initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.</p> <p><input checked="" type="checkbox"/> Promote employee involvement by supporting Employee Resource Groups (ERGs).</p> <p><input checked="" type="checkbox"/> Agency sponsors focus groups, Town Halls and learning events on race, equity and inclusion.</p> <p><input checked="" type="checkbox"/> Agency keeps employees informed of the EEO complaint and reasonable accommodations processes, and circulate DCAS EEO Complaint Procedural Guideline and Reasonable Accommodations Procedural Guidelines.</p> <p><input checked="" type="checkbox"/> Agency ensures that its workplaces post anti-hate or anti-discrimination posters.</p>	<p>The Law Department will continue to enhance diversity, inclusion, and equity in the workplace though the professional development of its leaders and employees. The agency will also enhance the workplace through its support of and participation in agency work-life programming led by its senior leadership, department committees and collaboratives.</p> <p>This quarter, the agency’s new Chief Diversity & EEO Officer met with the chairs of all the Employee Resource Groups to continue to offer support for all of the group’s activities and proposals on 5/23/22. Meetings with the Chief EEO Officer are scheduled quarterly. However, additional meetings are held as needed to enhance work-life. Planning for the open</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>

	<p>application period for the agencies committed ERGs was initiated.</p> <p>During Q4, two new sub-committees, the Mental Health and Wellness Subcommittee and the Caregivers Working Group Subcommittee were created. They were welcomed under the umbrella of the agency’s Quality of Work life Committee.</p> <p>The EEO office delivers EEO Management Training as needed and collaborates with other the Professional and Organizational Development Team to enhance and support existing Management and DEI Training. During the third quarter, 2/8/2022, the EEO office conducted supervisor training with group of new and senior managers.</p> <p>During the 4th quarter, updates were made to the agency’s EEO intranet page to reflect the updated EEO organizational chart and EEO staff contact information, the updated City “at a glance” charts, and the updated 2021 Citywide EEO brochures. The Chief EEO Officer announced the updated page and sent out the link via email to agency. Training materials for orientation programming</p>				
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	<p>was also updated. On 5/12/2022, the EEO office gave a virtual presentation, open to the agency, on EEO Complaint and Reasonable Accommodation policies and procedures.</p>				
<p>In FY 2022, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:</p> <p><input checked="" type="checkbox"/> Exit interview or surveys developed by the agency</p>	<p>Exit interviews for employees continue on an ongoing basis. Evaluation of exit trends and development of strategies to address any targeted issues are done on an ongoing basis.</p> <p>Weekly meetings between EEO and Human Resources and EEO and Recruitment are held to discuss hiring trends, retention concerns and efforts to improve diversity.</p> <p>The EEO office will be meeting with Division Chiefs to review practices affecting recruitment, retention and advancement of persons in underrepresented groups. Recommendations for improvement will be made. These meetings are still planned.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p><input checked="" type="checkbox"/> The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):</p> <p>1. Collaboration with OATH to deliver “How Leaders Build Consensus” training to managers</p> <p>2. Develop and update training/programming to reflect the results of the exit surveys</p>	<p>Group and one-on-one check ins with September 2021 Entry class were conducted. Check-in discussions with EEO Office, Recruitment, Professional Development and Executive Staff members were held. Feedback regarding onboarding, training, work-life, and workload was exchanged. The integration of these discussions into orientation programming reflects feedback received from surveys.</p> <p>Executive Office Hours have been implemented on a rolling monthly schedule, executives are available for questions and present on agency wide topics of interest On 3/24/22, 4/6/22 and 5/12/22, Executive Office Hours were held Agency -wide to provide information and increase transparency on staff transfer processes and EEO procedures.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>The Department’s Committees continue to plan various initiatives during throughout the fiscal year. This quarter the committees hosted a celebration for AAPI Heritage Pride Month, Juneteenth, and Caribbean-American Heritage Month. The agency celebrated Asian American and Pacific Islander Heritage Month with an event featuring Frank Wu, the President of Queens College held on 5/27/2022. The LGBTQ+ Pride Month Celebration, featured Dr. Julian Watkins, Health Equity Advisor at the NYC Department of Health and Mental Hygiene on 6/16/22. On 6/21/22, the agency held a Juneteenth Celebration Event. Later in the month, the Corporation Counsel, sent a</p>					

message marking Caribbean Heritage Month and advising of the agency's first Caribbean Heritage Month celebration which was held on 6/28/2022. The event featured Vanessa L. Gibson, Bronx Borough President and our Corporation Counsel Judge Sylvia Hinds-Radix also participated as a guest speaker.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
In FY 2022, the agency will: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Promote participation with minority and women owned business enterprises (MWBEs). 	During the 3 rd and 4 th Quarters, the EEO office began building a relationship with a minority, women owned business to explore DEI training and consulting for employees. We hope to work with this M/WBE certified business soon.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

The Law Department's Community Service Committee is comprised of attorneys and support professionals from across the entire office and whose mission is to promote opportunities for all Law Department employees and their friends and family to serve "the Common Good" in and outside of the office. The Committee organizes diverse and inclusive community service events each year that foster a sense of collegiality and collaboration amongst Law Department staff throughout all Law Department offices and the City. The Committee served the community by way of the following events.

On 5/4/22, the Community Service Committee participated in the 2022 AIDS Walk in Central Park.

The 3rd Quarter “Souperbowl” event to support City Harvest launched by the Community Service Committee was praised by letter from City Harvest, dated 5/9/2022, for collecting 1,600 pounds of food.

From 6/13/22 to 6/15/22, the Community Service Committee partnered with the Women’s Committee and planned a Children and Young Adult Book Drive for Brooklyn Book Bodega (BBB), collecting donated books for youth ages 0-18 that will be distributed to low-income families in Brooklyn through BBB’s community events to help ensure that all families have access to books.

D. EQUITY and RACE RELATIONS INITIATIVES:

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

The EEO office is currently in the process of engaging an external partner to deliver DEI training that will address topics such as race, equity, microaggressions, interrupting biases, inclusive workplace practices, and inclusive leadership. We hope to begin training this fall.

The EEO Office meets on a weekly basis with Recruitment to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes in an effort to improve equity in hiring.

The Professional and Organizational Development Team has included as part of its orientation program for new hires a program aimed at introducing and facilitating communication and understanding around DEI. The program features an introductory courageous conversation around issues of race relations, assumptions, and biases. The team, in collaboration with the EEO team, will continue to include the program in the attorney entry class orientation schedule.

The Law Department launched “Sidebar”, an agency newsletter designed to provide office updates and spotlight key events, programs and DEI activities.

An article raising awareness of Autism Acceptance Month was shared agency-wide by the Law Department’s Director of Internal Communications.

Again, many 4th quarter diversity celebrations were held. The agency celebrated Asian American and Pacific Islander Heritage Month with an event featuring Frank Wu, the President of Queens College held on 5/27/2022. The LGBTQ+ Pride Month Celebration, featured Dr. Julian Watkins, Health Equity Advisor at the NYC Department of Health and Mental Hygiene on 6/16/22. On 6/21/22, the agency held a Juneteenth Celebration Event. Later in the month, the Corporation Counsel, sent a message marking Caribbean Heritage Month and advising of the agency’s first Caribbean Heritage Month celebration which was held on 6/28/2022. The event featured Vanessa L. Gibson, Bronx Borough President and our Corporation Counsel Judge Sylvia Hinds-Radix also participated as a guest speaker.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will implement the following recruitment strategies and initiatives in FY 2022:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review policies, procedures, and practices related to targeted outreach and recruitment. <input checked="" type="checkbox"/> Review underutilization in job groups to inform recruitment efforts. <input checked="" type="checkbox"/> Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment. <input checked="" type="checkbox"/> Put in place an operating, up-to-date, accessible website, mobile application and 	<p>Policies, procedures, and practices related to targeted outreach and recruitment are reviewed.</p> <p>Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.</p> <p>Update and post attorney vacancy announcements on the agency website.</p> <p>Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.</p> <p>Post ALL vacancies on NYC Careers. Ensure that agency personnel involved in both the discretionary and the civil service</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>social media presence related to EEO protection and rights.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Currently in operation. (website only) <input checked="" type="checkbox"/> Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging. <input checked="" type="checkbox"/> Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients. <input checked="" type="checkbox"/> Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov <input checked="" type="checkbox"/> Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Structured Interviewing training <input checked="" type="checkbox"/> Unconscious Bias training <input checked="" type="checkbox"/> Assess recruitment efforts to determine whether such efforts adversely impact any particular group. 	<p>hiring process have received structured interviewing training.</p> <p>Unconscious bias training for all employees involved in hiring processes.</p> <p>Assess recruitment efforts to determine whether such efforts adversely impact any particular group.</p> <p>Support professional vacancies are also sent agency wide via email and posted in NYCAPS, which in turn employees are able to access via ESS.</p>				
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		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

The EEO Office has been working with Recruitment to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.

This quarter, the Recruitment Office invited employees with existing bar association memberships and community organization relationships to assist the agency with its goals of increasing opportunities to recruit candidates from underrepresented groups.

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	1	U-1	M ___ F <u>1</u> N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns			M ___ F ___ NB ___ O ___ U ___
5. Other (specify):	58	A-16 B- 7 H- 5 W-23 NA- 1 U-4 O- 2	M _24_ F _34_ NB _ _ O _ U _
<i>Additional Comments:</i>			

C. 55-A PROGRAM

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

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

Q1 (9/30/2021): 2 Q2 (12/31/2021): 1 Q3 (3/31/2022): 1 Q4 (6/30/2022): 1

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] 0 .

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 1 participants left the program due to retirement.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of 0 [number] new applications for the program were received.

During the 4th Quarter 0 participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: Yes No
 in training sessions: Yes No
 on the agency website: Yes No
 through an agency newsletter: Yes No
2. Reached out to engage and consult with the Citywide 55-a coordinator regarding a targeted recruitment event to fill vacancies with 55-a candidates.
3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.
Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).	The EEO office continues to convene with all recruitment and hiring stakeholders to review structured interviewing practices, including a review of question templates and training materials. Divisions were asked to submit the templates that they use for interviewing processes for review. Recruitment will conduct an audit of existing interview questions for consistency and uniformity.
Promote employee awareness of opportunities for promotion and transfer within the agency.	The Career Counselors for both attorneys and support professionals regularly circulate notifications for promotional and transfer opportunities by agency wide email.
Arrange for agency wide notification of promotional and transfer opportunities.	The Career Counselors for both attorneys and support professionals regularly circulate notifications for promotional and transfer opportunities by agency wide email.
Encourage the use of training and development programs to improve skills, performance and career opportunities. <input checked="" type="checkbox"/> Provide information to staff on both internal and external Professional Development training sources.	DCAS training and development opportunities are shared with the agency by email as well as internal and other external training opportunities.

<p><input checked="" type="checkbox"/> Explain the civil service process to staff and what it means to become a permanent civil servant.</p>					
<p>Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.</p>	<p>Agency electronic bulletin screens showcase informational flyers that contain vacancy announcements, civil service exam schedules and other career development information.</p>				
<p>Assist employees and Job Training Program participants in assessing and planning to develop career paths.</p>	<p>The Career Counselors are available to speak with any employee regarding career development. The Career Counselor for Support Professionals and Personnel distribute information regularly about upcoming training, civil service exams, vacancies, and promotional opportunities.</p>				
<p>Other: Provide resources and support for targeted job searches, review of techniques to promote career growth and deal with change</p>	<p>The agency promotes workshops and external programs that provide opportunities for attorneys and support professionals to enhance their legal training, writing and communication skills.</p>				
<p>During this Quarter the Agency activities included:</p>		<p>Q1</p>	<p>Q2</p>	<p>Q3</p>	<p>Q4</p>
	<p># of Vacancies</p>	<p># <u>172</u></p>	<p># <u>133</u></p>	<p># <u>363</u></p>	<p># <u>271</u></p>
	<p># of New Hires</p>	<p># <u>84</u></p>	<p># <u>39</u></p>	<p># <u>28</u></p>	<p># <u>126</u></p>
	<p># of New Promotions</p>	<p># <u>2</u></p>	<p># <u>35</u></p>	<p># <u>14</u></p>	<p># <u>5</u></p>

VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

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

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

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

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

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

<p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p>Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p><input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p>
<p>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</p>

E. LOCAL LAW 101: CLIMATE SURVEY

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

<p><i>Describe any follow-up measures taken to address the results of the 2018 Climate Survey:</i></p> <p>None during this quarter</p> <hr/>
<p><i>Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):</i></p> <p>Not yet received</p> <hr/>

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

APPENDIX: NYC LAW DEPARTMENT EEO PERSONNEL DETAILS
EEO PERSONNEL FOR FOURTH QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Cecelia Shepard, EEO Officer Designee	2.	3.
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: May 2022	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. Cecelia Shepard, EEO Officer Designee	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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Other: (specify %): 10%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last <u>TWO</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):			
Name & EEO Role	1. KARLYNE FEQUIERE, Chief EEO Officer	2. Shanel Spence, Deputy EEO Officer	3. Leon Breedon, Deputy EEO Officer
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <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 <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<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	<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
Name & EEO Role	4. Cecelia Shepard, EEO Officer Designee	4.	5.
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability 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 <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 <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 type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEEDS Reports	<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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

B. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN LAW DEPARTMENT AS OF SECOND QUARTER FY 2022 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Karlyne Fequiere	Assistant Corporation Counsel		kfequier@law.nyc.gov	212-356-5010
<u>Deputy EEO Officer OR Co-EEO Officer</u>	Shanel Spence	Assistant Corporation Counsel		sspence@law.nyc.gov	212-356-3290
<u>Chief Diversity & Inclusion Officer</u>	Karlyne Fequiere	Assistant Corporation Counsel		kfequier@law.nyc.gov	212-356-5010
<u>Diversity & Inclusion Officer</u>	Karlyne Fequiere	Assistant Corporation Counsel		kfequier@law.nyc.gov	212-356-5010
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Muriel Goode-Trufant	Managing Attorney		mgoodetr@law.nyc.gov	212-356-2200
ADA Coordinator	Leon Breeden/ Shanel Spence	Admin Staff Analyst-Non Manager/ Assistant Corporation Counsel		lbreeden@law.nyc.gov sspence@law.nyc.gov	212-356-1055 212-356-3290
Disability Rights Coordinator	Karlyne Fequiere/ Leon Breeden/ Shanel Spence	Assistant Corporation Counsel/ Admin Staff Analyst-Non Manager/ Assistant Corporation Counsel		kfequier@law.nyc.gov lbreeden@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-1055 212-356-3290
Disability Services Facilitator	Leon Breeden/ Shanel Spence	Admin Staff Analyst-Non Manager/ Assistant Corporation Counsel		lbreeden@law.nyc.gov sspence@law.nyc.gov	212-356-1055 212-356-3290
55-a Coordinator	Tiffany Parker	Staff Analyst		tparker@law.nyc.gov	212-356-2022

Career Counselor	Tiffany Parker	Staff Analyst		tparker@law.nyc.gov	212-356-2022
EEO Counselor					
EEO Investigator	Shanel Spence	Assistant Corporation Counsel		sspence@law.nyc.gov	212-356-3290
EEO Counselor\ Investigator					
Investigator/Trainer	Karlyne Fequiere	Assistant Corporation Counsel		kfequier@law.nyc.gov	212-356-5010
EEO Training Liaison	Karlyne Fequiere	Assistant Corporation Counsel		kfequier@law.nyc.gov	212-356-5010
Other (specify) Assistant	Nakisha Coulter-Guillory	Clerical Associate Level 4		ncoulter@law.nyc.gov	212-356-2402
Other (specify) EEO Officer Designee	Cecelia Shepard	Assistant Corporation Counsel		cshepard@law.nyc.gov	212-356-3123

* 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.