

OATH FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS (OATH)</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023			<input type="checkbox"/> 2 nd Quarter (October – December), due November 17, 2023
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024			<input type="checkbox"/> 4 th Quarter (April -June), due July 15, 2023
Prepared by:			
Sharina DeRoberts	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	EEO Officer		sderoberts@oath.nyc.gov
Name	Title	E-mail Address	
Date Submitted: <u>12/19/23</u>			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

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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):
_____ 1/4/23 _____ No

By e-mail
 Posted on agency intranet and/or
website
 Other _____

II. Recognition and Accomplishments

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

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

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

III. Workforce Review and Analysis

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

Q1 (9/30/2023): _____ 772 _____ Q2 (12/31/2023): _____ Q3
(3/31/2024): _____ Q4 (6/30/2024): _____

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

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

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

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

Yes - on (Dates): Q1 Review Date: 10/18/23 Q2 Review Date: _____
 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | |
|---|--|--|
| <input checked="" 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"/> Human Resources | |
| <input checked="" type="checkbox"/> General Counsel | <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 _DC for Administration_____ | <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.

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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). **Please list goals individually, and report on the steps your agency has taken to meet the goal underneath the respective goal.**

1. Continue to recruit on forums that could attract applicants from various racial, religious, ethnic background.
2. Continue to promote existing staff into roles and titles that align with their skills and contributions, create new opportunities for individual development, and reduce attrition risks.
3. Encourage current staff to apply for leadership roles.
4. Encourage participation in professional development courses.
5. Strengthen practices around feedback and performance evaluations so that staff receive information about their performance and areas for development.
6. Commissioner-led review of compensation to identify areas where compensation levels across similar titles and duties can be improved.

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 this quarter, the Agency continued to recruit from various forums to attract a diverse pool of candidates. A review of our CEEDS reports, showed a slight increase in the number of new employees who identify as Asian. This can be seen as a direct result of our efforts to reach out to affinity groups such as the South Asian Bar Association.

Workforce Goal #1 Updates:

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

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 this quarter, the Agency promoted 28 existing staff into roles and titles that align with their skill sets. OATH will continue to seek talent from within especially during the fiscal crisis.

Workforce Goal #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

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 this quarter, the Agency encouraged staff to apply for leadership roles. Some of these roles directly corresponded with promotions.

Workforce Goal #3 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

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?

Given the fiscal crisis, the Agency continues to seek talent within its workforce and promote qualified staff to new positions and encouraging individual professional development. Employees are encouraged to participate in professional development courses, and these opportunities are shared via our Agency Newsletter or Agency wide Bulletins. These actions have led to increased employee morale and satisfaction.

Workforce Goal #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

2. Strengthen practices around feedback and performance evaluations so that staff receive information about their performance and areas for development

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 Commissioner has been proactive in encouraging all Managers and Supervisors to meet with their employees before their annual performance evaluations to give them the opportunity to provide informal feedback and highlight areas where they can improve. This approach will give employees an opportunity to know what areas need improvement and have time to address these and avoid a negative evaluation. The effectiveness of these actions will be determined after employees are formally evaluated.

Workforce Goal #5 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. Commissioner-led review of compensation to identify areas where compensation levels across similar titles and duties can be improved.

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 FY 24, the Commissioner conducted a comprehensive review of all employee's compensation. Where significant disparities existed between similar titles and duties, these were corrected to reflect the same or closely the same, compensation for those staff members affected. Employee morale improved as a direct result of this assessment.

Workforce Goal #6 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

1. Efforts to reduce Workforce underutilization:

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

A quarterly review of our CEEDS data shows that the Agency currently has no underutilizations to address. In fact, the Agency has reported no underutilizations for several quarters.

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).

1. In FY 2024, OATH created the Fun@Work Committee with 16 volunteers from all our locations and across all divisions. So far in FY 2024, the committee has held 6 events. In September, we had a Show Your Colors Day to kick off the NFL season. Employees were encouraged to wear their favorite team jerseys. In October we had a Breast Cancer Awareness Day, and Domestic Violence Awareness Day. Looking forward, in November, the committee has planned a Diabetes Awareness Day, Thanksgiving/ Holiday Potluck at all our OATH locations, and in December we are hosting an Ugly Sweater Day. These events will continue throughout FY 2024 and allows employees to get together to organize fun employee activities with the purpose of promoting employee morale, inclusivity, and workplace culture.
2. OATH also created the Special Events Committee. This committee meets throughout the year to organize employee events such as employee recognition, staff appreciation, and customer service week.
3. OATH also created a Caregiver Committee. This committee will serve as a peer support and resource group for parents and caregivers to share experiences,

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exchange ideas, and connect with other caregivers at OATH to discuss experiences, exchange ideas, and bond over the joys and challenges of being caregivers.

- OATH leadership and staff hold a variety of teambuilding opportunities for staff to connect and build community. These include large events (such as an agency-wide outing to a local sports event) to smaller opportunities (such as school/team pride day and ice-cream social events).

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?

The various committees have given employees an opportunity to work together and organize events throughout the Agency. These events as noted above, have increased employee morale and staff have been able to meet other employees in different locations and divisions. Pictures of the events are included in our Employee Newsletter and employees have provided positive feedback on its successes. The Commissioner has fully supported these events and has encouraged all leadership to support their staff members organizing these events and participating when they can.

Workplace 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		

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?

The Special Events committee recently held an employee recognition event for 20 employees who were selected based on their exemplary performance. The Commissioner presented each staff member with an award and expressed his

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gratitude for all their hard work. These employees felt recognized and were appreciative of the ceremony.

Workplace Goal #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

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?

The Caregiver committee has held several meetings to discuss the challenges and joys of care giving. In the coming months, this committee will organize "Bring your child to work day." An informal survey of employees was taken, and the overwhelming majority was supportive of this event and looking forward to bringing their kids to the office and fully participating.

Workplace Goal #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

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences

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and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

OATH will continue to engage with its employees to promote good morale and a more fun and equitable work environment. Agency Wide events have been well received among staff and the Commissioner has been an active participant in these events. As with all our events, we evaluate the effectiveness of these actions by the number of participants who join and by circulating ideas about other events that others are interested in.

Workplace Goal #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

Other Workplace Activities:

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

Each month, through our Employee Newsletter, the Agency celebrates heritage months by including information about events and other city resources. The Newsletters also include any updates to EEO laws. In July 2023, our Newsletter highlighted Pride Month and Black Women’s Equal Pay Day. The July issue also notified all employees about the added protected categories of Height and Weight discrimination.

Our August 2023 Newsletter included information about Mom’s Equal Pay Day, Women’s Equality Day, Native Hawaiian, and Pacific Islander (NHPI) Equal Pay Day, End Street Harassment: A New York City Resource Guide, August is National Breastfeeding Month, and August is National Wellness Month.

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Our September 2023 Newsletter highlighted Hispanic Heritage Month and National Preparedness Month.

Additionally, the Commissioner has circulated Agency Wide bulletins that correspond with a particular Heritage month each month.

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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).

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

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?

In July 2023, OATH participated in several community events which included: OATH@theMALL with Congress Member Grace Meng, Senator John Liu, Assembly member Ron Kim, and Council member Sandra Ung, COURTESy in conjunction with JASA, outreach to older adults at Scheuer House, Outreach @ the Beach with Council Member Marjorie Vasquez & Assembly Member Mike Benedetto.

In August 2023, OATH participated in OATH School at the Pool with Council Member Alexa Aviles in Brooklyn, OATH School at the Pool with Council Member Joseph Borelli in Staten Island, OATH School at the Pool with Council Member Rafael Salamanca, Jr. in the Bronx, In the Park Before Dark with Council Member Christopher Marte, and OATH @ Office with Assembly Member Brian Cunningham in Brooklyn.

In September 2023, OATH OATH-AID (Assistance in District), with the Asian-American Federation in Queens, Summer Mobile Office with New York State Assembly Member Khaleel M. Anderson in Queens, and COURTESy (Court Education for Seniors) at JASA Rockway Park Older Adult Center.

Our Public Affairs team evaluates the effectiveness of our outreach events by the feedback they receive from constituents and Council Members. Many of our outreach events are done multiple times across all 5 boroughs based on demand.

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

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

During this quarter, the CCCR staff gathered to participate in a day-long retreat. The day provided an opportunity for community building, celebration of accomplishments, and strategic planning for the upcoming fiscal year.

Also, during this quarter, CCCR hosted four pre-law students from Ewha Women’s University in Seoul, Korea, for lunch, and discussed ADR and mediation in Korea and in New York City and State.

In August 2023, CCCR hosted 25 members of University of Fortaleza’s Mediation Program at Columbia Law School. In 2013, Brazil’s federal courts received a mandate to include ADR in their court systems. Since then, participants have been visiting NYC each year to deepen their learning in mediation and ADR.

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

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Community Goal #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. OATH's Pro Bono Programs recruit nonprofit legal assistance groups to assist and represent low-income New Yorkers who receive summonses either from the Department of Buildings, the Taxi & Limousine Commission, or the Port Authority. These legal assistance groups have attorneys that will represent these residents at no cost at hearings conducted at OATH. These efforts occur in all five boroughs and these pro bono programs have saved the New Yorkers who are represented by a pro bono attorney, thousands of dollars in penalty violations. Also in OATH's Trials Division, OATH has recruited a law firm to provide pro bono services to motorists who seek to have their vehicle returned after the car was seized by the NYPD as part of an arrest. This program uses the pro bono attorneys to negotiate settlements with the NYPD to get the vehicles back upon a showing of no involvement by the owner in the initial arrest. The success of this program has allowed these vehicle owners to retain use of their means of transportation

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?

OATH's Pro-Bono program helps every New Yorker with free legal representation. To evaluate the effectiveness of this program, the Agency compiles data of Help Sessions where a Pro-Bono attorney is requested. The Agency also compiles data on the amount of money that is saved in penalty violations.

Community Goal #3 Updates:

- Q1 Update: Planned Not started Ongoing Delayed
 Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed
 Deferred Completed

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Q3 Update: Planned Not started Ongoing Delayed
 Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed
 Deferred Completed

4. OATH's Help Center employs a diverse group of Procedural Justice Coordinators, many of them bilingual, whose mission is to assist unrepresented members of the community navigate the summons process and assist them in whatever their native language is.

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?

OATH's Help Center conducted over 38,000 help sessions in FY 23. These help sessions help New Yorkers who have received a summons, navigate the process easily. Moreover, Help Center staff completed over 8,000 requests for interpretation services in FY 23. The Help Center is committed to ensuring that their services are equitable and available to anyone who seeks assistance.

Community Goal #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

1. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services,

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community fairs, etc.) and describe them, including the dates when the activities occurred.

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.

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?

1. Removal of words/phrases that would deter older/younger applicants

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

OATH is committed to equity. By removing words or phrases that may deter applicants, OATH is proactively thinking about our recruitment and retention and creating an inclusive workplace environment.

Equity, Inclusion and Race Relations Initiative #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

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Q4 Update: Planned Not started Ongoing Delayed
 Deferred Completed

- Attendance at DCAS sponsored hiring halls to attract applicants from various racial, ethnic or religious backgrounds

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

In FY 23, OATH attended several hiring halls sponsored by DCAS. Through these events, the Agency was able to hire from a diverse pool of candidates. Once these hiring halls resume, OATH will look forward to participating.

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

- Through OATH's internal newsletter and Commissioner communications, OATH recognizes diversity-related days and heritage months, educates staff on the significance of these and uses the opportunity to highlight the importance of diversity in our workforce and City.

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

Every month, the Commissioner celebrates heritage months by sending out Agency Wide bulletins with information to all staff about the different holidays, and events. These bulletins serve to celebrate and educate others on various groups' histories and contributions to American History. The Commissioner also takes this opportunity to help us understand our own cultures and identities as

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well as the cultures of others.

In our Employee Newsletter, staff are encouraged to submit photos of their family =y traditions and share how they celebrate their heritage. The willingness of employees to share their cultures via newsletter submissions, is a reflection of the importance of this initiative and it has been well received amongst staff.

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

4. OATH is also conducting a review of certain public-facing materials to ensure the usage of gender-neutral terminology.

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

OATH is committed to being inclusive. The use of gender-neutral terminology demonstrates respect for people of all backgrounds, genders, and beliefs.

Equity, Inclusion and Race Relations Initiative #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

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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. In FY 2024, OATH will continue to conduct proactive outreaches for our legal positions such as reaching out to local law school career offices and bar association, leveraging social media and professional networks to publicize openings, and expanding our recruitment sources.

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?

Once we can hire, OATH will continue to be proactive and reach out to affinity groups and different bar associations. In the past, these recruitment efforts have resulted in hires.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed
	<input checked="" 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. Our quarterly review of our underutilization reports will continue to drive our recruitment

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efforts as needed.

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

During this quarter, OATH reported to underutilizations. Quarterly reviews of our CEEDS reports will continue and if underutilization is reported, the Agency will adjust our recruitment efforts.

Recruitment Initiatives/Strategies #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. In FY 2024, OATH will continue to encourage Structured Interview Training and Unconscious Bias Training for Hiring Managers.

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

OATH recognizes the importance of structured interviewing in the hiring process. As a result, OATH routinely encourages its Hiring Managers to take DCAS offered trainings. In the past, the EEO Officer has sat in on interviews to evaluate the effectiveness of these actions. In FY 24, these efforts will continue.

Recruitment Initiatives/Strategies #3 Updates:

- Q1 Update: Planned Not started Ongoing Delayed
 Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed
 Deferred Completed

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Q3 Update: Planned Not started Ongoing Delayed
 Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed
 Deferred Completed

4. 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

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0.00			
Brooklyn	\$0.00			
Manhattan	\$0.00			
Queens	\$0.00			
Staten Island	\$0.00			

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C. Recruitment Sources

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

1. City Bar Associations and Professional Organizations
2. Minority Bar Associations
3. Network of Bar Leaders (NBL)
4. Affinity Bar Collective
5. Postings of social media: LinkedIn, Monster, Glassdoor, Smart Recruiters, Simply Hired
6. Attending Career Fairs
7. Law Student Groups¹

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:

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

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

2. Public Service Corps Total:

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

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

3. Summer College Interns Total: 3

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Race/Ethnicity* [#s]: Black__1_ Hispanic__2 Asian/Pacific Islander__ Native American__ White__1_ Two or more Races__

Gender* [#s]: M__1__ F__2__ N-B__ O__ U__

4. Summer Graduate Interns Total: 5

Race/Ethnicity* [#s]: Black__ Hispanic__1_ Asian/Pacific Islander__2_ Native American__ White__2_ Two or more Races__

Gender* [#s]: M__2 F__3_ N-B__ O__ U__

5. Other-CS Pathway Fellows Total: 2

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__ Native American__ White__2_ Two or more Races__

Gender* [#s]: M__1_ F__1_ N-B__ O__ U__

Additional comments:

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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.

- 1. Career Counseling:** Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. In addition, the Career Counselor will: maintain knowledge of the civil service system and respond to inquiries regarding how to apply for civil service exams and/or positions in civil service titles that relate to the employee's intended career path, maintain knowledge of training and professional development programs offered by the agency to encourage the use of these programs to improve skills, performance, and career opportunities, maintain knowledge of approved job vacancies within the agency and navigate inquiries from employees on how to apply for these positions, and actively review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

 - 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.** The Deputy Commissioner for Administration and the Commissioner are in discussions of creating an Executive focused training for OATH's direct reports to the Commissioner. The idea will be to have a championing of DEI principles from the top so the culture may permeate down to the rest of the agency. Our goals will be to include values statements as well as definitions as to what DEI at OATH will look like. OATH intends to include DEI principles and cultural reformation at the highest levels of the agency, so its values can be trickled down from the top.

 - 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).**
- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.

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- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
 - Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
 - In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
 - Assist the hiring manager if a reasonable accommodation is requested during the interview.
 - Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
 - Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
 - The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
 - Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
 - The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

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5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of
New Hires	# of New Promotions	
	Q1 # <u>32</u>	#
	<u>49</u>	# <u>28</u>
	Q2 # _____	#
	_____	# _____
	Q3 # _____	#
	_____	# _____
	Q4 # _____	#
	_____	# _____

VII. Training

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

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-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.

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

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 (EEPC) or another governmental agency specific to our EEO

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practices.

- The agency is involved in an audit; please specify who is conducting the audit:
_____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 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 1 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:	
Employee's Name & Title	1.		2.	
Nature of change	<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:	
Employee's Name & Title				
Nature of change	<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:	
For New EEO Professionals:				
Name & Title	4.		5.	
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)	
Percent of Time Devoted to EEO	<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)	
Percent of Time Devoted to EEO	<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				
Name & EEO Role	1. Sharina DeRoberts		2. Migdalia Nieves	
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	
2. Sexual Harassment Prevention	<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	
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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				
Name & EEO Role	4.		5.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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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 ___ 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>
EEO Officer/Director	Sharina DeRoberts	<u>Administrative Labor Relations Analyst</u>	<u>100%</u>
Deputy EEO Officer OR Co-EEO Officer	<u>n/a</u>		
Chief Diversity & Inclusion Officer	<u>n/a</u>		
Diversity & Inclusion Officer	<u>n/a</u>		
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Arnab Das</u>	<u>Administrative Staff Analyst</u>	<u>20%</u>
ADA Coordinator	<u>Sharina DeRoberts</u>		
Disability Rights Coordinator	<u>Sharina DeRoberts</u>		
Disability Services Facilitator	<u>Sharina DeRoberts</u>		
55-a Coordinator	<u>Sharina DeRoberts</u>		
Career Counselor	<u>Marcia Grant</u>	<u>Assistant Commissioner for HR</u>	<u>10%</u>

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EEO Counselor			
EEO Investigator			
EEO Counselor\ Investigator			
Investigator/Trainer			
EEO Training Liaison			
Other (specify)			
Other (specify)			

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