

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

OATH

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

Part I: Narrative Summary

Agency Name: OATH

☐ 1st Quarter (July -September), due November 6, 2024

☐ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due May 28, 2025

☒ 4th Quarter (April -June), due July 30, 2025

Prepared by:

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Date Submitted: 8/7/2025

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

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

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

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

1. Please save this file as **"XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): _____ 1/13/25 _____ ☐ No

☒ By e-mail

☐ Posted on agency intranet and/or website

☐ Other _____

II. Recognition and Accomplishments

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

☐ Diversity, equity, inclusion and EEO Awards

☐ Diversity, equity, inclusion and EEO Appreciation Events

☐ Public Notices

☐ Positive Comments in Performance Appraisals

☒ Other (please specify): ____Spotlight in Monthly Employee Newsletter_____

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

There were no appreciation events held during this quarter.

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III. Workforce Review and Analysis

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

Q1 (9/30/2024): ___791___ Q2 (12/31/2024): ___801___ Q3 (3/31/2025): ___814___ Q4 (6/30/2025):
___752___

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

☒ Yes On (Date): ___12/2024___ ☒ Yes (again) on (Date): ___6/6/25___ ☐ No

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

☐ Agency's intranet site

☐ On-boarding of new employees

☒ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates):

Q1 Review Date: ___11/19/24___ Q2 Review Date: ___2/10/25___ Q3 Review date: ___5/8/25___ Q4 Review date:
___7/23/25___

The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☒ Human Resources

☐ Human Resources

☐ Human Resources

☐ Human Resources

☒ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☒ Other _DC for Administration _____

☐ Other _____

☐ Other _____

☐

Other

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☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

A. Workforce:

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

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

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

OATH will continue to recruit on forums that will attract a diverse workforce. During this quarter, there were 12 new hires. 9 out of the 12 new hires were women, and out of the 12;7 were minorities.

During this quarter, Commissioner Rehman continued to actively encourage senior management to promote the Law Clerk and Chief Law Clerk positions within the hearings Division through their social media, bar associations, and alumni

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networks. These additional recruitment efforts yielded various recommendations for the position as well as more exposure for our other attorney positions. The Commissioner also circulated new recruitment flyers for these positions.

Workforce Goal/Initiative #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

During this quarter there were 7 promotions across different departments in the Agency. 6 of these promotions were minorities and women.

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Workforce Goal/Initiative #2 Update:

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

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

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

During this quarter, the Agency promoted 7 internal employees to supervisory roles.

Workforce Goal/Initiative #3 Update:

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

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

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evaluations.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

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

Workforce Goal/Initiative #4 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" 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 checked="" type="checkbox"/> Completed
Q4 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

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

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Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

OATH continues to be committed to a diverse workforce. After saying farewell to our current Silver Stars employee, OATH understands the importance and value of recruiting employees through this program. OATH will continue to post positions for this program and give retired employees an opportunity to contribute their knowledge and expertise to our workforce.

Workforce Goal/Initiative #5 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 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
Q4 Update:	<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

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

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

A review of our latest CEEDS reports, showed that 12 out of our 11 new hires were minorities and women. Our CEEDS reports are reviewed quarterly, and trends are analyzed to ensure that we do not have underutilizations.

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Workforce Goal/Initiative #6 Update:

Q1 Update:	<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
Q2 Update:	<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
Q3 Update:	<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
Q4 Update:	<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

7. Efforts to reduce Workforce underutilization:

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

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

B. Workplace:

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

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

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

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During this quarter, in honor of National Pet Day, the Fun@Work Committee invited OATH staff to play OATH's "I Belong To" matching game. In the game, players were challenged to match pets to their correct OATH owner.

Also, during this Quarter, the Fun@Work Committee organized a staff recognition event at the Barclay Center in Brooklyn where the WNBA New York Liberty played against the Chicago Sky. The event was well received, and many OATH staff attended including Commissioner Rehman.

Workplace Goal/Initiative #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q3 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<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

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

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

During this Quarter, OATH's Special Events Committee has selected new members and held their first planning meeting in June.

Workplace Goal/Initiative #2 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed

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

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

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

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

During this quarter, via Agency-Wide Bulletins and our monthly newsletters, we highlighted National Arab American Heritage Month, Asian American, Native Hawaiian and Pacific Islander Heritage Month, Jewish American Heritage Month, Memorial Day, Pride Month, National Immigrant Heritage Month, Caribbean-American Heritage Month, and Juneteenth.

Workplace Goal/Initiative #3 Update:

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

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

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

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

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

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

During this quarter, the Caregiver Committee hosted a free online workshop for OATH caregivers covering traffic and

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bicycle safety for young children. The workshop was led by Maria Cruz, Deputy director of Parent and Young Children Programs for the Department of Transportation.

Workplace Goal/Initiative #4 Update:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Completed

5. Other Workplace Activities:

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

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

Our April 2025 Newsletter included a “Meet your Colleagues” section which highlighted the Trials Division Administrative Law Judges. There are 17 Administrative Law Judges in the Trials Division. Under the City charter, the judges are appointed by the Chief Administrative Law Judge to five-year terms and under OATH rules, are bound by the same code of ethics that applies to state court judges.

Our April 2025 Newsletter also included pictures of a Spring-Cleaning event and Potluck Party, a retirement party, and a baby shower.

Our May 2025 Newsletter included a “Meet your Colleagues” section which highlighted OATH’s Clerk’s Office Call Center Staff. The Call Center Unit of the Office of Administrative Trials and Hearings (OATH), operating within the Clerk’s Office, serves as a vital communication hub for various individuals, including members of the public, legal representatives, registered representatives, and agencies across the five boroughs of New York City: the Bronx, Brooklyn, Queens, Manhattan, and Staten Island.

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Our May 2025 Newsletter also an employee of a Happy Hour organized by the 10th floor at 66 John Street to welcome new IHOs who joined the Special Education Hearings Division (SEHD) on April 28, 2025. They met at the Oculus Beer Garden, where there were drinks, merriment, fun, games and prizes!

On May 14, group of newly trained Peer Mediators from the Institute for Collaborative Education in Manhattan visited OATH along with their academic advisors. They are 9-11th graders and have just completed their mediation training to offer mediation to their school community, part of a new program that the school is kicking off this year. The students will mainly mediate conflicts at their middle school (6-8th graders).

The students were interested in meeting with judges and conflict resolution staff to learn more about their work. The day began with a visit to OATH headquarters where Supervising ALJ Joan Salzman, ALJ Kevin Casey, Deputy Commissioner Marisa Senigo, and Public Affairs Associate Maggie Nieves welcomed them. Marisa Senigo and Maggie Nieves spoke to the mediators about how the Mediating Establishment and Neighborhood Disputes (MEND NYC) was created; what mediation in real life looks like and how the program is administered; and engaged with the students about the similarities between their work with members of the public and the work the students do as peer mediators when trying to get both sides to agree to mediate their disputes. Judge Salzman and Judge Casey spoke to the students about their career trajectory and about how trials operate, following with a Q&A session. The students then had their individual photo taken wearing a judicial robe. After, the students were escorted over to 66 John Street for pizza and to meet with the team at the Center for Creative Conflict Resolution, where they culminated their participation in the mediation training and received certificates.

C. Community and Equity, Inclusion and Race Relations:

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

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

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

In April 2025, OATH participated in several community events which included:

- Queens Chamber of Commerce Small BizNeeds Workshop, Queens
- OATH Resource with Council Member Lincoln Restler and Senator Kristen Gonzalez, Greenpoint, Brooklyn
- OATH Resource with Council Member Alexa Avilés, Borough Park, Brooklyn
- Small Biz-Needs with the Victory Boulevard Merchants Association & Staten Island Economic Development Corporation, Staten Island
- OATH Resource with Council Member Shekar Krishnan, Jackson Heights, Queens
- OATH-AID Assistance in District with National Supermarket Association, East Flushing, Queens
- OATH@Office with Council Member Susan Zhuang, Bensonhurst, Brooklyn
- College of Staten Island Job Fair, Staten Island

In May 2025, OATH participated in several community events which included:

- OATH Resource with Council Member Althea Stevens, Melrose, Bronx
- OATH@Office with NYS Assemblywoman Stacey Pheffer Amato, Howard Beach, Queens
- OATH@Office with NYS Assembly Member Lester Chang, Dyker Heights, Brooklyn
- OATH@Office with Council Member Vickie Paladino, Whitestone, Queens
- Presentation to Manhattan Chamber of Commerce, Virtual
- Presentation to Greater New York Chamber of Commerce, Virtual
- SIEDC Annual Expo, Hilton Garden Inn, Staten Island
- NYS Senator Lanza & Jewish Community Center Annual Resource Fair, Staten Island
- OATH Resource with Council Member Darlene Mealy, Ocean Hill, Brooklyn
- OATH AID - Assistance In District with Council Member Natasha Williams, Jamaica, Queens

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In June 2025, OATH participated in several community events which included:

- OATH Resource at Borough Park, Brooklyn
- OATH Resource with Council Member Lincoln Restler, Greenpoint, Brooklyn
- Mall of Justice with Council Members David Carr and Frank Morano, Staten Island Economic Development Corporation & Staten Island Chamber of Commerce, Staten Island
- OATH Presentation to the Times Square Alliance, Manhattan
- OATH Resource with Council Member Darlene Mealy, Brownsville, Brooklyn
- STREET SOURCE with Council Member Gale Brewer, Upper West Side, Manhattan
- OATH Resource with Council Member Justin Brannan, Bay Ridge, Brooklyn
- OATH@Office with NY State Assembly Member Sam Berger, Fresh Meadows, Queens
- OATH Resource with New York State Assemblywoman Larinda C. Hooks, Corona, Queens
- STREET SOURCE with Council Member Yusef Salaam, Harlem, Manhattan
- OATH@Office with Council Member Shaun Abreu, Hamilton Heights, Manhattan

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Completed

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

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

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

In Q4 FY 2025, the CCCR conducted the following resources:

- 21 Mediations administered for City employees with a 100% satisfaction rate
- 11 Conflict Resolution trainings administrated for City employees with a satisfaction rate of 99-100%
- 4 Restorative Circles/group facilitations sessions administered.
- 29 Coaching sessions for City Personnel with a satisfaction rate of 100%
- 61 Consultations for City Personnel
- 0 Mediations administered for members of the public

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

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

Q1 Update:	<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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

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

Through our MEND initiative, the CCCR provides free mediation services to all New Yorkers who experience neighborhood disputes. During this quarter, the CCCR did not provide any mediation sessions for the public.

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Completed

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

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

During this Quarter, the Help Center conducted the following sessions:

Total number of Respondents who were assisted by Help Center via text messaging exchange – 3,305
Total number of Respondents who were assisted by the Help Center via email/(voicemail) exchanges – 7,116
Total number of Respondents who were assisted by the Help Center at customer service windows – 15,544
Total number of Respondents who were assisted by the help Center by online submission – 1,924

Total number of Respondents who had an active help session with a PJC – 11,516

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Total number of CJRA Respondents who had an active help session conducted by PJs – 238

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

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Completed

1. Other Community programs and activities:

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

On April 30th, Commissioner Rehman hosted attorneys from France who are currently completing their LLM degrees at Fordham Law School. It was an opportunity to educate the students about the role of administrative tribunals in the U.S. legal system and to hear about their observations as foreign students in New York City.

On May 29th, approximately 3,000 businesses participated in SBS's annual expo. Commissioner Rehman spent some time meeting businesses and discussing concerns related to OATH. After touring the expo and meeting SBS Commissioner and staff, Commissioner Rehman joined Senior Advisor Amar who held one-on-one sessions with businesses who signed up and walked into the expo for OATH help sessions. Deputy Commissioner John Castelli attended the expo and helped businesses one-on-one as well.

On June 5th, Senior Advisor Rachel Amar led a walkthrough of small businesses in Sunnyside Shines BID that needed OATH support. Dirk McCall, the Executive Director of Sunnyside Shines co-organized the walk with OATH and SBS attended to provide additional support to the businesses that needed more compliance and regulatory assistance.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. OATH will conduct proactive outreach for our legal positions.

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

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

Recruitment Initiatives/Strategies #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" 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 checked="" type="checkbox"/> Completed
Q4 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

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

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

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

Recruitment Initiatives/Strategies #2 Update:

Q1 Update:	<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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Completed

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

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

During this quarter 26 Hiring Managers and Supervisors attend Structured Interview training in person at the DCAS training Center.

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Recruitment Initiatives/Strategies #3 Update:

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

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

B. Recruitment Efforts for Civil Service Exams

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

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

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

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

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 4 FY 25

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

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

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

1. Urban Fellows:

Q1 Total: ⁰ Q2 Total: ____0__ Q3 Total: ____0__ Q4 Total: ____0__

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

2. Public Service Corps:

Q1 Total: ____0__ Q2 Total: ____0__ Q3 Total: ____0__ Q4 Total: ____0__

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

3. Summer College Interns:

Q1 Total: ____0__ Q2 Total: ____0__ Q3 Total: ____0__ Q4 Total: ____1__

Race/Ethnicity* [#s]: Black_1__ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

Gender* [#s]: M ____ F _1__ N-B ____ O ____ U ____

4. Summer Graduate Interns:

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Q1 Total: ____0____ Q2 Total: ____0____ Q3 Total: ____0____ Q4 Total: ____6____

Race/Ethnicity* [#s]: Black_1__ Hispanic____ Asian/Pacific Islander____2 Native American____ White_1__ Two or more Races__3__

Gender* [#s]: M _1__ F _6__ N-B ____ O ____ U ____

5. Other-Summer Youth Employment Program (SYEP)

Q1 Total: ____2____ Q2 Total: ____0____ Q3 Total: ____0____ Q4 Total: ____6____

Race/Ethnicity* [#s]: Black__1_ Hispanic_2__ Asian/Pacific Islander 2__ Native American____ White__1_ Two or more Races____

Gender* [#s]: M _1__ F _5__ N-B ____ O ____ U ____

6. Other-Ladders for Leaders

Q1 Total: ____2____ Q2 Total: ____0____ Q3 Total: ____0____ Q4 Total: ____0____

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

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

Additional comments:

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E. 55-A Program

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

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

Q1 (9/30/2024): ____2____ Q2 (12/31/2024): ____2____ Q3 (3/31/2025): ____2____ Q4 (6/30/2025): ____2____

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

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

During the 2nd Quarter, a total of ____0__ [number] new applications for the program were received.

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

During the 3rd Quarter, a total of ____0__ [number] new applications for the program were received.

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

During the 4th Quarter, a total of ____0__ [number] new applications for the program were received.

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

in agency newsletter: ☒ Yes ☐ No

Other: _____

2. _____

3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

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

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

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

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

5. Other:

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>19</u>	# <u>26</u>	# <u>6</u>
Q2	# <u>29</u>	# <u>26</u>	# <u>7</u>
Q3	# <u>32</u>	# <u>27</u>	# <u>15</u>
Q4	# <u>37</u>	# <u>12</u>	# <u>7</u>

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://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

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IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

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

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit:
____EEPC_____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 4 Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

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For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Sharina DeRoberts-EEO Officer	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):

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

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

Diversity and EEO Staffing as of __4__ Quarter FY 2025*

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

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

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