

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: NEW YORK CITY LAW DEPARTMENT

- ☒ 1st Quarter (July -September), due November 14, 2025
☐ 2nd Quarter (October – December), due January 30, 2026
☐ 3rd Quarter (January - March), due April 30, 2026
☐ 4th Quarter (April - June), due July 30, 2026

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Date Received: (MM/DD/YY)

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 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 the previous quarter's submission to update your 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 your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 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 opportunity, 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; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 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.**

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- ☒ Yes, on: May 01, 2025
- ☐ No
- ☒ By e-mail
- ☐ Posted on agency intranet and/or website
- ☐ Other: Enter text here

II. Recognition and Accomplishments

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- ☒ Employee Accomplishment Awards
- ☒ Employee Appreciation Events
- ☒ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☐ Other (please specify): Enter text here

Please describe Awards and/or Appreciation Events below:

- During Q1, the agency engaged in the process of planning for the annual *Law Department Awards* event.
 - On September 12, 2025, agency-wide email correspondence was distributed inviting nominations for the annual and prestigious Law Department Awards. The correspondence listed the Chair, Co-chair, and all members of the Awards Committee, and included the criteria for the (15) award categories. The announcement initiated the Awards Committee's engagement across the agency to solicit and review nominations.
 - The Committee convened on October 24, 2025, to begin the selection process and concluded the nomination process on October 31, 2025.
 - The Committee will continue planning during early Q2 and host this phenomenal event on December 4, 2025.
- During Q1, the Law Department's Quality of Work Life Committee (QWLC) organized and supported several initiatives which included an employee appreciation event:
 - On July 25, 2025, the Committee hosted a Staff Appreciation Pizza Party in partnership with Committees Unite to recognize and celebrate staff contributions.

III. Workforce Review and Analysis

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

Q1 (09/30/2025): 1420 **Q2** (12/30/2026): Enter number
Q3 (03/30/2026): Enter number **Q4** (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- ☒ Yes on (Date): 11/06/2024
- ☐ Yes (again) on (Date): (MM/DD/YY)
- ☐ 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

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard 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 in order to inform broad recruitment outreach efforts.

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>11/12/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: <input type="checkbox"/> Agency Head <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input checked="" type="checkbox"/> Other: MANAGING ATTORNEY <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. **Collaborate with the City's Department of Aging, DCAS, and other agencies to build capacity to further support a multigenerational workforce.**

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Quarter 1

During this quarter, the agency made progress towards advancing this goal that is related to professional development; and designed to strengthen a respectful, high performing workplace. The EEO office is currently developing an action plan to launch efforts towards this goal in Q2.

Indicators for evaluating the success will be both quantitative and qualitative. Once the training is made available to staff members, the agency intends to measure the number of staff who are able to receive training, evaluate responses from any pre-and/or post training surveys and solicit feedback.

Workforce Goal/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

2. Expand the agency's use of the NYC Learn Training Platform and other workforce training initiatives.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Quarter 1

During this quarter, the agency made progress towards advancing this goal with a multi-faceted approach where EEO, Human Resources, Administration, Professional Development and other leaders are increasing their knowledge of the platform and encouraging the workforce to use the platform for training needs and goals. This will facilitate professional development; and is designed to strengthen a respectful, high performing workplace.

- The agency has through its training and career development staff, promoted the use of DCAS resources offered through the NYC Learn training platform. Information about the resources is shared during trainings and career consults.
- The agency has also encouraged supervisors to refer staff for trainings in response to staff's individual development needs.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Indicators for evaluating the success of this goal include the increase in the number of staff accessing training opportunities through use of the platform. The agency seeks to expand the number of staff who access training using the platform. In addition, the EEO Office continues to monitor attendance and completion numbers of the various initiatives as a method of measuring levels of the workforce's engagement in learning and development.

Workforce Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

3. **The Law Department actively participates in a variety of ongoing programs and initiatives, which include, but are not limited to: *Lexis Training*; the Professional and Organizational Development Office Panel Series; the Coaching Collaborative; the Training Consortium; Supervisory Training Initiatives; Structured Interviewing Training for staff involved in Civil Service hiring, and specialized training programs for employees in Civil Service titles.**

Quarter 1

- During this quarter, the agency made progress towards advancing this goal related to professional development; and designed to strengthen a respectful, high performing workplace. The Law Department actively participates in a variety of ongoing programs and initiatives, which include, but are not limited to:
 - NYC Learn Training Initiatives
 - Lexis Training
 - The Professional and Organizational Development Office Panel Series
 - The Law Department Coaching Collaborative
 - The Law Department Training Consortium
 - Various Supervisory Training Initiatives
 - Structured Interviewing Training for staff involved in Civil Service hiring
 - Specialized training programs for employees in Civil Service titles.

Measurements from Q1 include:

- The Law Department's Legal Recruitment Office provided training on Structured Interviewing and Implicit Bias to a total of (49) employees.
- The Law Department's Professional and Organizational Development Office continued the Coaching Collaborative:
 - The Coaching Collaborative was held on August 6, 2025, with (20) participants.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- A Coaching Collaborative – Open House Forum was held on September 3, 2025, with (15) participants.
 - Eight (8) Coaching Sessions were held during Q1 with at least two (2) participants per session.
- The Law Department's Professional and Organizational Development Office held the Supervisor Leadership Training Module 1 – *Leadership Foundations: Establishing Core Competencies & Setting the Stage for Success* on August 20, 2025, with (31) participants.
- The Law Department's Professional and Organizational Development Office held five (5) Support Professional New Hire Orientations with 4-7 participants per session.
- The Law Department's Civil Service Career Counselor conducted two (2) one-on-one interview preparation sessions, facilitated (19) Career Counseling sessions, and conducted (19) support professional exit interviews.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-event surveys.

Workforce Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

4. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter. What are your metrics or indicators for evaluating the success of your initiatives?

- The Law Department seeks to employ several strategies to address underutilization. The EEO, Human Resources, Legal Recruitment, and Professional & Organizational Development Offices collaborate to engage on initiatives that support recruitment, professional development for all existing employees and outreach efforts to inform and encourage applications for upcoming civil service exams.
- The EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- The EEO Office's primary strategy for addressing underutilization is to engage the relevant units, Legal Recruitment and Personnel, and their leadership in an ongoing discussion of hiring trends, exit interviews, retention concerns, and to propose and assist with efforts to increase outreach and engagement and improve underutilization.
- The EEO Office continues to engage with the Managing Attorney and Legal Recruitment Office on specific policies to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.
- The EEO office relies on Quarterly workforce reports to identify underutilization.
 - As a result of the recurring underutilization in Hispanic Managers, the agency's Legal Recruitment Office has added the University of Puerto Rico to its list of prospective schools to which it directs outreach.
 - Recruitment efforts have been extended to include outreach to bar associations with significant Hispanic membership and representation.
 - Because the Managers work group also includes non-lawyers, the agency intends to increase recruitment outreach to local community colleges and schools in an effort to build a diverse pipeline of prospective non-lawyer managers. The EEO Office is proposing this effort to Human Resources during Q2.
- The Workforce Dashboard also revealed underutilization in one demographic category in the Building Services work groups.
 - With respect to the underutilization of women in the Building Services, the EEO Office meets regularly with the Administration Division to brainstorm strategies to reach a wider range of candidates the application pool, including targeting recruitment efforts to various associations and organizations with substantial female representation.
- The EEO Office continues to explore opportunities to restore prior successful pipeline efforts and build new efforts to create a diverse and qualified support professional pipeline.
 - The EEO, Human Resources and Legal Recruitment is discussing strategies via internship programs and making contacts with universities and colleges to increase knowledge of legal and legal support careers at the Law Department, to attract candidates and re-attract persons who have interned with us already.
 - To address underutilization, internal partners discussed the long-term nature of the pipeline to manager positions and the continuation of efforts to enhance legal recruitment of entry-level and lateral hires as a way to support the manager pipeline. Plans include email communication plans to share information about the Law Department to the community at large and visiting other city agencies. For example, during FY 2025, members of our professional staff visited OATH to speak about Law Department careers and functions.
 - The agency is also promoting vacancies on social media.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- The EEO Office and its internal partners continue to focus on metrics through review the quarterly reports and trends identified on the dashboard and engage in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Increase training opportunities and information dissemination on topics such as employees with disabilities, age and gender inclusion, and neurodiversity.

Quarter 1

During this quarter, the agency made progress towards advancing this goal that is designed to improve and/or enhance the workplace.

- The Law Department's Women's Committee has planned several upcoming initiatives planned for the next quarter. In recognition of Breast Cancer Awareness Month, the Women's Committee planned to circulate an informational email on October 2, 2025, providing valuable resources to promote early detection, support, and education.
- To further raise awareness, the Committee planned to host "Wear Pink Day" on October 22, 2025, encouraging staff to show solidarity with those affected by breast cancer by wearing pink attire.
- The Women's Committee Book Club has selected *Hidden Figures* as its next reading choice, with a meeting scheduled in November to discuss the book's themes of resilience, equality, and the groundbreaking contributions of women in STEM. This initiative continues the committee's goal of fostering dialogue and inspiration through literature that highlights women's achievements.
- Additionally, during the first week of November, the Women's committee will organize a community service event benefiting *Women in Need*, a nonprofit organization supporting women and families experiencing homelessness. The collection drive will provide essential items to help empower and uplift women in the community.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of new programs offered, the number of attendees/participants; and will capture feedback from post-event surveys.

Workplace Goal/Initiative #1 Update:

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

2. **Ongoing workplace programs and initiatives include, but are not limited to, the Law Department Mentoring Program; the Special Mentoring Program for Bar Retakers; and promotion of agency resources.**

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives designed to improve and/or enhance the workplace.

- The Law Department's Professional and Organizational Development Office continued the Mentorship Program:
 - The Mentoring Program – *From Both Sides: Lessons Learned on the Mentorship Journey* featuring Corporation Counsel Muriel Goode-Trufant was held on August 21, 2025, with (105) participants.
 - Two (2) Mentor-Mentee meetings were held with two (2) participants per meeting.
- The Law Department's Civil Service Career Counselor circulated agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025, NYC Civil Service Exams for September 2025.
- The Civil Service Career Counselor also distributed (19) "Internal Announcement – Job Opportunity" regarding open positions.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number of participants, feedback from surveys, the number and frequency of announcements

Workplace Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

3. **Ongoing workplace programs and initiatives include, but are not limited to, cultural celebrations at the Law Department; and participation in various committees and employee resource groups, including the Diversity, Equity, and Inclusion**

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Committee, Women's Committee, Quality of Work Life Committee, and Community Service Committee.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives designed to improve and/or enhance the workplace.

- **Diversity, Equity and Inclusion Committee**

- The Law Department's Diversity, Equity, and Inclusion (DE&I) Committee has planned several meaningful initiatives for the upcoming quarter, with a primary focus on celebrating Hispanic Heritage Month. In honor of this occasion, the DE&I committee will host a panel discussion featuring the Hon. Joanne Quiñones and the Hon. Patria Frias-Colón. This event, scheduled for October 28, 2025, will celebrate the profound contributions and lasting influence of Hispanic heritage and culture. This year's theme, "*Collective Heritage: Honoring the Past, Inspiring the Future*," highlights the importance of embracing cultural traditions while fostering progress for future generations. Judges Quiñones and Frias-Colón will share their professional journeys and insights, offering inspiration to attendees as they reflect on the impact of Hispanic leaders within the legal community and beyond. Employees are encouraged to join the event in person or participate virtually.
- In addition to the panel, the DE&I committee has shared a list of cultural resources and events taking place throughout New York City to encourage continued engagement with Hispanic Heritage Month. These include exhibits at The Hispanic Society Museum & Library, performances at El Repertorio Español, and family-friendly workshops hosted by the Brooklyn Public Library, among others.
- Looking ahead, the DE&I Committee's Italian Heritage subcommittee is scheduled to convene in Q2 to plan upcoming cultural programming and initiatives celebrating Italian American Heritage Month.

- **Quality of Work Life Committee**

- During Q1, the Law Department's Quality of Work Life Committee (QWLC) organized and supported several initiatives aimed at fostering employee engagement, wellness, and collaboration. The QWLC hosted a Summer in the City outing on July 30, 2025, where employees attended a Yankees game, offering an opportunity for team bonding outside the workplace.
- The QWLC continued to promote wellness activities through its Running Club, which met every Thursday, and its Walking Club, which convened on Tuesdays, Wednesdays, and Fridays.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- The QWLC also supported the establishment of the Roll of Law Gaming Club, encouraging recreational activities and networking among employees.
- On September 10, 2025, the QWLC facilitated the introduction of the Committee for the New Entry Class, welcoming new employees and integrating them into the agency's community initiatives.
- **Community Service Committee**
 - The Law Department's Community Service Committee (CSC) continued the agency's engagement and volunteerism through several impactful initiatives. On July 12, 2025, a group of nine Law Department colleagues volunteered at Community Help in Park Slope (CHiPS), a local food pantry and soup kitchen dedicated to serving individuals and families in need.
 - On July 28, 2025, seven volunteers from the agency participated in Heart & Soul's Monday Night Hospitality program, assisting with meal service for the unhoused community.
 - From August 4 - 18, 2025, the CSC committee coordinated a successful Back-to-School Donation Drive benefiting New York Edge, a nonprofit organization supporting students in after-school and summer programs. The committee collected eight boxes of school supplies, helping equip students with essential materials for the upcoming school year.
 - Looking ahead, the CSC has planned a series of events for the next quarter to continue fostering community engagement and collective service. On October 4, 2025, a group of five colleagues and friends will participate in a clean-up event at Riverside Park.
 - Additional volunteer opportunities are scheduled with Heart & Soul's Monday Night Hospitality on October 6, 2025.
 - CSC will also host two drives from October 20 through November 7, 2025, a shoe drive to benefit Soles4Souls and a holiday card-making initiative for *God's Love We Deliver*.
 - CSC is also planning a partnership with the Department of Homeless Services (DHS) to coordinate the annual Holiday Toy Drive, bringing joy to children and families across NYC during the holiday season.
- **Women's Committee**
 - The Law Department's Women's Committee has several upcoming initiatives planned for the next quarter. In recognition of Breast Cancer Awareness Month, the Women's committee will circulate an informational email on October 2, 2025, providing valuable resources to promote early detection, support, and education

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- To further raise awareness, the committee will host “Wear Pink Day” on October 22, 2025, encouraging staff to show solidarity with those affected by breast cancer by wearing pink attire.
- The Committee’s Book Club has selected *Hidden Figures* as its next reading choice, with a meeting scheduled in November to discuss the book’s themes of resilience, equality, and the groundbreaking contributions of women in STEM. This initiative continues the committee’s goal of fostering dialogue and inspiration through literature that highlights women’s achievements.
- Additionally, during the first week of November, the Women’s committee will organize a community service event benefiting *Women in Need*, a nonprofit organization supporting women and families experiencing homelessness. The collection drive will provide essential items to help empower and uplift women in the community.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-event surveys.

Workplace Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

4. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?

Quarter 1

Other workplace activities include:

- During Q1, committee leadership worked with the EEO Office to create a survey designed to better understand how Law Department employees engage with and would like to engage with Committee-sponsored programming. The survey, scheduled to be launched during the second quarter will gain insight and feedback from employees about committee initiatives and shape future initiatives and event planning.
- Two issues of “*Sidebar*” were released during Q1 (7/25/25 and 8/29/25). *Sidebar*, the Law Department’s newsletter issued by the agency’s Communications Team supports

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

equitable workplace engagement and access by sharing news, information and critical updates with all employees. The newsletter celebrates employee achievements and accomplishments, highlights events, and explores the impact of employees' work on the community at large.

C. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

- 1. Increase collaboration with other city agencies to provide community-based programming.**

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The Law Department's Community Service Committee (CSC) is planning a partnership with the Department of Homeless Services (DHS) to coordinate the annual Holiday Toy Drive, bringing joy to children and families across NYC during the holiday season.

Indicators for evaluating the success of this initiative are both quantitative and qualitative. The agency measures the number of volunteers and strength of the collaboration through feedback.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

- 2. Create a digital repository to provide staff easy access to resources on best practices in engagement, effectiveness, and access.**

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

¹ Included per Local Law 14 (2024).

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The EEO office is in the process of enhancing its electronic resources starting with the office's internal *SharePoint* space.
- Plans are in progress for upgrade and enhancement of the intranet site to increase user-friendliness, digital accessibility and to incorporate a wider and more inclusive array of workplace resources.

Indicators for evaluating the success of this initiative are both quantitative and qualitative. The office intends to have the repository launched by the end of Q2. The office will gather feedback about the resources provided and end-user experience accessing content.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

3. Expand opportunities for leadership development training that include modules on unconscious bias and nurturing situational leadership.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access. The agency offered leadership development and other offerings open to the Law Department and City Agency Counsel community.

- The Law Department's Professional and Organizational Development Office held the *Supervisor Leadership Training Module 1 – Leadership Foundations: Establishing Core Competencies & Setting the Stage for Success* on August 20, 2025, with (31) participants.
- The Law Department's Professional and Organizational Development Office held 3 CLEs:
 - CLE – *Escape from New York: The Job-Seeking & Post-Employment Restrictions of City Charter Chapter 28* was held on July 29, 2025, with (112) participants.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- CLE – *What’s Speech Got to Do with It?* Local Government and the First Amendment was held on August 19, 2025, with (120) participants.
- CLE – *Unshrouding the Mystery of Subpoenas* was held on September 16, 2025, with (149) participants.
- The Law Department’s Legal Recruitment Office provided training on *Structured Interviewing and Implicit Bias* to a total of (49) employees.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-training surveys.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

- 4. Ongoing community programs and initiatives include, but are not limited to, the Family Court Division’s Community Outreach efforts, which encompass school presentations, participation in community events, victim services, and the Family Court Division’s Youth Leadership Council.**

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The Law Department’s Family Court Division attended:
- (88) external community meetings
- (11) tabling events for National Night Out
- One (1) Career Day event, and
- Conducted a presentation for the Manhattan District Attorney's Office Legal Interns.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or captures feedback from post-training/event surveys.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

5. **Other Community programs and activities:**

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these programs and activities?

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **The Law Department implements a range of proactive strategies and best practices to attract, develop, and retain a highly engaged and effective workforce. These legal recruitment initiatives include, but are not limited to, the use of social media platforms, on-campus interviews, job postings and career fairs, pipeline programs, structured interviewing and implicit bias training, as well as EEO reviews.**

Quarter 1

- The Law Department's Civil Service Career Counselor circulated:
 - Agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025
 - NYC Civil Service Exams for September 2025, and
 - (19) "Internal Announcement – Job Opportunity" regarding open positions.
- The Law Department's Professional and Organizational Development Office continued the Lateral Orientation, Cohort, and Check-Ins:
 - Nine (9) New Lateral Onboarding Orientations were held during Q1 with 2-5 participants per session.
 - Nine (9) Lateral Check-Ins were held during Q1 with 2-3 participants per session.
 - Three (3) Lateral Cohort - Ethics and COIB trainings were held on July 11, 2025, August 8, 2025, and September 12, 2025, with (20), (11), and (16) participants respectively.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- Two (2) Lateral Cohort – Success at the Law Department were held on July 25, 2025, and September 26, 2025, with (17) and (18) participants respectively.
- The Law Department’s Legal Recruitment Office provided training on *Structured Interviewing and Implicit Bias* to a total of (49) employees.
- The Law Department’s Legal Recruitment Office attended two (2) Career Fairs:
 - September 27, 2025: New York Law School
 - September 30, 2025: Cardozo Law School

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number of participants in trainings and other sessions, feedback from surveys, the number and frequency of announcements, lateral retention data, and applicant yield from recruitment events.

Recruitment Initiatives/Strategies #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

2. **Recruitment efforts for civil service positions include, but are not limited to, targeted outreach for civil service system roles, timely and detailed agency-wide communications regarding promotion and transfer opportunities, participation in career fairs and citywide hiring halls, posting information about civil service examinations through agency-wide email correspondence, and engagement in the 55-a program initiative.**

- The Law Department’s Civil Service Career Counselor circulated agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025, NYC Civil Service Exams for September 2025, and (19) “Internal Announcement – Job Opportunity” regarding open positions.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number career fairs and other sessions, the number and frequency of announcements and 55-a program efforts, applicant yield from recruitment events, number of staff taking exams, and promotion and transfer data.

Recruitment Initiatives/Strategies #2 Update:

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

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

3. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

Pursuant to Local Law 28 (of 2023) 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				
Brooklyn				
Manhattan				
Queens				
Staten Island				

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

During Q1, the agency used the below sources to fill vacancies:

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

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: 0 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: 4 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 18 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (specify): Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

Additional comments:

Click or tap here to enter text.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

E. 55-A Program

The [55-a Program](#) is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

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 (09/30/2025): **(4)** **Q2** (12/30/2026): **(#)**

Q3 (03/30/2026): **(#)** **Q4** (06/30/2026): **(#)**

During the 1st Quarter, a total of **(0)** new applications for the program were received.

During the 1st Quarter **(1)** participants left the program due to *termination*

During the 2nd Quarter, a total of **(#)** new applications for the program were received.

During the 2nd Quarter **(#)** participants left the program due to *[State reason]*.

During the 3rd Quarter, a total of **(#)** new applications for the program were received.

During the 3rd Quarter **(#)** participants left the program due to *[State reason]*.

During the 4th Quarter, a total of **(#)** new applications for the program were received.

During the 4th Quarter **(#)** participants left the program due to *[State reason]*.

The 55-a Coordinator has achieved the following goals:

Disseminated 55-a information:

by e-mail:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
in training sessions:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
on the agency website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
in agency newsletter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other: by email in vacancy announcements		

Other Goals (if applicable):

VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (*e.g., use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	90	85	10
Q2	(#)	(#)	(#)
Q3	(#)	(#)	(#)
Q4	(#)	(#)	(#)

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.

During Q1: The Law Department's Civil Service Career Counselor advised employees of opportunities for promotion and career development through notification through agency-wide emails with information regarding:

- DCAS Civil Service 101 Information Session for City Employees for August 2025
- NYC Civil Service Exams for September 2025, and
- "Internal Announcement – Job Opportunity" postings of open positions.

2. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)

During Q1, the EEO office continued to design and implement processes to implement effectiveness considerations and ensure fair access in promotional hiring for all hires but with emphasis on mid- and high-level discretionary positions). Methods include, but are not limited to:

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- Requiring hiring assessments and justifications for every applicant interviewed.
- Reviewing demographics of those applicants who were not granted interviews.
- Reviewing interview questions to ensure structured interview techniques are applied

3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.

During Q1, the EEO office continued to ensure that the agency's selection procedures were consistent with best practices to achieve equitable and fair outcomes. Procedures include:

- Consistent job postings that promote a fair and inclusive hiring.
- Mandatory structured interview training for all interviewers.
- EEO Office reviews of hiring packages for mid- and high-level discretionary candidates
- EEO Office participation on select high-level interview panels

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)

During Q1: N/A

- Other:

VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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 Complaint Reporting

☒ The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☐ The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

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).

X. Audits and Corrective Measures

Please choose the statement that applies to your agency.

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

- ☐ 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:
 - ☐ 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 2024 or 2025.
- **Please attach a copy of the Certificate of Compliance from the auditing agency.**



Appendix A. EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Tiffany Lyttle, Assistant EEO Officer	2. Cecillia Shepard, EEO Designee	3.
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date: September 22, 2025	Start or Termination Date: September 22, 2025	Start 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 or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1. Tiffany Lyttle, Assistant EEO Officer	2. Cecillia Shepard, EEO Designee	3.
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Engagement, Effectiveness & Access Professional	<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 checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify 50%):	<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%

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

			<input type="checkbox"/> Other: (specify %):
--	--	--	--

Personnel Changes: ☐ Yes ☐ No

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

Name & EEO Role	1. Shanel Spence	2. Celina Fletcher-Serrant	3. Leon Breeden
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Name & EEO Role:	4. Bijan Vafegh	5. Tiffany Lyttle	6. Cecillia Shepard
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

5. Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS: 100 Church Street, Fl. 6, New York, NY 10007

EEO and D&I Staffing as of (#) Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the “EEO Officer” capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Deputy EEO Officers	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
	Leon Breeden	Administrative Staff Analyst	lbreedden@law.nyc.gov	212-356-1055
Engagement, Effectiveness, and Access Officer (or a similar business title)	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Executive Order 59 Chief MWBE Officer	Karlyne Fequiere	Assistant Corporation Counsel	kfequier@law.nyc.gov	212-356-5010
ADA Coordinator	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Disability Rights Coordinator	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
	Leon Breeden	Administrative Staff Analyst	lbreedden@law.nyc.gov	212-356-1055
Disability Services Facilitator	Bijan Vafegh	Assistant Corporation Counsel	bijvafegh@law.nyc.gov	212-356-2602
	Leon Breeden		lbreedden@law.nyc.gov	212-356-1055

[NEW YORK CITY LAW DEPARTMENT] FY 2026 Quarterly Update Report

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
		Administrative Staff Analyst		
55-a Coordinator	Tiffany Charles	Administrative Staff Analyst	tcharles@law.nyc.gov	212-356-1010
EEO Counselor	Arlene Aikens	Workers' Comp. Benefits Examiner		
	Danielle Boccio	Assistant Corporation Counsel	aaikenslaw.nyc.gov	718-724-5435
	Marilyne Campbell	Claim Specialist III	dboccio@law.nyc.gov	718-558-2269
	Diane Meminger	Assistant Corporation Counsel	mcampbel@law.nyc.gov	212-356-3297
	Rosemarie Peyton	Assistant Corporation Counsel	dmeminger@law.nyc.gov	718-410-2730
	Charles Rott	Assistant Corporation Counsel	rpeyton@law.nyc.gov	212-356-3222
EEO Investigator			crott@law.nyc.gov	718-780-2530
	Shanel Spence	Assistant Corporation Counsel		
	Celina Fletcher-Serrant	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
	Leon Breeden	Administrative Staff Analyst	cefletch@law.nyc.gov	212-356-3294
	Bijan Vafegh	Assistant Corporation Counsel	lbreedden@law.nyc.gov	212-356-1055
	Tiffany Lyttle	Assistant Corporation Counsel	bijvafegh@law.nyc.gov	212-356-2602
EEO Counselor/Investigator			tilyttle@law.nyc.gov	212-356-2530
Investigator/Trainer	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
EEO Training Liaison	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
EEO Assistant	Samantha Chan	Legal Secretarial Assistant	samchan@law.nyc.gov	212-356-2402
EEO Designee	Cecillia Shepard	Assistant Corporation Counsel	ceshepar@law.nyc.gov	212-356-3123

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.