

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

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

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

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

Prepared by:

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

Date Submitted: 5/30/2025

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:**

On January 16, 2025, OATH held it's first ever staff awards gala. OATH presented 13 individual awards and 3 team awards across all divisions for several award categories.

On February 10, 2025, Trials Division Manager Jessica Haley received the Isaac Liberman Public Service Award at Carnegie

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Hall. Commissioner Asim Rehman spoke at the ceremony and emphasized the important work Jessica does every day and her unmatched dedication.

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):

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): _____ ☐ 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:

The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

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| | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other _DC for Administration _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 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 27 new hires 13

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out of the 27 new hires were minorities and women.

During this quarter, Commissioner Rehman actively encouraged senior management to promote the Law Clerk and Chief Law Clerk positions within the hearings Division through their social media, bar associations, and alumni networks. These additional recruitment efforts yielded various recommendations for the position as well as more exposure for our other attorney positions.

Workforce Goal/Initiative #1 Update:

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|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 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 15 promotions across different departments in the Agency. 12 of these promotions were minorities and women.

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Workforce Goal/Initiative #2 Update:

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|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| 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 type="checkbox"/> 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 3 long standing employees. James Moore was promoted to Assistant Commissioner for Adjudications, William Stewart was promoted to Assistant Commissioner for the Special Education Hearings Division, and Diana Haines was promoted to Deputy General Counsel.

Workforce Goal/Initiative #3 Update:

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

4. Continue to encourage Managers and Supervisors to provide ongoing feedback to their employees prior to formal 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: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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

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:

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

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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 13 out of our 27 new hires were minorities and women. Our CEEDS reports are reviewed quarterly, and trends are analyzed to ensure that we do not have underutilizations.

Workforce Goal/Initiative #6 Update:

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|-------------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| 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 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 the 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

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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?

During this quarter, the Fun@Work Committee named new co-chairs. OATH looks forward to the new energy Laurie and Adrienne will be. Stay tuned for planned events.

Workplace Goal/Initiative #1 Update:

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|------------|---|--------------------------------------|---|----------------------------------|-----------------------------------|---|
| 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 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 begun planning for our annual awards event later in the year. The previous categories will remain the same with some additional categories being added as well.

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Workplace 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. 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 Blood Donor Month, Martin Luther King Day, Lunar New Year-Year of the Snake, Black History Month, National Cancer Prevention Month, National Women's History Month, International Women's Day, and Irish American Heritage Month.

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

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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 did not host any events.

Workplace Goal/Initiative #4 Update:

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|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| 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 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 January 2025 Newsletter included a “Meet your Colleagues” section which highlighted the Clerk’s Office Penalty Processing Unit. The PPU Unit is comprised of 7 sub-units: Cashiers, Refunds, Research, Reconciliation, and three newly formed Bounty-Processing Units. These units play a pivotal role in providing accurate and timely financial information to many different City agencies, which is essential for making informed decisions, forecasting, and budgeting.

Our January 2025 Newsletter also included Holiday pictures from across all boroughs which highlighted office get togethers and potlucks during the Holiday season.

Our February 2025 Newsletter highlighted OATH’s Masquerade Gala and Staff Awards Ceremony. The ceremony was held at 4 World Trade and staff enjoyed a variety of mocktails and appetizers. The event also included a photo booth, and these pictures were shared with all OATH staff after the ceremony.

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Our March 2025 Newsletter included a “Meet your Colleagues” section which highlighted the Trials Division-Administrative Assistants. The Administrative Assistant Unit of OATH within the Trials Division supports seventeen Administrative Law Judges, including the Commissioner & Chief Administrative Law Judge and the Deputy Commissioner & Supervising Administrative Law Judge. Each unit member is dedicated to assisting judges and the public, working independently and collaboratively to help fulfill the division’s mission of providing fair and impartial hearings on a timely basis.

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.

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 January 2025, OATH participated in several community events which included:

- OATH Resource with Council Member Joseph Borelli, Tottenville, Staten Island
- OATH Creative Community Resolutions Partnerships (CCRP) through ACCESS with the Tibetan Community, Queens
- OATH Resource with Council Member Chris Banks, East Flatbush, Brooklyn

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

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- OATH Resource with Council Member Robert Holden, Middle Village, Queens
- OATH@Staten Island Chamber of Commerce, Staten Island
- OATH Resource with Council Member Selvena N. Brooks-Powers, Laurelton, Queens
- OATH@Office with NYS Senator Roxanne Persaud, Canarsie, Brooklyn
- OATH Resource with U.S. Representative Dan Goldman, Sunset Park, Brooklyn
- *Mall of Justice* with Brighton Beach BID, Brighton Beach, Brooklyn
- OATH@Office with New York State Assembly Member Lester Chang, Dyker Heights, Brooklyn
- OATH@Office with Council Member Francisco Moya, Corona, Queens
- OATH@Office with New York State Assembly Member Robert Carroll, Kensington, Brooklyn

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

- OATH Resource with Council Member Selvena N. Brooks-Powers, Far Rockaway, Queens
- OATH@Office with New York State Senator Andrew Gounardes, Park Slope, Brooklyn
- Queens Borough President Donovan Richards Job Fair, Flushing, Queens
- OATH Resource with Council Member Inna Vernikov, Sheepshead Bay, Brooklyn
- OATH Resource with Council Member James Gennaro, Fresh Meadows, Queens
- OATH Resource with Council Member Crystal Hudson, Prospect Heights, Brooklyn
- OATH@Office with Council Member Linda Lee, Bayside, Queens

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

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|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| 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 type="checkbox"/> Completed |

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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.

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 Q3 FY 2025, the CCCR conducted the following resources:

- 2 Mediations administered for City employees with a 90% satisfaction rate
- 6 Conflict Resolution trainings administrated for City employees with a satisfaction rate of 99%
- 1 Restorative Circles/group facilitations sessions administered.
- 6 Coaching sessions for City Personnel with a satisfaction rate of 98%
- 16 Consultations for City Personnel
- 1 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 type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

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

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 provided 1 mediation session for members of 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 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 – 3,068

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Total number of Respondents who were assisted by the Help Center via email/(voicemail) exchanges – 6,831

Total number of Respondents who were assisted by the Help Center at customer service windows – 12,676

Total number of Respondents who had an active help session with a PJC – 7,375 (Jan-Feb only)

Total number of CJRA Respondents who had an active help session conducted by PJCs – 162 (Jan-Feb only)

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 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.

During this Quarter, Commissioner Rehman attended the Mayor's annual interfaith breakfast where he had the opportunity to connect with faith leaders and clergy from across the city and provide information about OATH's work.

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 La 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 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 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 the previous Quarter, the EEPC has recommended that more Hiring Managers and Supervisors attend Structured Interview training. Courses became available in April and those numbers will be reported in the next quarterly report.

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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 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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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 | | |
| Brooklyn | 0 | 0 | | |
| Manhattan | 0 | 0 | | |
| Queens | 0 | 0 | | |
| Staten Island | 0 | 0 | | |

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 3 FY 25

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

D. Internships/Fellowships

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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: ⁰

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

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

4. Summer Graduate Interns:

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___

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

5. Other-Summer Youth Employment Program (SYEP)

Q1 Total: ___2___ Q2 Total: ___0___ Q3 Total: ___0___ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic_1___ Asian/Pacific Islander 1___ Native American___ White___ Two or more Races___

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

6. Other-Ladders for Leaders

Q1 Total: ___2___ Q2 Total: ___0___ Q3 Total: ___0___ Q4 Total: _____

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:

OATH will hire SYEP interns for the summer. The table above will be updated once we have an actual breakdown of those hired.

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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): _____

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 _____ [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 | # __19__ | # __26__ | # __6__ |
| Q2 | # __29__ | # __26__ | # __7__ |
| Q3 | # __32__ | # __27__ | # __15__ |
| Q4 | # _____ | # _____ | # _____ |

VII. Training

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

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwa-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://mispwva-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 __3__ 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 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 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 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 __3__ 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> | <u>sderoberts@oath.nyc.gov</u> | <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> | <u>ADas@oath.nyc.gov</u> | <u>212-933-3030</u> |
| ADA Coordinator | <u>Sharina DeRoberts</u> | | | | |
| Disability Rights Coordinator | <u>Sharina DeRoberts</u> | | | | |

[Agency Name] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

| <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) | | | | | |

[Agency Name] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

* 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.



Aldrin Rafael Bonilla, Ed.D., MPA
Chair/Commissioner

Elaine S. Reiss, Esq.
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.
Ngozi Okaro, Esq.
Nicole Yearwood, MPA
Commissioners

Jeanne M. Victor
Executive Director

Andreana Mirabella, Esq.
Executive Agency Counsel

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

May 2, 2025

Asim Rehman
Commissioner
Office of Administrative Trials and Hearings
100 Church Street, 12th Floor
New York, NY 10007

Re: Resolution #2024AP/280-820-(2025)C14
DETERMINATION: Compliance

Dear Commissioner Rehman:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Office of Administrative Trials and Hearings' compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Office of Administrative Trials and Hearings' successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Sharina DeRoberts for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Office of Administrative Trials and Hearings to ensure equal employment opportunity in the City of New York.

Sincerely,

A handwritten signature in black ink that reads "Elaine S. Reiss". The signature is written in a cursive, flowing style.

Elaine S. Reiss
Vice-Chair/Commissioner

Enc.

c: Principal EEO Professional, Sharina DeRoberts, OATH



Monitoring of Employment Practices with a Focus on Underutilization
RESOLUTION NO.

2024AP/280-820-(2025)C14

Office of Administrative Trials and Hearings

Commissioner Asim Rehman

DETERMINATION: COMPLIANCE

SYNOPSIS

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-------------------|
| Corrective Action(s): | Total: 4 | | |
| Period Audit Covered: | July 1, 2021 to December 31, 2023 | | |
| Preliminary Determination Issued: | December 5, 2024 | Response Received | December 19, 2024 |
| Final Determination Issued: | December 20, 2024 | Response Received | January 13, 2025 |
| Compliance-Monitoring: | Required | January 1, 2025 to April 30, 2025 | without extension |

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of Administrative Trials and Hearings' Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Office of Administrative Trials and Hearings' Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated December 5, 2024, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Provide documentation via certificates of completion, email confirmation, or training logs that human resource professionals and personnel involved in recruiting and hiring received structured interviewing training.
2. Utilize an applicant/candidate log or tracking system to track the application-to-hiring lifecycle that includes the position, applicant name, demographic information, interview date, interviewer name, disposition and reason, and recruitment source.
3. Designate a Career Counselor to distribute information regarding career opportunities in City government and provide career counseling to employees. Provide documentation of the Career Counselor's training, knowledge, and duties. Annually notify employees of the Career Counselor's identity and contact information.
4. Document that employees are provided information regarding job responsibilities, performance evaluation standards, job postings, and Career Counseling. Ensure that employees are informed of the identity of the Career Counselor and that effort is made to employ, promote, or accommodate qualified individuals with disabilities.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on December 20, 2024, which indicated that the following areas required corrective action: no(s). 1, 2, 3; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 1, 2025 to April 30, 2025, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on January 13, 2025, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of Administrative Trials and Hearings was monitored until May 1, 2025; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Commissioner recognized the EEPC's audit and reiterated commitment to the Office of Administrative Trials and Hearings' equal employment practices. **Now Therefore**,


Be It Resolved, that the Office of Administrative Trials and Hearings has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

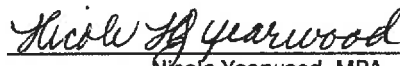
Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Commissioner Asim Rehman of the Office of Administrative Trials and Hearings.


Approved unanimously on May 2, 2025.


Minosca Alcantara, Ed.D.
Commissioner/Mayoral Appointee


Elaine S. Reiss, Esq.
Vice-Chair/Commissioner/Mayoral Appointee


Ngozi Okaro, Esq.
Commissioner/City Council Appointee


Nicole Yearwood, MPA
Commissioner/City Council Appointee


Aldrin Rafael Bonilla, Ed.D., MPA
Chair/Commissioner/Joint Appointee

The New York City Equal Employment Practices Commission

hereby issues this

Determination of Compliance

to

Office of Administrative Trials and Hearings

for achieving compliance with the
Equal Employment Practices Commission's

Evaluation of Employment Practices with a Focus on Underutilization

From July 1, 2021, to this date.

*In care of Chair and Commissioner Asim Rehman
and Principal EEO Professional Sharina DeRoberts*



On this 2nd day of May in the year 2025

Elaine S. Reiss

Elaine S. Reiss, Vice-Chair/Commissioner

Jeanne M. Victor

Jeanne M. Victor, Executive Director

