

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

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

### Part I: Narrative Summary

**Agency Name:** OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS (OATH)

☐ 1<sup>st</sup> Quarter (July -September), due November 17, 2023

☐ 2<sup>nd</sup> Quarter (October – December), due February 16, 2024

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2024

☒ 4<sup>th</sup> Quarter (April -June), due July 30, 2024

**Prepared by:**

Sharina DeRoberts

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

EEO Officer

[sderoberts@oath.nyc.gov](mailto:sderoberts@oath.nyc.gov) 212-436-0524

Name

Title

E-mail Address

Telephone No.

**Date Submitted:** 8/2/24

**FOR DCAS USE ONLY:**

***Date Received:***

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

## Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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

## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): \_\_\_\_1/31/24\_\_\_\_ ☐ No  
☒ By e-mail  
☐ Posted on agency intranet and/or website  
☐ Other \_\_\_\_\_

## II. Recognition and Accomplishments

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

- ☐ Diversity, equity, inclusion and EEO Awards
- ☐ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☒ Other (please specify): \_\_\_\_Spotlight in Employee Newsletter \_\_\_\_\_

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

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

## III. Workforce Review and Analysis

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

Q1 (9/30/2023): \_\_\_\_772\_\_\_\_ Q2 (12/31/2023): \_\_\_\_795\_\_\_\_ Q3 (3/31/2024): \_\_\_\_777\_\_\_\_ Q4 (6/30/2024 ): \_\_\_\_727\_\_\_\_

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

☒ Yes On (Date): \_\_\_\_2/15/24\_\_\_\_ ☐ Yes again on (Date): \_\_\_\_\_ ☐ No

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

☐ Agency's intranet site

☐ On-boarding of new employees

☒ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates): Q1 Review Date: \_\_\_\_10/18/23\_\_\_\_ Q2 Review Date: \_\_\_\_1/19/24\_\_\_\_ Q3 Review date: \_\_\_\_4/19/24\_\_\_\_ Q4 Review date: \_\_\_\_7/15/24\_\_\_\_

#### The review was conducted with:

☒ Agency Head

☒ Human Resources

☒ General Counsel

☒ Other \_DC for Administration\_\_\_\_\_

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other \_\_\_\_\_

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other \_\_\_\_\_

☒ Agency Head

☒ Human Resources

☐ General Counsel

☐ Other

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

☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

### A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others). Please list goals individually, and report on the steps your agency has taken to meet the goal underneath the respective goal.

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

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

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

During this quarter, the Commissioner continued to push for the recruitment of attorneys for our Judicial Hearing Officer positions. The Agency created updated flyers and encouraged all senior staff to share the open positions on their social media accounts to help get the word out. The Commissioner also personally engaged with several Bar Association Leaders to promote our attorney positions.

In addition, the Commissioner also encouraged senior staff to promote all our other non-attorney positions within the Clerk's Office. New postings were created, and the Commissioner reminded all Oath Leaders, Judges, and Clerks to promote these positions within their circles.

Also, during this quarter, the Commissioner made a request to DCAS to waive the residency requirements for the Judicial Hearing Officer positions for these "Hard to Recruit" positions.

And lastly, a review of our CEEDS reports, showed that 20 out of the 31 new hires were women and out of these 31; 16 were minorities.

### **Workforce Goal #1 Updates:**

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

**Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of**

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

**communities that are served. How do you evaluate the effectiveness of these actions?**

During this quarter, the Agency promoted 4 existing staff into roles and titles that align with their skill sets. OATH will continue to seek talent from within especially during the fiscal crisis.

### Workforce Goal #2 Updates:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |

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

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

### Workforce Goal #3 Updates:

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

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

Given the fiscal crisis, the Agency continues to seek talent within its workforce and promote qualified staff to new positions and

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

encouraging individual professional development. Employees are encouraged to participate in professional development courses, and these opportunities are shared via our Agency Newsletter or Agency wide Bulletins. These actions have led to increased employee morale and satisfaction.

### Workforce Goal #4 Updates:

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

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

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

During this quarter, Deputy Commissioners selected staff members from each of their units to participate in a training session titled “Using a Feedback Framework” which would be facilitated through our Center for Creative Conflict Resolution (CCCR). This session took place on July 22, 2024.

### Workforce Goal #5 Updates:

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



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

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

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

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

During Q4 FY 24, the review of employee compensations was completed.

### Workforce Goal #6 Updates:

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

### 1. Efforts to reduce Workforce underutilization:

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

A quarterly review of our CEEDS data shows that the Agency currently has no underutilizations to address.

### B. Workplace:

**Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

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

1. In FY 2024, OATH created the Fun@Work Committee with 16 volunteers from all our locations and across all divisions. So far in FY 2024, the committee has held 6 events. In September, we had a Show Your Colors Day to kick off the NFL season. Employees were encouraged to wear their favorite team jerseys. In October we had a Breast Cancer Awareness Day, and Domestic Violence Awareness Day. Looking forward, in November, the committee has planned a Diabetes Awareness Day, Thanksgiving/ Holiday Potluck at all our OATH locations, and in December we are hosting an Ugly Sweater Day. These events will continue throughout FY 2024 and allows employees to get together to organize fun employee activities with the purpose of promoting employee morale, inclusivity, and workplace culture.
2. OATH also created the Special Events Committee. This committee meets throughout the year to organize employee events such as employee recognition, staff appreciation, and customer service week.
3. OATH also created a Caregiver Committee. This committee will serve as a peer support and resource group for parents and caregivers to share experiences, exchange ideas, and connect with other caregivers at OATH to discuss experiences, exchange ideas, and bond over the joys and challenges of being caregivers.
4. OATH leadership and staff hold a variety of teambuilding opportunities for staff to connect and build community. These include large events (such as an agency-wide outing to a local sports event) to smaller opportunities (such as school/team pride day and ice-cream social events).

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

During this quarter, the Fun@Work committee organized an event to view the Solar Eclipse. Impartial Hearing Officers and employees from the Special Education Hearings Division boldly set out to view the eclipse from the Oculus to watch the celestial spectacle!.

During this quarter, Lunchtime Mediation Sessions continued after employees expressed their interest. In-person sessions were now added as well.

During this quarter, senior staff organized an OATH's Mother's Day event. Colleagues enjoyed spending time together, swapping stories and enjoyed an afternoon of tea, macarons, cakes, chocolates, jellybeans, and other treats. The event as well received

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

amongst staff.

### Workplace Goal #1 Updates:

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

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

During this Quarter, the Special Events Committee is in the early planning stages of its upcoming Staff Appreciation Awards.

The Commissioner is in the process of finalizing the awards committee and nominations will take place in the coming weeks.

### Workplace Goal #2 Updates:

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

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

On June 6, 2024, OATH hosted a fun, activity filled Bring Your Children to Work Day. The event took place at our 100 Church Street location. Participants hailed from many boroughs and divisions. Volunteers gave their time and talents to make the day a huge success. Commissioner Asim Rehman officiated at the morning welcome and swearing in ceremony where the youngsters were appointed Junior Judges for the day. The eager participants were then introduced to Courtroom etiquette by IHO Loriann Hellmann, worked on legal themed crossword puzzles with IHO Blueth Brumfield-Eliot, engaged in a scavenger hunt with Assistant General Counsel Diana Haines and Clerk James Haynes IV, toured OATH offices with ALJ Christine Stecura, and learned about hearing and trial

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

practices from ALJ Kevin Casey and IHO Di'Indra Forgenie-Dhanantwari. The morning ended with the youngsters observing Mock Hearing Prosecutor Rachel Amar and Defense Attorney Joan Salzman conduct hearing preparations. In the afternoon, the Junior Judges joined Commissioner Rehman and presided over a mock hearing where they adjudicated two mock summonses issued for alleged tree damage and failure to obtain a permit. Senior Advisor to the Commissioner Rachel Amar, Supervising ALJ Joan Salzman, IHO Adrienne Lotson, IHO Kevin McGrath, Clerk Indirah Mapp, Clerk Monique Bullock, legal interns Bill Griffin and Ella Pallenberg, and Student Bianca Jones all played roles in the hearing. The Fun@Work Committee is so grateful for all of our volunteers and participants and would like to thank: Commissioner Rehman, Loriann Hellmann, Joan Salzman, Rachel Amar, Kevin Casey, Christine Stecura, Di'Indra Forgenie-Dhanantwari, Kevin McGrath, Adrienne Lotson and special pet, Blueth Bromfield-Elliott, Diana Haines, Monique Bullock, Indirah Mapp, Bianca Jones, James Haynes IV, Marisa Senigo, Mavis Szeto, Karen Day, Chelsea Davis-Jones, Antwana Powell, Michael Ragolia and his team, William Griffin, Ella Pallenberg, Melody Williams, Issah Musah, Michelle Lee, Nelly Zeas, Elaine VanRhyn, Tina Lin, Erika Sarante, Carmena Schwecke, Anna Cordero, Vickram Harkisson, Jessica Rodriguez and LIC IT

### Workplace Goal #3 Updates:

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

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

During this quarter, the Commissioner continued to encourage staff to participate in the events organized and employees have been very receptive. As with all our events, we evaluate the effectiveness of these actions by the number of participants who join and by circulating ideas about other events that others are interested in.

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

### Workplace Goal #4 Updates:

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

### Other Workplace Activities:

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

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

In April 2024, our Newsletter highlighted National Arab American Heritage Month, NYC Immigration Week and Earth Day. Information is shared about the specific Heritage Event and includes additional resources and events that employees can take advantage of throughout the City.

Our May 2024 Newsletter included information on National Mental Health Awareness Month, Jewish American Heritage Month and Asian American and Pacific Islander Heritage Month. Free events happening around the city were also shared and links for additional resources. The May 2024 Newsletter also included information on the 55-A program and for those interested, the training link for the Computer Based Disability Etiquette training which employees were encouraged to take.

Our June 2024 Newsletter included information on the history of Juneteenth, National Caribbean-American Heritage Month, The Stonewall Riots 55<sup>th</sup> Anniversary, LGBTQIA+ Pride Month, and National Immigrant Heritage Month. Links were also included for employees to obtain additional information.

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

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

## C. Community:

**Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).**

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

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

In April 2024, OATH participated in several community events which included:

- OATH Resource with Council Member Natasha Williams in Jamaica, Queens
- OATH-AID with the Staten Island Chamber of Commerce in New Springville, Staten Island
- OATH@ Office with Council Member Eric Dinowitz in Kingsbridge, the Bronx
- Staten Island Gateway Rotary Event in Staten Island
- OATH-AID with Council Member Shekar Krishnan, & Asian-American Federation, in Elmhurst Queens
- OATH@ Office with Councilwoman Kristy Marmorato, in the Northeast Bronx
- OATH Malls of Justice with Council Members Robert Holden and Joann Ariola, The Shops at Atlas Park, Glendale, Queens
- Hall & OATH, Staten Island Borough Hall

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

In May 2024, OATH participated in several community events which included:

- OATH Resource with Council Member Althea Stevens, Highbridge, Bronx
- 25<sup>th</sup> Annual Staten Island Economic Development Corporation Business Conference (SIEDC), Hilton Garden Inn, Staten Island
- OATH Resource with Council Member Francisco Moya, East Elmhurst, Queens
- OATH-AID with the Asian Community Center in Sunset Park, Brooklyn
- OATH Small BIDs-Needs with the Sunnyside Shines BID
- New York State Senator Lanza's Annual Special Needs Fair, Staten Island
- OATH Resource with Council Member James Gennaro, Kew Gardens, Queens

In June 2024, OATH participated in several community events which included:

- Street Source with Council Member Gale Brewer, Upper West Side, Manhattan
- OATH Resource with Council Member Sandy Nurse, East New York, Brooklyn
- Visual Presentation to Staten Island Small Business Development Center
- Visual Presentation at the Small Business Empowerment Summit
- Mall of Justice with Staten Island Chamber of Commerce, Council Members Joseph Borelli and David Carr, Staten Island Mall
- Queens Chamber of Commerce Small Business Expo, Astoria, Queens
- OATH @ Office with Council Member Yusef Salaam, Harlem, Manhattan
- Queens Business Expo, Citi Field, Flushing
- OATH Resource with Senator Jessica Scarcella-Spanton, St. George, Staten Island
- OATH-AID with United Bodegas of America, Inwood, Manhattan
- Halls & OATH, Staten Island Borough Hall

The initiatives involve OATH External Affairs partnering with elected officials and community-based organizations to educate and assist the constituencies they represent and serve. Our Public Affairs team evaluates the effectiveness of our outreach events by the feedback they receive from constituents and Council Members. Many of our outreach events are done multiple times across all 5 boroughs based on demand.

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

### Community Goal #1 Updates:

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

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

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

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

In Q4 FY 2024, the CCCR conducted the following resources:

- 27 Mediations administered for City employees with an 80% satisfaction rate.
- 16 Conflict Resolution trainings administered for City employees with a satisfaction rate of 100%.
- 8 Restorative Circles/group facilitation sessions administered.
- 3 Mediations administered for members of the public.
- 17 Coaching sessions for City personnel with a satisfaction rate of 100%.
- 93 Consultations for City personnel.

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

### Community Goal #2 Updates:



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

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

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

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

Over the course of the past quarter, new outreach has been made in the pro bono programs operated at OATH. Outreach has been made to legal assistance groups, law firms, and individual attorneys to provide legal assistance to low-income New Yorkers who want to challenge an administrative action or a violation but cannot afford to hire legal help to assist. OATH's outreach to these groups has asked them to consider representing respondents in the following areas: (1) where a vehicle is seized by the NYPD pursuant to an arrest and the owner of the vehicle exercises their statutory right to seek release of the vehicle; (2) where the Taxi & Limousine Commission (TLC) suspends a driver's TLC license if the driver is arrested and the driver seeks to lift that suspension in a hearing at OATH; and (3) where TLC seeks to revoke a driver's license if the driver fails a random drug test. Several legal providers are considering these initiatives and OATH hopes that we can secure a provider for one or more of these initiatives very soon.

### Community Goal #3 Updates:

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

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

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

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

During this quarter, OATH's Help Center assisted 2,934 Respondents via text message exchange, 35,547 Respondents via email/voicemail exchange, and 15,278 Respondents at the customer service window. Moreover, there were 13,251 Respondents who had an active help session with a PJC and 327 CJRA Respondents who had an active help session with a PJC. over 38,000 help sessions in FY 23. These help sessions help New Yorkers who have received a summons, navigate the process easily. The Help Center staff is often highlighted in our Newsletters by positive feedback from respondents that are sent directly to the Commissioner on our website.

### Community Goal #4 Updates:

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

### 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.**

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

## D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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

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

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

### Equity, Inclusion and Race Relations Initiative #1 Updates:

|            |                                  |                                      |   |                                  |                                   |   |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|---|
| Q1 Update: | <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 |

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

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

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

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

Once DCAS hiring halls resume, OATH will look forward to participating.

### Equity, Inclusion and Race Relations Initiative #2 Updates:

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

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

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

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

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

During this quarter, the Commissioner sent out Agency Wide Bulletins honoring Passover, Mother's Day, Father's Day, Juneteenth, Eid al Adha, and Shavuot.

Also, in our Employee Newsletter, staff were encouraged to submit submissions with the aim at getting to know other's interest and passions, or volunteer activities outside of the workplace. Our April 2024 Newsletter, included a section on "Meet your Colleagues: LIC Help Center." Through Q&A sessions, employees got to know more about the Help Center and the employees who work there. This issue also included a submission from one of our Judicial Hearing Officers who shared her passion in being a member of the Board of Big Brothers Big Sisters of Westchester & Putnam.

In our May 2024 edition of the newsletter, employees got to "Meet your Colleagues: Appeals Unit."

In our June 2024 edition of the newsletter, employees got to "Meet your Colleagues: The Center for Creative Conflict Resolution (CCCR)."

Overall, employees have enjoyed getting to know their colleagues from other units and divisions especially when OATH is spread out among all the 5 boroughs.

### **Equity, Inclusion and Race Relations Initiative #3 Updates:**

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

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

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

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

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

## Equity, Inclusion and Race Relations Initiative #4 Updates:

|            |   |   |                                  |   |                                   |                                    |
|------------|---|---|----------------------------------|---|-----------------------------------|------------------------------------|
| Q1 Update: | <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 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 |
| Q3 Update: | <input type="checkbox"/> Planned            | <input checked="" 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 checked="" type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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

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

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

In this Quarter, OATH has continued to be proactive in engaging with affinity groups and different bar associations. The Commissioner has personally reached out to several groups and has encouraged senior staff to do the same in promoting our vacancies. In the past, these recruitment efforts have resulted in hires.

### Recruitment Initiatives/Strategies #1 Updates:

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

2. Our quarterly review of our underutilization reports will continue to drive our recruitment efforts as needed.

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

During this quarter, OATH reported no underutilizations. Quarterly reviews of our CEEDS reports will continue and if underutilization is reported, the Agency will adjust our recruitment efforts.

### Recruitment Initiatives/Strategies #2 Updates:

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

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

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

3. In FY 2024, OATH will continue to encourage Structured Interview Training and Unconscious Bias Training for Hiring Managers.

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

OATH recognizes the importance of structured interviewing in the hiring process. As a result, OATH routinely encourages its Hiring Managers to take DCAS offered trainings.

In June 2024, the Commissioner sent an email to all OATH Leaders with information on the class offerings at DCAS and encouraged all hiring managers and supervisors to attend available sessions and highlighted the Structured Interview and Unconscious Bias trainings.

### Recruitment Initiatives/Strategies #3 Updates:

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

## 4. Recruitment Efforts for Civil Service Exams

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



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

| Quarter # | Event Date | Event Name | Borough |
|-----------|------------|------------|---------|
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |

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

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

### C. Recruitment Sources

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

List recruitment sources used for filling vacancies in the current Quarter (include Q# 1)

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

## D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

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

1. Urban Fellows Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

2. Public Service Corps Total:

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

3. Summer College Interns Total: 5

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

Race/Ethnicity\* [#s]: Black\_\_0\_ Hispanic\_\_1Asian/Pacific Islander\_\_3\_ Native American\_\_ White\_\_1\_ Two or more Races\_\_

Gender\* [#s]: M\_\_0\_ F\_\_5\_ N-B\_\_ O\_\_ U\_\_

### 4. Summer Graduate Interns Total: 4

Race/Ethnicity\* [#s]: Black\_\_0\_ Hispanic\_\_0\_ Asian/Pacific Islander\_\_0\_ Native American\_\_ White\_\_4\_ Two or more Races\_\_

Gender\* [#s]: M\_\_2\_ F\_\_2\_ N-B\_\_ O\_\_ U\_\_

### 5. Other-CS Pathway Fellows Total: 0

Race/Ethnicity\* [#s]: Black\_\_ Hispanic\_\_ Asian/Pacific Islander\_\_ Native American\_\_ White\_\_0\_ Two or more Races\_\_

Gender\* [#s]: M\_\_0\_ F\_\_0\_ N-B\_\_ O\_\_ U\_\_

**Additional comments:**

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

### 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 (9/30/2023): \_\_\_\_2\_\_\_\_ Q2 (12/31/2023): \_\_\_\_2\_\_\_\_ Q3 (3/31/2024): \_\_\_\_2\_\_\_\_ Q4 (6/30/2024): \_\_\_\_2\_\_\_\_

During the 1st Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 1st Quarter \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

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

During the 2nd Quarter \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 4th Quarter \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

#### The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

through an agency newsletter: ☒ Yes ☐ No

Other: \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

## VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. In addition, the Career Counselor will: maintain knowledge of the civil service system and respond to inquiries regarding how to apply for civil service exams and/or positions in civil service titles that relate to the employee's intended career path, maintain knowledge of training and professional development programs offered by the agency to encourage the use of these programs to improve skills, performance, and career opportunities, maintain knowledge of approved job vacancies within the agency and navigate inquiries from employees on how to apply for these positions, and actively review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
  2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. The Deputy Commissioner for Administration and the Commissioner are in discussions of creating an Executive focused training for OATH's direct reports to the Commissioner. The idea will be to have a championing of DEI principles from the top so the culture may permeate down to the rest of the agency. Our goals will be to include values statements as well as definitions as to what DEI at OATH will look like. OATH intends to include DEI principles and cultural reformation at the highest levels of the agency, so its values can be trickled down from the top.
  3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
  - Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).

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

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

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

5. Other:

| During this Quarter the Agency activities included: | # of Vacancies | # of New Hires | # of New Promotions |
|---|----------------|----------------|---------------------|
| Q1  | # __32__       | # __49__       | # __28__            |
| Q2  | # __0__        | # __27__       | # __13__            |
| Q3  | # __17__       | # __5__        | # __7__             |
| Q4  | # __27__       | # __31__       | # __4__             |

## 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No



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

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

#### A. Local Law 92: Annual Sexual Harassment Prevention training

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

#### B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1 ☒

Q2 ☒

Q3 ☒

Q4 ☒

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

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

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

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

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

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

### 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-Currently is Document Review and Analysis Stage.  
\_\_\_\_\_.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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

## Appendix A: EEO Personnel Details

EEO Personnel For \_\_4\_\_ Quarter, FY 2024

### Personnel Changes

|  |  |  |  |  |
|--|--|--|--|--|
| <b>Personnel Changes this Quarter:</b> |  | <input checked="" type="checkbox"/> No Changes   | <b>Number of Additions:</b>  | <b>Number of Deletions:</b>  |
| 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                |  |  |  |  |
| 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:  |
| <b>For New EEO Professionals:</b>      |  |  |  |  |
| Name & Title                           | 4.   | 5.   | 6.   |  |
| EEO Function                           | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><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 %):   | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   |
|  |  |  |  |  |
| Name & Title                           |  |  |  |  |
| EEO Function                           | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><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 %):   | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   |

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

| 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  | 2. Migdalia Nieves  | 3. Lorna Mondesior  |
| <b>Completed EEO Trainings:</b>   |   |   |   |
| 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 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:<br>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:<br>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<br>for New EEO Officers  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 10. Understanding CEEDS Reports   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

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

## EEO Personnel Training Continued:

| EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals): |  |  |  |
|---|--|--|--|
| Name & EEO Role   | 4.   | 5.   | 6.   |
| <b>Completed EEO Trainings:</b>   |  |  |  |
| 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:<br>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:<br>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<br>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 |
|   |  |  |  |

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

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

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

**MAILING ADDRESS:** 66 John Street, NY, NY 10038, 10<sup>th</sup> Floor

Diversity and EEO Staffing as of \_\_3\_\_Quarter FY 2024\*

| <u>EEO\ Diversity Role</u>                             | <u>Name</u>              | <u>Civil Service Title</u>                    | <u>% of Time Devoted to EEO &amp; Diversity Functions</u> | <u>Office E-mail Address</u>   | <u>Telephone #</u>  |
|--|--------------------------|---|---|--|---------------------|
| EEO Officer/Director                                   | Sharina DeRoberts        | <u>Administrative Labor Relations Analyst</u> | <u>100%</u>   | <a href="mailto:SDeRoberts@oath.nyc.gov">SDeRoberts@oath.nyc.gov</a> | <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>  | <a href="mailto:ADas@oath.nyc.gov">ADas@oath.nyc.gov</a>             | <u>212-933-3030</u> |
| ADA Coordinator  | <u>Sharina DeRoberts</u> |   |   |  |                     |

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

|  |                          |  |            |  |                          |
|--|--------------------------|--|------------|--|--------------------------|
| <b>Disability Rights Coordinator</b>   | <u>Sharina DeRoberts</u> |  |            |  |                          |
| <b>Disability Services Facilitator</b> | <u>Sharina DeRoberts</u> |  |            |  |                          |
| <b>55-a Coordinator</b>                | <u>Sharina DeRoberts</u> |  |            |  |                          |
| <b>Career Counselor</b>                | <u>Marcia Grant</u>      | <u>Assistant<br/>Commissioner for HR</u> | <u>10%</u> | <a href="mailto:Mgrant@oath.nyc.gov">Mgrant@oath.nyc.gov</a> | <u>212-933-<br/>3038</u> |
| <b>EEO Counselor</b>                   |                          |  |            |  |                          |
| <b>EEO Investigator</b>                |                          |  |            |  |                          |
| <b>EEO Counselor\ Investigator</b>     |                          |  |            |  |                          |
| <b>Investigator/Trainer</b>            |                          |  |            |  |                          |
| <b>EEO Training Liaison</b>            |                          |  |            |  |                          |
| <b>Other (specify)</b>                 |                          |  |            |  |                          |
| <b>Other (specify)</b>                 |                          |  |            |  |                          |

\* 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.