

# **Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan**

**Fiscal Year 2025**

**NYC Department of Health and Mental Hygiene  
(DOHMH)**

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## I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

### COMMISSIONER'S EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As Commissioner of the New York City Department of Health and Mental Hygiene ("the Agency"), I wish to reiterate that I am personally committed to creating a workforce that is diverse, inclusive, and promotes equality in all its aspects, including equal opportunities for all prospective and current employees to succeed. I am also committed to providing a workplace that is free of discrimination, retaliation, and harassment.

In fulfilling the Agency's commitment to equal employment opportunity ("EEO"), the Agency has instituted EEO policies and procedures that are consistent with federal, state, and local laws that prohibit discrimination in employment, and are aligned with the City's EEO Policy.

The City's EEO Policy prohibits individuals from being targeted because of a protected category, i.e. their actual or perceived age, arrest or conviction record, cannabis use, caregiver status, color, consumer credit history, disability, familial status, gender/sex (including pregnancy, childbirth, or related medical conditions) gender identity or expression, immigration or citizen status, marital or partnership status, national origin or ethnicity, predisposing genetic characteristics, pre-employment marijuana testing, race, religion or creed, salary or pay history, sexual orientation, sexual and reproductive health decisions, status as a veteran or military service member, unemployment status, weight or height, victim of domestic violence, sex offenses or stalking. The City's EEO Policy also protects individuals from being targeted because of their association with a person in a protected category.

I will hold all executives, managers, supervisors, and employees accountable for ensuring a safe, equitable, and inclusive workplace and for delivering equitable, fair, and effective services to the public we serve.

For more information on NYC human rights protections in the workplace, including definitions of many of the terms mentioned above, please visit the [NYC Commission on Human Rights' website](#). In addition, a copy of the [City's EEO Policy](#) is available on the EEO Office's SharePoint site.

All employees are encouraged to utilize the resources available within the Agency and to address EEO concerns to Sye-Eun Ahn, EEO Director, by calling 347-396-6067 or emailing [sahn1@health.nyc.gov](mailto:sahn1@health.nyc.gov).

☐ This statement is the same as last year.

**NOTE:** If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

### FY24 Accomplishments

- The Harlem Bureau of Neighborhood Health provided the staff with two trainings with the curriculum based on equity principles. The first training was Equity-based Project Management which was provided to all staff. The second training was Equity-based People Management provided to all supervisors. The trainings included scenarios, tools, development of individual action steps and goals.
- In the Bureau of Bronx Neighborhood Health, The Culture Collective is a group comprised of bureau staff members that formed in March 2024 to strengthen the bureau's workplace culture, foster internal and external collaboration, provide feedback on the bureau's annual goals and reshape the bureau's mission and vision. The Bureau held its first event for National Coming Out Day on October 11, 2023, in collaboration with the LGBTQ+ ERG. National Coming Out Day exists to promote a safe, inclusive, and loving world where LGBTQ+ people can live truthfully, openly, and without fear. In recognition of National observances, the bureau witnesses Black, Hispanic, and Women's History months and Juneteenth with educational presentations.

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO. We also plan a continuation of the DEI Initiatives mentioned.

1. **Annual Agency Distinguished Service Awards:** Recognizes employees whose exceptional performance makes a substantial impact on the agency's mission to safeguard and enhance the health of all New Yorkers. This is an annual event however we have updated the award categories from previous years.
2. **Spirit Day at DOHMH!** Spirit Day is the world's most visible anti-bullying movement inspiring LGBTQ youth, to live their lives in their truth and authenticity. The LGBTQ+ ERG will be hosting a photo-op to showcase how we at DOHMH stand united with LGBTQ+ youth against bullying.
3. **Staff Appreciation Holiday Party:** In December, the agency held its annual holiday celebration to show appreciation for all staff members. This festive gathering provided an opportunity for everyone to come together, celebrate the holiday season, and even take photos with the Commissioner. It's a chance for agency staff to connect beyond the confines of meetings and deadlines and to enjoy the Department's cherished holiday traditions, such

as the "Deck the Doors" event. This door-decorating contest encourages collaboration among staff as they come up with creative public health themes for their doors. The winners were recognized in an agency-wide announcement. This is an annual event however there is different theme every year.

4. **Transgender Day:** In November the agency commemorated a Transgender Day of Remembrance with a panel discussion on how to support, center, and elevate our transgender, gender nonconforming, and non-binary (TGNCNB) community while addressing the impact of discrimination, stigma, and violence they face. The event was hosted by the LGBTQ + Employee Resource Group (ERG) in partnership and collaboration with the LGBTQ Health Projects Team and Race to Justice.
5. **Hispanic Heritage Month (September 15 - October 15)** In celebration of Hispanic Heritage Month, ERG-SALUD and Worksite Wellness have organized a series of events and diverse festivities that will take place from September through October. These activities have been communicated to all staff through an Agency announcement and displayed on the intranet. Additionally, HR Central featured a banner on the main Intranet page to honor Hispanic Heritage Month
6. **Disability Pride Month, (July)**-DOHMH acknowledge the commemoration of the signing into law of the Americans with Disabilities Act (ADA). The new Disability Employee Resource Group – (DREAM-Disability, Resources, Empowerment, Access, Movement) goal is to create, encourage, build and foster a community of advocacy and allyship at DOHMH.
7. Hiring and Diversity fairs will continue to attract and build a diverse workforce. Last fiscal year we attended over 10 events and plan to attend events this fiscal year.
8. **DREAM ERG** - A new Employee Resource Group was established. D.R.E.A.M. (Disability Resource Empowerment Access & Movement) is committed to advocating for inclusivity and raising awareness about the challenges faced by staff with disabilities. Through education, advocacy, and community engagement, it will strive to foster understanding, promote accessibility, and ensure equal opportunities for all.

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 5495 OCME 739

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.

- Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
- Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
- If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

In accordance to the CEEDS reports, the agency is experiencing underutilization in categories of building services, craft, and guards for women. These job categories are recruited via civil service pools that the Civil Service Hiring Unit coordinates on behalf of the respective Division/Bureaus in the agency. The agency is making efforts to recruit candidates that have successfully passed civil service exams for underutilized job titles such as Special Officer, Senior Stationary Engineer, and Motor Vehicle Operator. While the civil service process limits the agency's ability to freely hire women and minorities, the agency is aware of the underutilization in these job categories and will be mindful when considering applicants.

Review of pay inequity across similar titles by investing significant time and funding into ensuring salaries are equitable across all levels and roles, and addressing wage gaps based on gender, race, and salary history.

In accordance with employee wage implementation pursuant to City collective bargaining agreement implementations, once the Agency receives the USI and pay authorizations from oversight agency OPA-FISA, DOH works directly with payroll and programs to "freeze" PMS for a finite period of time to update the salaries pursuant to the pay authorizations submitted by oversight. After payments are implemented, additional audits are conducted to ensure that payment implementations were done correctly. In instances of any issues, corrective actions are taken immediately to rectify pay concerns.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 291 Unknown Gender 35 Unknown Both \_\_\_\_\_

**[Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- ☒ The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

**Agency Head**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other \_\_\_\_\_

**Human Resources**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other \_\_\_\_\_

**General Counsel**

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other (\_\_\_specify)**

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## **iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025**

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

### **A. WORKFORCE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

The agency is dedicated to fostering an inclusive and diverse workforce. To enhance this goal, it has initiated a strategic planning process aimed at strengthening its staffing capabilities. Recent changes have been implemented to enhance DOHMH's capacity to develop its workforce and promote the cultural mission of creating One DOHMH. The Bureau of Human Resources and Labor Relations will persist in its efforts.

The Department of Health and Mental Hygiene (DOHMH), The Bureau of Human Relations and Labor Relations (HRLR) is dedicated to fostering diversity in recruitment and inclusion throughout our Talent Acquisition Process. For this upcoming FY we intend to strengthen our collaborative recruitment partnerships with New York State Department of Labor; NYC Small Business Services/Workforce 1 Career Center; America Works, a nonprofit organization that helps people find and keep jobs in New York, including NYC Human Resource Administration (HRA) and NYC Homeless Services (DHS) clients. To enhance this partnership, we will be conducting virtual career information sessions and resume workshops on a quarterly basis. Additionally, in partnership with our Office of External Affairs/Institutional Government Affairs Unit, we continue to routinely promote vacancies and civil service exams by liaising with all elected officials (city, state, federal) citywide, all the community boards and business improvement districts (BIDS), local chambers of commerce, merchants' associations, health advocates of all backgrounds, social services non-profits and lobbying groups.

Race to Justice (RTJ) aims to improve staff awareness by holding mandated workshops to educate how racism and other intersecting systems of oppression operate within institutions and building skills to address how these systems shape health inequities.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

The agency has restructured several programs as follows:

- **Creation of a new Bureau under the Division of Administration.** Effective July 1, the new **Bureau of Workforce Development and Training** - led by Assistant Commissioner Calaine Hemans-Henry – will combine the former Center for Population Health Data Science's Bureau of Public Health Training and Information Dissemination's workforce development team, with the Division of Administration's Bureau of Human Resource's Training and Professional Development Unit. The new bureau will be comprised of the Office of Experiential Learning, led by Senior Director Janice Blake, and the Office of Training and Professional Development, led by Senior Director Emilia Velasquez. The bureau will enhance our commitment to support an Agency learning culture through youth and early career traineeships and employee trainings, workshops, and professional development seminars.
- The Bureau of Human Resources and Labor Relations (HRLR) will maintain its collaborative efforts with all Divisions and Bureaus to advance the agency's One DOHMH/Bolstering the Workforce initiative. HRLR will persist in analyzing exit interviews and surveys to gather essential insights for suggested changes that can be implemented within the current fiscal year. The HRLR Recruitment team is dedicated to sourcing talent and staying updated on industry best practices to attract new staff and develop the next generation of qualified supervisors, managers, and directors.



Additionally, the team will work closely with the new Bureau of Workforce Development and Training to provide ongoing support for specific employee development and training needs.

### **Planned Programs, Initiatives, Actions aimed at Workforce:**

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

**[Note:** Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

DOHMH will use CEEDS reports and dashboard to inform recruitment efforts for the underutilized job categories of job groups experiencing underutilization for building services, craft, and guards. These job categories are recruited via civil service pools that the Civil Service Hiring Unit coordinates on behalf of the respective Division/Bureaus in the agency.

Candidates that have successfully passed civil service exams for underutilized job titles such as Special Officer, Senior Stationary Engineer, and Motor Vehicle Operator are selected from Civil Service Lists that DCAS publishes. While this process limits our opportunity to have prior knowledge of how many women and minorities are on the actual civil service list, the agency is aware of the underutilization in these job categories. It will make every effort to ensure that appropriate candidates are chosen.

The agency's Central HR's Recruitment Team circulates DCAS Notice of Exams for underutilized job titles to the faculty of our academic partners CUNY/SUNY/Private educational that have a student population consisting of women and minorities, community-based organizations, elected officials, and their constituents.

To enhance equity, inclusion, and race relations, the agency has a Race to Justice team, divisional equity staff and other agency members, such as Racial and Social Justice Policy Manager, that are devoted to these issues. Their work hopefully ensures that agency-wide policy agendas, research projects and data collection are viewed through racial, gender and social justice lens. The agency also has in place a Bolstering the Workforce team, headed by the COO. It is an over-arching agency goal. The establishment of the Bolstering the Workforce strategic goal presents an opportunity for DOHMH to assess its current state of creative and equitable retention and recruitment methods, workplace wellness, pay equity, professional development, and investment necessary to upgrade its capacity and capability, and scaffold Agency-wide efforts required to achieve sustainable NYC DOHMH workforce.

Race to Justice (RTJ) is the New York City Department of Health and Mental Hygiene's internal transformation process for advancing racial equity and social justice, now with a trauma-informed lens. We aim to promote justice and build capacity to embed equity within the agency. RTJ's work addresses the execution of the **five internal equity goals, which was proposed and committed to by leadership in the summer of 2020:**

- **Address pay inequity across similar titles** by investing significant time and funding into ensuring salaries are equitable across all levels and roles, and addressing wage gaps based on gender, race, and salary history.
- **Provide a living wage** for all staff by investing significant time and funding into securing salary increases for all of our staff in lower paying positions (e.g., under \$50,000 dollars).
- **Embed equity in agency planning and programming** by requiring all divisions to create equity focused action plans, corrective action plans, accountability indicators, and task and standards for leadership/managers.
- **Develop mechanisms for reporting bias and oppression** by developing reporting system that allows staff to report experiences of bias, and oppression and allows Commissioner to get a pulse of the climate of each bureau, identify trends of problematic leaders/staff, and monitor whether issues are being addressed.
- **Create staffing lines to support Race to Justice work** by allocating funding to hire equity staff embedded within each division to provide coaching, support for Divisional Action Teams, and to implement recommendations from Race to Justice cross divisional teams.

## **B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

The DOHMH Team will keep enhancing our communication strategies to ensure our employees are informed about the agency's events.

The Commissioner's Grand Rounds Series is scheduled for all staff to participate in discussions on public health, equity, and other relevant topics featuring various distinguished guest speakers throughout the year. The Bureau of Human Resources and Labor Relations also organizes and coordinates the following employee activities in collaboration with other programs:

Employee Recognition Ceremonies

Women's History Month

Wear Purple Day-we recognize **Domestic Violence Awareness Month (DVAM)** - a time to raise awareness about domestic and gender-based violence. It's also an opportunity to amplify Worksite Wellness's ongoing commitment to advance learning for our workforce on domestic violence dynamics, its far-reaching harms, and resources for surviving and thriving. On **October 17<sup>th</sup>** we mark **NYC Go Purple Day** by wearing purple and sharing the resources and services available to survivors throughout New York City.

Wear Denim Day- April 24. The Denim Day movement began in 1999 as a grassroots protest against Italy's Supreme Court's decision to overturn a sexual assault conviction

because the victim was wearing tight denim jeans at the time of her attack. Denim Day, which seeks to achieve justice and support for millions of survivors, is the longest-running sexual violence prevention and education campaign in history.

Wear Red Day **February 2<sup>nd</sup> is National Wear Red Day!** Cardiovascular disease is the leading killer among women each year in the US. Most heart issues are believed to be preventable, making awareness, education, research, and resources vital to the cause.

In 2003, the American Heart Association and the National Heart, Lung and Blood Institute took action against a disease that was claiming the lives of nearly 500,000 American women each year – a disease that women weren't paying attention to. A disease they truly believed, and many still believe to this day, affects more men than women. The first Friday in February is designated as American Heart Month, and the nation comes together, igniting a wave of red from coast to coast. This annual recognition unites millions of people for a common goal: the eradication of heart disease and stroke.

Promoting Excellence in Workplace Wellness (PEWW) activities for HR

Choose to Lose Challenge

Gratitude Month

HR Afternoon Events Celebrating Staff

Administrative Professionals Day

Take Our Children to Work Day

Distinguished Service Awards Ceremony

Agency Holiday Party Festivities

Deck-the-Door Competition

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

In FY25, we will maintain our collaboration with all Employee Resource Groups (ERGs) within the agency to promote career opportunities and cultivate a diverse workplace. Last fiscal year, we organized events for the LGBTQIA+ ERG and the SALUD ERG (Latino Resource Group) to strengthen our diversity recruitment objectives, enhance our recruitment capabilities, and optimize talent acquisition.

HRLR has partnered with various ERGs and will continue to support efforts to hire Latinos and other demographics that have been identified as underrepresented at DOHMH. In partnership with our Office of External Affairs/Publications Unit, we routinely create customized recruitment flyers for hard-to-recruit vacancies such as Nurses, Pharmacists and Physicians into the top 13 languages utilized across the five boroughs of New York City, including Arabic, Bengali, French, Haitian Creole, Italian, Korean, Polish, Russian, Simplified Chinese, Spanish, Traditional Chinese, Urdu, and Yiddish. These flyers are then disseminated to our agency's academic partners, CBOs, faith-based organizations, elected officials, their constituents, and the Commissioners Bi-weekly Digest.

In accordance with our agency's Diversity, Equity, and Inclusion Talent Acquisition Goals, we have also cultivated a strategic workforce development partnership with the NYC Commission on Human Rights in order to customize trainings for hiring managers on the following:

Human Rights Law, Anti-Black Racism and Other Forms of Discrimination Based on Race and Color within the workplace. This was conducted on June 18<sup>th</sup>. For the upcoming Fall 2024, they will also be conducting a training on Understanding Jewish Experiences and Antisemitism and Understanding Muslim Experiences and Combating Anti-Muslim Bias.

### **Planned Programs, Initiatives, Actions aimed at Workplace:**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

HRLR Recruitment and Talent Acquisition Team is currently engaged in a recently formed partnership with NYC Department of Social Services which will be conducting a customized training for our hiring managers on How to Write Inclusive Job Descriptions. Course content will have a targeted focus on Conscious and Inclusive Language, Gender-Neutral Wording, Racially Conscious Language, Readability of Language to Meet Intent and Inclusiveness for Job Seekers, Barrier-Free versus Traditional Job Descriptions, Cultural and Racial Bias.

For the new FY, we are also committed to the creation of a Veterans ERG Group for the agency to foster greater inclusiveness and cultural sensitivity for our veterans within the agency. The goal is to create a safe space for veterans to gain greater recognition and acknowledgement within the agency by creating mentorship programs that will create a dynamic internal resource platform to leverage academic advancement, career growth, professional development, and greater employee engagement.

[Please select below the options that apply to your agency.]

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. ACHIEVE-African American/Black
2. AANHPI- Asian American, Native Hawaiian and Pacific Islander
3. LGBTQ+ - Lesbian, Gay, Bisexual, Transgender, Queer
4. SALUD--the Latino/a
5. DREAM - Disability, Resources, Empowerment, Access, Movement
6. ASWATNA – SWANA (South West Asia and North Africa)

- ☐ Agency does not presently have any ERGs.
- ☐ Agency will create a Diversity Council to leverage equity and inclusion programs
- ☐ Agency Diversity Council is in existence and active
- ☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- ☒ Agency will inform employees of their rights and protections under the New York City EEO Policy
- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

### C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.**

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

Race to Justice (RTJ) is the New York City Department of Health and Mental Hygiene's internal transformation process for advancing racial equity and social justice, now with a trauma-informed lens. We aim to promote justice and build capacity to embed equity within the agency to improve equitable health outcomes for all New Yorkers including, but not limited to, building staff awareness of how racism and other intersecting systems of oppression operate within institutions and building skills to address how these systems shape health inequities.

- Race to Justice's Core Workshop is a full-day workshop designed to build a shared analysis of racial equity and social justice across the agency. The Core Workshop creates a space where staff are able to define and explain core concepts such as race, racism, racial equity, social justice, systems of oppression, implicit bias, and privilege; explain the relationships between race, racism, and health; and identify strategies they can implement in their own work. All Health Department staff are required to complete the workshop.
- **The Public Health/Preventive Medicine Residency (PH/PMR) Program will join the Center for Health Equity and Community Wellness' (CHECW) Bureau of Equitable Health Systems.** PH/PMR's move to CHECW will strengthen resident training experiences, giving them opportunities to support the Chief Medical Officer's and CHECW's efforts to bridge public health and health care; eliminate racial inequities and reduce premature mortality; focus on chronic diseases and the social and environmental factors that impact health; enhance engagement with diverse health care providers across New York City; and advance prevention and wellness promotion.

## **Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:**

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Regarding M/WBE, DOHMH policy requires: 1) Use of the M/WBE Purchase Method whenever possible; 2) All micro-purchases to be awarded to M/WBEs, unless a Cabinet member approves another vendor, and 3) At least 50% of p-card purchases be made from M/WBEs. DOHMH gives preference to M/WBEs in RFPs for most professional, standard and construction services. DOHMH conducts outreach and attends networking events for M/WBEs.

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Expand language services for the public

## **V. Recruitment**

### **A. Recruitment Efforts**

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.]

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

Target Population: A diverse and lucrative pool of applicants in possession of an academic and professional skillset across multiple academic disciplines, irrespective of race, gender, sexual orientation, religion, age, LGBTQIA+ status, veteran status, disability.

Recruitment Efforts

- Strengthening recruitment partnership and networking relationship with DCAS' Office of Citywide Recruitment to create dynamic opportunities for us to continuously promote high priority and hard to recruit vacancies in their monthly email blast that is disseminated to their Community Partner organizations (including schools, workforce development programs), as well as their monthly NYC Jobs newsletter.
- We will continue to collaborate with New York State Department of Education/Office of Professions to source NYS Licensed Professionals across a wide array of academic disciplines including Social Workers (LMSW and LCSW and Limited Permit Holders), Physicians, Psychologists, Clinical Laboratory Technologists, Architects, Pharmacists, Nurse Practitioners, Midwives, Engineers to fill many of our in-house vacancies that are tied to Mental Health, Maternal, Infant, and Reproductive Health, Substance and Opioid Addiction, Homelessness, Food Safety & Community Sanitation, Veterinary and Pest Control Services, Environmental Disease and Injury Prevention, Health Equity and Community Wellness.
- We have recently solidified a new partnership with CUNY/Office of Careers and Industry Partnerships to attend career fairs, promote job vacancies and civil service exams, and host career information sessions and resumes workshops.
- We continue to proactively partner with the Mayors' Office of People with Disabilities in sourcing 55-a candidates for many of our hard to recruit vacancies.
- Amplify our recruitment and networking initiatives with the Justice Impacted Population including but not limited to the Bard Prison Institute, John Jay Prison Re-Entry Initiative, Brooklyn Justice Initiatives, Brooklyn Justice Corps, and Council of State Governments Justice Center.
- Forging recruitment partnerships with Apprenticeship Programs in NYC such as Lincoln Tech which offers hands-on training for careers in electrical and electronic systems technology; Apex Technical school which offers hands-on training programs in Air Conditioning and Refrigeration, Construction and Building Skills, Electrical and Advanced Electrical Skills, Plumbing and Pipefitting, and Combination Welding Technology.
- Establishing networking relationships with Local Unions Apprenticeship Programs, including NYC Building & Construction Trade Council, UA Local 1 Plumbers & Gasfitters Union, Training Center, Local 580 Apprentice Training Facility.
- In partnership with James Whitman, Director of Classification and Compensation at DCAS, we are currently engaged in the process of amending the minimum qualification requirements (MQRs) for the respective civil service titles of Public Health Nurse and City Medical Specialist in order to widen the recruitment net and diverse pool of applicants for consideration. With respect to the Public Health Nurse civil service title, we are trying to promote consistency with the NYS Department of Education Office of Professions, by including Associate degree prepared nurses, instead of restricting the minimum qualification requirements exclusively to BSN and MSN and/or MPH prepared nurses. Likewise for the City Medical Specialist, we are widening the recruitment net by considering clinical experience such as the successful completion of a residency and/or fellowship.
- Additionally, we are currently working with DCAS to create a customized title for our Pharmacist title that has been deemed extremely hard to recruit and is a high recruitment priority per the operational need of our Article 28 Clinics that provides clinical care and services for patients diagnosed with sexually transmitted infections, Hepatitis and HIV,



and Tuberculosis. This title will be called City Health System Pharmacist title, and per DCAS, effective June 7, 2024, this title has been under review by the Mayor's Office of Labor Relations and the Office of Management & Budget.

- For the underutilization of women in certain professions including Health Police and Facilities Management, we intend to forge recruitment partnerships with nonprofit organizations providing medical access for people of color and underserved communities, including but not limited to the:
  - AAPC (African American Planning Commission) which is a multi-service housing, social service, community development and economic development nonprofit based in New York City, and seeks to address the root causes of homelessness, domestic violence, HIV/AIDS, poverty, and economic dependency. Programs include the development of transitional and affordable housing integrated with social services and a supportive community.
  - Make the Road New York (MRNY) which builds the power of Latino and working class communities to achieve dignity and justice through organizing, policy innovation, transformative education and survival services.
  - Mixteca, which serves to empower and enrich the Mexican and Latin-American immigrants of the New York area by providing them access to services that enhance their quality of life and will allow them to reach sustainable social and economic development. They offer a variety of programs and services that respond to the specific needs of immigrant families and aim to build a supportive environment for the growing Mexican and Latin-American immigrant community.
  - Korean Community Services (KCS) of Metropolitan New York, Inc. KCS serves low-income immigrant individuals and families by helping them address critical needs, solve complex problems and adapt to a new cultural, economic and social environment.

## **B. Recruitment for Civil Service Exams**

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

The agency's Central HR's Recruitment Team circulates DCAS Notice of Exams for underutilized job titles to the faculty of our academic partners CUNY/SUNY/Private educational that have a student population consisting of women and minorities, community-based organizations, elected officials, and their constituents.

The Bureau of Human Resources and Labor Relations (HRLR) Civil Service and Hiring Unit will continue to actively promote Civil Service Exams through the following initiatives:

- Participation in New Hire Orientation sessions to educate new employees about the civil service process at DOHMH.
- Monthly email updates to Division Human Resources Liaisons (DHRLs), providing information on: Open filing periods for both competitive and promotional civil service exams.
- Information on DCAS Civil Service 101 Information Sessions.
- The establishment and extension of civil service lists.



- Email notifications about upcoming open competitive exams sent to provisional employees in relevant titles.
- Email notifications regarding upcoming promotional exams sent to permanent employees in eligible titles.
- A request will be made to DCAS for a list of exam applicants, test takers, or passers for pending civil service lists to assist in recruiting. This will enable hiring managers to evaluate candidates who may qualify for permanent appointments
- One-on-one meetings with employees will also be conducted.
- Civil Service informational sessions provided to programs/bureaus upon request

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

<b>Event Date</b>	<b>Event Name</b>	<b>Borough</b>
August 4-6, 2024	National Medical Association Annual Convention and Scientific Assembly	Manhattan
August 8, 2024	NYC DSS-HRA-DHS Women's Equality Day Celebration-A Day of Recruitment Networking	Manhattan
August 27, 2024	NYS Department of Labor/Career Center – Best Practices for Cultivating Networking Relationships in today's workforce	Virtual
August 28, 2024	NYS Department of Labor - Worker Retention Services for Job Seekers with Disabilities	Virtual
September 10th, 2024	NYU Careers in Business Fair - NYU Kimmel Center - 11:00 AM - 3:00 PM ET	Manhattan
September 20, 2024	Columbia University Center for Career Education - Finance & Consulting Career Fair	Manhattan
October 9th, 2024	NYU Careers in STEM Fair - NYU Brooklyn Athletic Facility	Brooklyn
October 30th, 2024	NYU Careers in Government, Education, & Non-Profits Fair - NYU Wasserman Center - 11:00AM – 3:00 PM EST	Manhattan
November 22nd, 2024	Fall 2024 Virtual Government & Non-Profit Career Fair	Manhattan

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

<b>Borough</b>	<b>Approximate Dollar Amount (\$)</b>
Bronx	\$0
Brooklyn	\$0

Manhattan	\$3,300
Queens	\$0
Staten Island	\$0
Other (include online)	

## C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. Promote positions on Handshake – Early talent recruiting platform connecting over 12 million students and alumni. Reaching CUNY, SUNY and Private Colleges diverse population.
2. Promote positions on the DCAS Newsletter and participate in DCAS Hiring Halls reaching thousands of diverse New Yorkers.
3. Utilize DOHMH's Partners Connect system to message community-based organizations and elected officials.
4. Schedule Resume Workshops with CUNY and SUNY to discuss city hiring practices, civil service process and promote positions and/or career hiring events.
5. Promote positions to Historically Black Colleges and Universities.
6. NYC Advertising Media Contract Graystone including Blackjobs.com, Diversityinc.com, Latinos in Higher Ed.com, Pink Jobs
7. NYS Public Health Association and American Society of Clinical Pathology.
8. NYS Department of Labor Career Center to promote jobs and participate in virtual and in-person career fairs.
9. Other sources: HBCUConnect.com, Ihispano.com, Diversityjobs.monter.com, Vetjobs.com and Careercenter.SACNAS.org
10. DCAS Office of Citywide Recruitment's monthly email blast that is sent out each month to their Community Partner organizations (schools, workforce development programs, etc.) and also their monthly NYC Jobs newsletter.
11. CUNY Office of Careers and Industry Partnerships
12. Apex Technical School, an adult vocational technical school which offers training in skilled trades
13. Lincoln Technical School, which offers hands-on training for careers in electrical and electronic systems technology.

## D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What

are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	126	Asian Black or African American Choose not to disclose Latino Native Hawaiian/Pacific Islander Two or More Races White	M __36__ F__84__ Non-Binary __3__ Other __1__ Unknown __2__
4. Summer Graduate Interns	2	Asian White	M __ F__ Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify): High School Student Aide	2	Latino	M __ F__2__ Non-Binary __ Other __ Unknown __

## E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs **24** 55-a participants. [Enter '0' if none]
- There are **6** participants who have been in the program less than 2 years.

- In the last fiscal year, a total of **5** new applications for the program were received and **5** participants left the program due to: **Deceased, Dismissed Fail to maintain to Job Req, Dismissed Due to charges, Permanent Appointment.**

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

In partnership with the Mayor's Office of People With Disabilities (MOPD), ensure that DOHMH Hiring Managers and Agency Personnel Participate in customized semi-annual trainings as follows:

- Disability Etiquette and Awareness Training
- Disability Service Facilitator/ADA Coordinator Trainings

In collaboration with CUNY LEADS (Linking Employment, Academics Disability Services), we routinely promote College Aide Vacancies, Summer College Internship Programs and High Priority Job Vacancies. We also provide career counseling and resume preparation assistance.

## VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

### A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

The agency's new Bureau of Workforce Development and Training provides employees with ongoing career counseling, specific trainings, and coaching support. Throughout the year, sometimes in partnerships with ERGs or upon request by specific programs/bureaus, it will host in-person and virtual sessions addressing topics such as civil service info process and exams, resume-building workshops, personal branding, and networking. In addition, it works with leadership to identify learning and development gaps to help optimize employee performance.

### B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

At DOHMH, recruitment and talent acquisition are decentralized throughout all divisions of the agency.

The agency offers Structured Interview Training Sessions to internal hiring managers and employees, aiming to enhance their understanding of diversity recruitment and the significance of fair and equitable hiring practices. In addition, for civil service pools we have implemented structured interview practices for all our hiring pool selection. Structed This training ensures a structured, systematic, and standardized approach to the interview, selection, and onboarding processes, which helps mitigate preconceived and unconscious biases.

The Recruitment unit at DOHMH supports hiring managers across the agency by proactively participating in diversity recruitment initiatives. These activities include engaging on social media, collaborating with academic partners, organizing career information sessions, and attending career fairs to attract qualified candidates from various academic backgrounds, tailored to meet the operational needs of each program.

In June, we organized a training about Human Rights Law, Anti-Black Racism and Other Forms of Discrimination Based on Race and Color within the workplace for hiring managers.

In December 2024, they will also be conducting a training on Understanding Jewish Experiences and Antisemitism and Understanding Muslim Experiences and Combating Anti-Muslim Bias.

### **C. EEO Role in Hiring and Selection Process**

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO 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).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ 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 for an 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 and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

## D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, 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).

## VII. Training

*[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]*

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	5,500	3.31.2025

2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	N/A	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	5,500	8.31.2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	N/A	N/A
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	5,500	3.31.2026
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	N/A	N/A
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers, Supervisors	500	6.30.2024
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : Jenna Mandel-Ricci, Chief of Staff, Commissioner's Office
- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.



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

### A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

### B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### C. Local Law 121 (2020): Age Discrimination Training

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

### D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave

- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☐ Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025**

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

#### **F. Local Law 27 (2023): Workforce Information Report for FY 2024**

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

#### **G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPD or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Michelle Morse MD, MPH

\_\_\_\_\_  
Print Name of Agency Head



\_\_\_\_\_  
Signature of Agency Head

04/10/2025

\_\_\_\_\_  
Date

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors \*

### Agency EEO Office mailing address:

Office of Equal Employment Opportunity  
NYC Department of Health and Mental Hygiene  
42-09 28th St., Suite 16-29, Long Island City, NY 11101

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

\*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Sye-Eun Ahn	<a href="mailto:sahn1@health.nyc.gov">sahn1@health.nyc.gov</a>	347-396-6067
2.	<b>Agency Deputy EEO Officer</b> [if appointed]	June Bridgemohan	<a href="mailto:jbridgemohan@health.nyc.gov">jbridgemohan@health.nyc.gov</a>	347-396-6508
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]			
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Aaron Anderson	<a href="mailto:aanderson5@health.nyc.gov">aanderson5@health.nyc.gov</a>	347-396-6242
5.	<b>ADA Coordinator</b>	Amanda Alvarado	<a href="mailto:aalvaradofrantz@health.nyc.gov">aalvaradofrantz@health.nyc.gov</a>	917-957-2433
6.	<b>Disability Rights Coordinator</b>	Sye-Eun Ahn	<a href="mailto:sahn1@health.nyc.gov">sahn1@health.nyc.gov</a>	347-396-6067
7.	<b>Disability Services Facilitator</b>	Amanda Alvarado	<a href="mailto:aalvaradofrantz@health.nyc.gov">aalvaradofrantz@health.nyc.gov</a>	917-957-2433
8.	<b>55-a Coordinator</b>	Carol Pope	<a href="mailto:cpope@health.nyc.gov">cpope@health.nyc.gov</a>	347-396-2111

9.	<b>EEO Investigator(s)</b>	George Poubouridis Jay Brodsky Terry Ravenel	<a href="mailto:gpoubouridis@health.nyc.gov">gpoubouridis@health.nyc.gov</a> <a href="mailto:jbrodsky@health.nyc.gov">jbrodsky@health.nyc.gov</a> <a href="mailto:travenel1@health.nyc.gov">travenel1@health.nyc.gov</a>	347-396-6491 347-396-6449 347-396-6558
10	<b>EEO Counselor(s)</b>			
11	<b>EEO Training Liaison(s)</b>	George Poubouridis Jay Brodsky Terry Ravenel	<a href="mailto:gpoubouridis@health.nyc.gov">gpoubouridis@health.nyc.gov</a> <a href="mailto:jbrodsky@health.nyc.gov">jbrodsky@health.nyc.gov</a> <a href="mailto:travenel1@health.nyc.gov">travenel1@health.nyc.gov</a>	347-396-6491 347-396-6449 347-396-6558
12	<b>Career Counselor(s)</b>	Emilia Velazquez	<a href="mailto:evelazquez1@health.nyc.gov">evelazquez1@health.nyc.gov</a>	347-396-2121
13	<b>Other (specify)</b>			