

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

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

### Part I: Narrative Summary

Agency Name: OATH

☐ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☒ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

Prepared by:

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Name Title E-mail Address 212-436-0524- Telephone No.

Date Submitted: 2/10/25

**FOR DCAS USE ONLY:**

***Date Received:***

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

## Instructions for Filling out Quarterly Reports FY 2025

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

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

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

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

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

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

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

# OATH FY 2025 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): \_\_\_\_ 1/13/25 \_\_\_\_ ☐ No  
☒ By e-mail  
☐ Posted on agency intranet and/or website  
☐ Other \_\_\_\_\_

## II. Recognition and Accomplishments

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

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

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

**In October 2024, OATH's IT Team was recognized for their excellence in customer service. OATH's Record Access Officer was also recognized. A spotlight in the Employee Newsletter highlighted their accomplishments.**

**In October 2024, OATH recognized Sethu Nair, Director of ADR and Restorative Practices on her achievement on being**

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appointed as Board trustee of the International Institute of Restorative Practices (IIRP).

The December 2024 Newsletter, highlighted all employees by years of service.

### III. Workforce Review and Analysis

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

Q1 (9/30/2024): 791 Q2 (12/31/2024): 801 Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025):  
\_\_\_\_\_

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

☒ Yes On (Date): 12/2024 ☐ Yes (again) on (Date): \_\_\_\_\_ ☐ No

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

☐ Agency's intranet site

☐ On-boarding of new employees

☒ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates):

Q1 Review Date: 11/19/24 Q2 Review Date: 2/10/25 Q3 Review date: \_\_\_\_\_ Q4 Review date:  
\_\_\_\_\_

#### The review was conducted with:

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

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

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

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

#### A. Workforce:

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

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

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

OATH will continue to recruit on forums that will attract a diverse workforce. During this quarter, there were 26 new hires 14

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out of the 26 new hires were minorities and women.

### Workforce Goal/Initiative #1 Update:

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

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

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

During this quarter there were 7 promotions across different departments in the Agency. All of the promotions were minorities and women. Also, during this quarter, the Commissioner encouraged all staff to attend trainings that were offered in the DCAS Winter training Expo. Managers were encouraged to be flexible with their staff who wished to attend trainings. OATH is committed to professional development and the Commissioner has fully supported these efforts.

Also, during this quarter, the Center for Creative Conflict Resolution (CCCR) invited Professor Arthur Matthews from Penn State University as a speaker for the workshop about Leadership and Cultural Humility. There were two sessions

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held on September 13th at 66 John Street. The morning session was for customer service and public-facing staff members, and the afternoon session was for a cohort of OATH supervisors for whom the Center has been providing additional workshops. The training was informative and interactive. Special thanks to Executive Director for AJI & CCCR, Hon. Ray Kramer for organizing this great workshop for OATH staff.

### Workforce Goal/Initiative #2 Update:

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

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

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

During this quarter, the Agency promoted 2 long standing employees. Kelly Corso was promoted to Deputy Commissioner for Hearings and Frank Ng was promoted to Deputy Commissioner & General Counsel.

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### Workforce Goal/Initiative #3 Update:

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

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

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

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

### Workforce Goal/Initiative #4 Update:

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



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

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

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

In the previous quarter, the Commissioner made a request to DCAS to waive the residency requirements for the Judicial Hearing Officer position. During this quarter, the Agency hired 13 Judicial Hearing Officers. Eliminating the residency requirement was a useful tool in our recruitment strategy.

### **Workforce Goal/Initiative #5 Update:**

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

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

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance**

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equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

A review of our latest CEEDS reports, showed that 15 out of our 26 new hires were minorities and women. Our CEEDS reports are reviewed quarterly, and trends are analyzed to ensure that we do not have underutilizations.

### Workforce Goal/Initiative #6 Update:

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

### 7. Efforts to reduce Workforce underutilization:

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

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

### B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity,

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**Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

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

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

During this quarter, Hearing Officers from OATH's Hearings and Special Education Divisions participated in the Tunnel to Towers 5K Run & Walk on Sunday, September 29, 2024, retracing the steps of Firefighter Stephen Siller on that fateful day. The Hearing Officers, with thousands of other participants, endured the rain, remembering those who lost their lives on that day and the years following from 9/11-related illnesses. Members of the FDNY, NYPD, PAPD, the United States Armed Forces, and NYS Courts lined the race route to pay tribute to their fallen colleagues and thank the participants for "Never Forgetting" the fallen.

During this quarter, Lunchtime Mediation Sessions continued after employees expressed their interest. In-person sessions were now added as well. This quarter, 4 additional lunch time sessions were added. The virtual sessions are offered for 15 minutes, and the in-person sessions are 30 minutes long.

### **Workplace Goal/Initiative #1 Update:**

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

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

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categories.

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

During this Quarter, the Special Events Committee finalized the award categories for its upcoming Staff Awards in January 2025. The committee received 97 nominations and 16 employees (including 3 team awards) were selected to receive awards for Distinguished Legal Service, Timeless Tenure, Legal Eagle, Staff Award for Excellence, Innovation, Excellence in Supervision, and Excellence in Leadership.

### **Workplace Goal/Initiative #2 Update:**

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

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

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

During this quarter, via Agency-Wide Bulletins and our monthly newsletters, we highlighted National Domestic Violence Awareness Month, Latina Equal Pay Day, Mental Health Awareness Week, Italian-American Heritage Month, National

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Native American Heritage Month, Veteran's Day, and Gender Equity: 16 Days of Activism Against Gender Based Violence.

### Workplace Goal/Initiative #3 Update:

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

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

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

During this quarter, the Caregiver Committee worked a coat drive for New York Cares through the Brooklyn Bar Association. OATH staff were encouraged to drop off gently used coats for the drive.

### Workplace Goal/Initiative #4 Update:

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

5. Other Workplace Activities:

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

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### **when the activities occurred.**

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

Our October 2024 Newsletter included a “Meet your Colleagues” section which highlighted our Brooklyn Help Center Division. Employees from the Help Center were asked questions regarding their specific duties and what they enjoyed most about their work. This was a great way for other OATH employees to get to know their peers and the work they do even if they are in different boroughs.

The October 2024 Newsletter also highlighted Joseph Fan, a Judicial Hearing Officer who was a finalist for the prestigious David Prize, an annual prize granted to five New Yorkers with big visions to improve New York City. Joseph, a former Hearing Officer at the Transit Adjudication Bureau, believes that public transportation, that is accessible and safe from violence and discrimination, is a human right. His vision is to reform the MTA Legal System and transform the Transit Adjudication Bureau.

Our November 2024 Newsletter included a “Meet your Colleagues” section which highlighted the Remote Hearings Unit and Special Motion Part (RHU/SMP) is led by Managing Attorney James Moore. The staff attorneys and Judicial Hearing Officers are responsible for adjudicating written hearings submitted online via OATH’s website (a/k/a one-click hearings) or by mail. They adjudicate requests to vacate default judgments for summonses after a respondent missed their hearing and review many summonses for legal sufficiency before entering default judgments. Staff attorneys also conduct telephonic and in-person hearings. RHU/SMP support staff are responsible for screening the hundreds of one-click hearing requests and motions to vacate which come in every day. They process eligible cases so they can be timely adjudicated and reschedule summonses after a motion to vacate is granted. Support staff also correspond with respondents and representatives about their submissions and any further steps which they need to take. They are vital to the ongoing function of the agency, and as any attorney in RHU/SMP will tell you, dedicated and patient.

The November 2024 Newsletter also included photo submissions of staff celebrating Halloween and fall activities.

Our December 2024 Newsletter included information about the 55-A program, a reminder to update Ethnic Groups Questionnaire in ESS, and photo submissions from staff who celebrated Thanksgiving.

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### C. Community and Equity, Inclusion and Race Relations:

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

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

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

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

- OATH Resource with Council Member Selvena N. Brooks-Powers, Far Rockaway, Queens
- Greater New York Chamber of Commerce Business Expo, New York Marriott Marquis, Manhattan
- OATH Resource with Council Member Mercedes Narcisse, Sheepshead Bay, Brooklyn
- OATH@Office with Council Member Susan Zhuang, Sunset Park, Brooklyn
- OATH Resource with Council Member Eric Dinowitz, Kingsbridge, Bronx
- OATH Resource with Council Member Rita Joseph, Flatbush, Brooklyn
- OATH Resource with New York City Council Member Sandra Ung, Flushing, Queens

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

- OATH@Office with Council Member Kristy Marmorato, Westchester Square, Bronx

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- OATH Resource with Council Member James Gennaro, Hillcrest, Queens
- Senator Lanza's Annual Senior Information Day, Staten Island
- OATH@Office with NYS Assembly Member Lester Chang, Dyker Heights, Brooklyn

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

- Mall of Justice with Council Member Mercedes Narcisse, Kings Plaza, Brooklyn
- OATH Resource with Council Member Inna Vernikov, Homecrest, Brooklyn
- OATH@Office with Council Member Susan Zhuang, Bensonhurst, Brooklyn
- OATH Resource with Council Member Justin Brannan, Bay Ridge, Brooklyn
- COURTESy with Senator Joseph Addabbo, Forest Hills, Queens
- OATH Resource with Council Member Chris Banks, New Lots, Brooklyn

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

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

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

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



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**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 Q2 FY 2025, the CCCR conducted the following resources:

- 8 Mediations administered for City employees with a 94% satisfaction rate
- 2 Conflict Resolution trainings administrated for City employees with a satisfaction rate of 99%
- 2 Restorative Circles/group facilitations sessions administered.
- 6 Coaching sessions for City Personnel with a satisfaction rate of 100%
- 15 Consultations for City Personnel

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

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

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

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

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

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

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

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

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

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

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

Total number of Respondents who were assisted by Help Center via text messaging exchange – 2,957

Total number of Respondents who were assisted by the Help Center via email/(voicemail) exchanges – 52,202

Total number of Respondents who were assisted by the Help Center at customer service windows – 15,109

Total number of Respondents who had an active help session with a PJC – 10,502

Total number of CJRA Respondents who had an active help session conducted by PJCs – 347

Also, during this quarter, OATH's pro bono program expanded its law school advocates outreach to students at more law schools in the area. Students at NYU Law were originally trained two years ago to represent respondents with TLC summonses in hearings at OATH. The program has been beneficial to these students in gaining skills like case

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preparation, advocacy in a court-like setting, and in calendar and motion practice. The success of the program spread, and we are now training and using law student advocates participating in hearings at OATH from Brooklyn Law School and CUNY Law School. Both schools have banded together with NYU Law to form what is now being labeled the “NYU Law Consortium” which will allow this group to continue to expand with additional law schools that can come under the same group designation. This is a significant step forward in making what opportunity OATH has to offer available to a broad sector of law students in the City of New York.

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

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

### 1. Other Community programs and activities:

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

During this Quarter, The New York Law Journal began publishing select, noteworthy decisions from the Trials Division in its “Decisions of Interest” section. This significant development highlights the crucial role OATH plays in the New York legal landscape, handling a diverse array of cases that impact daily life and addressing novel issues of law.

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## V. Recruitment

### A. Recruitment Efforts

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

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

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

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

#### Recruitment Initiatives/Strategies #1 Update:

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

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

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

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

### **Recruitment Initiatives/Strategies #2 Update:**

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

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

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

During this Quarter, the EEPC has recommended that more Hiring Managers and Supervisors attend Structured Interview training. The EEO Officer has reached out to DCAS to inquire about when these courses will be offered and also possibly having DCAS conduct a training in-house.

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### Recruitment Initiatives/Strategies #3 Update:

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

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

### B. Recruitment Efforts for Civil Service Exams

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

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

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

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

### C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter 2 FY 25

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

### D. Internships/Fellowships

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

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

1. Urban Fellows:

Q1 Total: <sup>0</sup> Q2 Total: <sup>0</sup> Q3 Total: Q4 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:

Q1 Total: <sup>0</sup> Q2 Total: <sup>0</sup> Q3 Total: Q4 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:

Q1 Total: <sup>0</sup> Q2 Total: <sup>0</sup> Q3 Total: Q4 Total:

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

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

4. Summer Graduate Interns:

Q1 Total: <sup>0</sup> Q2 Total: <sup>0</sup> Q3 Total: Q4 Total:



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

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

### 5. Other-Summer Youth Employment Program (SYEP)

Q1 Total: \_\_\_2\_\_\_ Q2 Total: \_\_\_0\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_1\_\_ Asian/Pacific Islander 1\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

### 6. Other-Ladders for Leaders

Q1 Total: \_\_\_2\_\_\_ Q2 Total: \_\_\_0\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander 1\_\_\_ Native American\_\_1\_ White\_\_\_ Two or more Races\_\_\_

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

### Additional comments:

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

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### E. 55-A Program

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

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

Q1 (9/30/2024): \_\_\_\_2\_\_\_\_ Q2 (12/31/2024): \_\_\_\_2\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_

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

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

During the 2nd Quarter, a total of \_\_\_\_0\_\_ [number] new applications for the program were received.

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

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

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

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

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

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

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

in agency newsletter: ☒ Yes ☐ No

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

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

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### VI. Selection (Hiring and Promotion)

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

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

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

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
  
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
  
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).  
  
The EEO Officer is not involved in the selection of candidates for appointment or promotions.
  
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
  
5. Other:

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>19</u>	# <u>26</u>	# <u>6</u>
Q2	# <u>29</u>	# <u>26</u>	# <u>7</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

### VII. Training

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

### VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

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

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

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

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

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

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

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

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### IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

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

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

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## Appendix A: EEO Personnel Details

### EEO Personnel For \_\_2\_\_ Quarter, FY 2025

#### Personnel Changes:

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



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

  

<b>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<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 %):

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

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

<b>EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&amp;I Officers, Deputies, and all new EEO Professionals):</b>			
Name & EEO Role	4.	5.	6.
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. IgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Disability Awareness &amp; Etiquette</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Microaggressions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. EEO Officer Essentials: Reasonable Accommodation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Essential Overview Training for New EEO Officers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

#### MAILING ADDRESS:

Diversity and EEO Staffing as of \_\_1\_\_Quarter FY 2025\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Sharina DeRoberts	<u>Administrative Labor Relations Analyst</u>	<u>100%</u>	<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>				
Disability Rights Coordinator	<u>Sharina DeRoberts</u>				

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

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