

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

<b>Agency Name:</b> <u>DOHMH</u>			
<input checked="" type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 4, 2022	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October – December), due January 30, 2023		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due May 1, 2023	<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31, 2023		
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<b>Date Submitted:</b> <u>_11/11/22_</u>			
<b><u>FOR DCAS USE ONLY:</u></b>		<b><i>Date Received:</i></b>	

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Table of Contents

Instructions for Filling out Quarterly Reports FY 2023 .....	3
Part I: Narrative Summary .....	4
I. Commitment and Accountability Statement by the Agency Head.....	4
II. Recognition and Accomplishments .....	4
III. Workforce Review and Analysis .....	5
IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023 .....	7
V. Recruitment.....	16
VI. Training.....	22
VII. Reasonable Accommodation.....	23
VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws .....	23
IX. Audits and Corrective Measures .....	27
Appendix A: EEO Personnel Details .....	28

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

**For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as **"XXXX Quarter X FY 2023 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 2023 DEI-EEO 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.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Part I: Narrative Summary

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

Distributed to all agency employees?  Yes, On (Date): 5/18/22  No  
 By e-mail  
 Posted on agency intranet  
 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): Employee Appreciation and Remembrance Events

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

- In October over the course of two weeks the agency hosted several Staff Appreciation & Remembrance events honoring staff for their hard work and sacrifices during the COVID-19 mobilization and commemorating those we lost to the virus. Employees were give a

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

commemorative coin to celebrate.

## III. Workforce Review and Analysis

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

Q1 (9/30/2022): 5,565 Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

- Yes On (Date): June 2022       Yes again on (Date): \_\_\_\_\_       No
- NYCAPS Employee Self Service (by email; strongly recommended every year)       Agency's intranet site
- Newsletters and internal Agency Publications       On-boarding of new employees

### C. The agency conducted a review of the dashboard sent 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): \_\_\_\_\_       No

Q1 Review Date: 11/2/22 \_\_\_\_\_ Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

### The review was conducted with:

- |                                                     |                                          |                                          |                                          |
|-----------------------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     | <input type="checkbox"/> Agency Head     |
| <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 type="checkbox"/> Other _____                | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____     |

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Not conducted

Not conducted

Not conducted

Not conducted

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

- DOHMH continues to be a minority majority agency, which is reflected at the highest level of the agency's leadership comprising of which 60% are people of color, 70% of whom are women.
- Favorable feedback from post session surveys continue to indicate a strong need for career development opportunities, supporting our engagement and retention efforts.

### A. Workforce:

1. Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- The agency's Workforce Development Program will continue to focus on our retention goals.
- We also will continue all our key initiatives and targeted training and education to our employees.
- For FY 2023 we will provide information on resources available to build the next level of qualified managers and provide continued support to address specific employee development and support.
- The agency provides specialized professional development to all staff cross the divisions through communities of practice, division equity liaison committee, division action teams, and relaunching of core racial equity raining including a series on the six anti-racism public health principles.

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The Bureau of Human Resources and Labor Relations Workforce Development Program (WDP) continues to support our agency by:

- Hosting virtual and in-person meeting conference with programs to determine workforce needs
- Provided guidance to divisions to start mentoring and cross training programs. HR have started a mentoring program for their staff.
- Identified best practices to retain employees
- Implemented initiatives to improve the development and training of employees.
- Promoted employee involvement by supporting Employee Resource Groups
- Conducted Diversity and Inclusion Training

### Steps taken to build an inclusive and sustainable pipeline:

WDP hosted a recent a Career Development Presentation for School Nurses, in the Division of FCH in September.

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. Bureau of Human Resources and Labor Relations (HR) reviews exit interviews to capture key information.

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

- HR analyzed agency Exit Survey data and identify issues that can be addressed through workforce development and professional development. Exit survey data trends are analyzed and discussed with managers.



## DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

3. For FY 2023 we will provide information on resources available to build the next level of qualified managers and provide continued support to address specific employee development and support.

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

- HR Office of Training and Professional Development is committed to providing training to our managers. OTPD have hosted six (6) Performance Management classes in FY23 Q1 to facilitate this goal. OTPD also hosted 8 sessions of Structured Interview classes for managers.

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

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

Not applicable.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Expand communication methods to ensure that our employees are aware of our agency’s Workforce Development Programs (WDP) and training opportunities that will assist them with information that can potentially help them qualify for career advancement opportunities. We will continue to tailor workshops and webinars to our audience’s needs and expand on our eLearning virtual presentations. Partner with our ERGs and ensure that they are aware of events.

The agency is currently developing a plan for staff to report experiences of bias and oppression in the workplace and monitor follow up actions or changes in workplace environment post report for the staff who experienced the bias.

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

- The WDP and our Recruitment Team have shared all events via the Commissioner Newsletter, so our staff is aware of any opportunities.
- Our Office of Training and Professional Development (OTPD) also share virtual monthly learning opportunities with staff via email.
- Our agency Intranet house all these opportunities and they are share with staff via different forums.

<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 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

- Our communications methods are effective because our training classes are full, and staff are participating in many of our events. Our SharePoint are updated regularly with info, and we can see the number of views per site that indicate that staff are accessing and taking advantage of the resources. We do evaluate these communication methods and are always looking for ways to

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

improve.

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

Q1 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
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

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

1. In honor of “Black August” virtual screening and open discussion of “180 Years of Incarceration: Black Panther Political Prisoners” – 8/16/22
2. Panel: New Initiative Impacting Latinos in NYC – 9/22/22
3. Documentary Screening” “Aqui Vive Gente (People Live here), with moderators, addressing how the economic policies of prior administrations have impacted Puerto Rico– 9/22/22
4. Hispanic Heritage Month (September) activities/trainings: 1. Address Trauma with Multigenerational Latinx Families – Panel (9/27/2022); 2. New NYC initiatives Impacting the Latino Community – Panel Discussion (9/29/22)
5. Webinar: Menthol Cigarettes and Racial Exploitation – 7/25/22
6. MPV Advisory Committee – Information Sessions 8/3/22

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## C. Community:

1. Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

- The agency will continue to focus on our emergency response activities to COVID-19 the other emerging health response like Monkeypox outbreak ensuring that the public has equitable access to vaccines. In addition, the agency will also focus on diversity and inclusion efforts aimed at staff will also further collaborate and partner with external members of Community Based Organizations and Federally Qualified Health Centers (FQHCs).

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

- In our commissioner weekly newsletter, we have highlighted work done in the community to promote access to public health resources.
- HR has not done any specific work to evaluate this however we know by staff participation due to events highlighted via the newsletter that staff are responding. The agency’s communication team also share public health events and resources via twitter and LinkedIn, and they get feedback from those outlets of the engagement level. The communication team also updates the Agency Internet page, and they review the matrix of clicks to the site and levels of engagement.

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

1. Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

- HR is committed to Diversity Recruitment and Inclusion within DOHMH’s Talent Acquisition Process.
- For the FY23, we will continue to work closely with our agency’s Employee Resource Group to promote career opportunities for the LGBTQIA+ community that will enhance our Diversity Recruitment Goals.
- Continue to expand our outreach to all CUNY schools and targeted HBCU.

**2. Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

- In FY23 Q1 the recruitment team have shared resources to with the various ERGs as we are committed to being an Affirmative Action Employer that takes great pride in Diversity Recruitment and Inclusivity within our workforce.
- We have engaged in a collaborative effort with the applicable ERG to share events with them. When applicable we draft email to the members of the group directly to engage with them.
- We also email Jobs Notification to LGBTQ+ CBOs, Brooklyn Community Pride Center, Destination Tomorrow, The LGBTQ Center and Non-Profit NY.

The recruitment team often engage with the agency ERGs regarding our events. To evaluate we often ask for feedback to gain a better understanding of how we can improve communications and expand on our diversity efforts.

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q4 Update:     Planned     Not started     Ongoing     Delayed     Deferred     Completed

- 3. Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**
7. In honor of “Black August” virtual screening and open discussion of “180 Years of Incarceration: Black Panther Political Prisoners” – 8/16/22
  8. Panel: New Initiative Impacting Latinos in NYC – 9/22/22
  9. Documentary Screening” “Aqui Vive Gente (People Live here), with moderators, addressing how the economic policies of prior administrations have impacted Puerto Rico– 9/22/22
  10. Hispanic Heritage Month (September) activities/trainings: 1. Address Trauma with Multigenerational Latinx Families – Panel (9/27/2022); 2. New NYC initiatives Impacting the Latino Community – Panel Discussion (9/29/22)
  11. Webinar: Menthol Cigarettes and Racial Exploitation – 7/25/22
  12. MPV Advisory Committee – Information Sessions 8/3/22

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Recruitment

### A. Recruitment Efforts

1. Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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).
  - Amplifying Internal Career Information Sessions and Resume Workshops for employees, college aides, and H RTP Interns across all divisions.
  - Increase employee engagement by expanding Workforce Training and Career Development/Counseling Sessions, as well as Civil Service 101 Information Sessions.
  - Aggressive promotion of Higher Education via the Mayors Graduate Scholarship program to increase enrollment for internal employees.
  - We will continue collaborative partnership with the Agency Office of External Affairs (OEA) Digital Strategy Team to promote positions on social media via LinkedIn/Twitter and on our Job Spotlight Page

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

- The bureau of Human Resources and Labor Relations Recruitment Team have shared vacancies with the Office of Citywide Recruitment (OCR) to share our agency vacancies.
- Recruitment team have also promoted jobs via diverse boards through FY23 Q1 and via LinkedIn.
- Have created events via Eventbrite for many of our recruitment events.

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



# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Collaborate at virtual events with Community Based Organizations, Educational Institutions, DCAS Office of Citywide Recruitment, MOPD, Mayor’s Office of Appointment and Elected Officials.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

- In events that we have hosted we have implemented an applicant survey that allows participants to upload their resumes for us to pre-qualify and share with Hiring Managers. This has allowed us to better track candidate consideration when we go back to the Hiring Managers. As for evaluating the effectiveness of our presentations, diversity job boards and the use of social media to get individuals to apply to our positions, unfortunately, although PeopleSoft NYCAPS Applicant Tracking System does have the capability to track where applicants are applying from, the city has not really used this capability to its fullest ability. This decision has hampered our ability to evaluate the effectiveness of our promotional efforts.

**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

❖ **Please specify 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.**

For FY 2023 Q1 our Bureau of Human Resources and Labor Relations recruitment team have participated in the following events. These events assist us in our hiring and selection process. We strive to have the interview and the selection process fair, equitable and represent a diverse group of candidates. Our recruitment effort’s goal is to match our Mayor's ambition that City workers be excellent, committed to values of social inclusion and reflect the diversity of our City.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

For hiring we participated in the following.

- Legal Virtual Job Fair – 7/21/22 and 7/22/22
- Virtual Job Fair - Emory University School of Public Health Fall 2022 Career Fair 9/15/22
- Harvard T.H. Chan School of Public Health Fall Virtual Career Expo Friday, September 23<sup>rd</sup>
- Emory Rollins School of Public Health Information Session - 9/28
- New Women New Yorker Diversity Virtual Career Fair Friday, September 30<sup>th</sup>

To assist with improving of our selections, we ensure that all managers receive structured interview training.

## B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note:** Please update this information every quarter.]

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

### 1. Urban Fellows Total: 0

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

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

### 2. Public Service Corps Total: 0

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

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

### 3. Summer College Interns Total:

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

## 4. Summer Graduate Interns Total: 9

Race/Ethnicity\* [#s]: Black\_1\_ Hispanic\_2\_ Asian/Pacific Islander\_1\_ Native American\_0\_ White\_2\_ Two or more Races\_2\_

Gender\* [#s]: M\_1\_ F\_7\_ N-B\_1\_ O \_\_\_ U \_\_\_

## 5. Other (College Aide) Total: 99

Race/Ethnicity\* [#s]: Black\_13\_ Hispanic\_16\_ Asian/Pacific Islander\_26\_ Native American\_1\_ White\_22\_ Two or more Races\_3\_

Gender\* [#s]: M\_22\_ F\_66\_ N-B\_1\_ O \_\_\_ U\_1\_

### Additional comments:

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## C. 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 (9/30/2022): 23 Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

During the 1st Quarter, a total of 2 [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 \_\_\_\_\_ [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  
through an agency newsletter:  Yes  No  
Other: \_\_\_\_\_

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

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## D. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- Career Counseling is a critical service we provide to our staff. Our WDP have hosted 29 one to one career counseling sessions with staff in Q1. We have a survey that is sent to staff to collect data on resources that

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.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- HR Recruitment Team routinely reviews the Recruitment forms completed by the division for all selected candidates for discretionary hires. A completed recruitment form is mandatory for all, and all interviews must have a diverse panel. We also share cover this via Structured Interview and the influence of Unconscious bias.
- For all hires, we review Data-Accountability-Hired and Interview data on why the candidate was hire and for all high-level discretionary positions they are submitted to City Hall for vetting and approval.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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).
  
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
  - Not applicable.
  
5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>1637</u>	# <u>238</u>	# <u>169</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

## VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## VII. 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://mstpva-dcslinx01.csc.nycnet/Login.aspx>

## VIII. 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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

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

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.  
Q1       Q2       Q3       Q4
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- The agency ensures that complaints are closed within 90 days.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

*Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

### 1. Increase employees’ familiarity with the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

Permanently added to weekly digest of agency related news and resource, a link to the reasonable accommodation and EEO investigation processes including contact information for the EEO Director.

Added a link to the NYC EEO Policy to the EEO intranet page.



# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

All managers and supervisors are required to perform an EEO talk to their subordinates biannually and then submit proof of compliance which the agency tracks internally.

**2. Improve the EEO Office's visibility to the workforce.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Collaborated with HR to ensure that new hires are provided with EEO training and related material describing the role of the EEO Office.

In the process of revising Commissioner's EEO statements to include EEO Director's name and contact information. These statements will be distributed agency wide in January 2023.

**3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Added Complaint Process at a Glance one-pager to EEO's intranet site. Will also add to weekly agency digest distributed all employees.

EEO provides consistent and frequent communications to involved parties during investigation process.

**4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

## DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Revised versions of the Commissioner's sexual harassment and EEO related policy statements which include the EEO Officer's contact information will be distributed to employees in January 2023.

All managers and supervisors are required to perform an EEO talk to their subordinates twice a year and then submit proof of compliance which the agency tracks internally.

5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

All employees, including supervisors and managers, have a page withing the agency's intranet site listing their required trainings including EEO, diversity and inclusion, and sexual harassment training. This is tracked by the agency and employees and their supervisors are notified whenever they are non-compliant with a particular training and prompted to complete the training by a specified date.

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The agency tracks compliance with the requirement that supervisors and managers conduct biennial talks with direct reports covering EEO, sexual harassment, and diversity and inclusion policies. Managers/supervisors are also provided with an EEO talk scripts which includes information on who employees can contact in order to discuss a complaint.

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 7. Other:

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

## 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: NYC EEPC\_\_\_\_\_.

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For   1   Quarter, FY 2023

#### Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2. Denisia T. Lys – EEO Investigator/Trainer	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date: August 2022	Start Date or Termination Date:
Employee's Name & Title	June		
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
Name & Title	4.	5. Denisia T. Lys	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <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)

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" 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. Jorge Martinez – EEO Director</b>	<b>2. June Bridgemohan – EEO Deputy Director</b>	<b>3. Stephanie Saez</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. IgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Disability Awareness &amp; Etiquette</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Microaggressions</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. EEO Officer Essentials: Reasonable Accommodation</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>9. Essential Overview Training for New EEO Officers</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**EEO Personnel Training Continued:**

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

# DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

Diversity and EEO Staffing as of \_\_\_ Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Jorge Martinez, Esq.	<u>Executive Agency Counsel</u>	<u>100%</u>	<u>Jmartin4@health.nyc.gov</u>	<u>6469400628</u>
Deputy EEO Officer OR Co-EEO Officer	<u>June Bridgemohan</u>	<u>PRAA</u>	<u>100</u>	<u>jbridgemohan@health.nyc.gov</u>	<u>3473966508</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>Sami Jarrah</u>	<u>Chief Financial Officer/Deputy Commissioner</u>	<u>100</u>	<u>sjarrah@health.nyc.gov</u>	<u>3473966242</u>
ADA Coordinator	Jorge Martinez, Esq.	<u>Executive Agency Counsel</u>	<u>100</u>	<u>Jmartin4@health.nyc.gov</u>	<u>6469400628</u>

## DOHMH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Disability Rights Coordinator</b>	<u>n/a</u>				
<b>Disability Services Facilitator</b>	<u>Jorge Martinez, Esq.</u>	<u>Executive Agency Counsel</u>	<u>100%</u>	<u>Jmartin4@health.nyc.gov</u>	<u>6469400628</u>
<b>55-a Coordinator</b>	<u>Frances Matos</u>	<u>PRAA</u>	<u>10%</u>	<u>Fmatos@health.nyc.gov</u>	<u>3473962127</u>
<b>Career Counselor</b>	<u>Georges Precil</u>	<u>ADM PIS NM</u>	<u>100%</u>	<u>gprecil@health.nyc.gov</u>	<u>3473966183</u>
<b>EEO Counselor</b>	<u>n/a</u>				
<b>EEO Investigator</b>	<u>n/a</u>				
<b>EEO Counselor\ Investigator</b>	<u>n/a</u>				
<b>Investigator/Trainer</b>	<u>Stephanie Saez</u> <u>Denisia T. Lys</u>	<u>Investigator/Discipline</u> <u>Investigator/Discipline</u>	<u>100%</u> <u>100%</u>	<u>ssaez@health.nyc.gov</u> <u>dlys@health.nyc.gov</u>	<u>3473966466</u>
<b>EEO Training Liaison</b>	<u>n/a</u>				
<b>Other (specify)</b>					
<b>Other (specify)</b>					

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