

OATH FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

☐ 1st Quarter (July -September), due November 10, 2022

☐ 2nd Quarter (October – December), due January 30, 2023 (FEB, 3, 2023)

☒ 3rd Quarter (January -March), due May 1, 2023

☐ 4th Quarter (April -June), due July 31, 2023

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Date Submitted: July 20, 2023

FOR DCAS USE ONLY:

Date Received:

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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.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): __1/4/2023__ ☐ 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): _Spotlight in Employee Newsletter _____

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

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): _____686____ Q2 (12/31/2022): _____690_____ Q3 (3/31/2023): _____702_____ Q4 (6/30/2023): _____

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

- ☒ Yes On (Date): _____10/2022_____ ☒ Yes again on (Date): _____3/2023_____ ☐ 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

III. 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):

Q1 Review Date: _____10/10/22_____ Q2 Review Date: _____1/15/2023_____ Q3 Review date: _____4/26/23_____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> General Counsel | <input checked="" 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 _____ |

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☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

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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.

A. Workforce:

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

1. The Agency will continue to review our CEEDS Reports quarterly and be mindful of any underutilization reported. If necessary, the Agency will re-examine our recruitment sources to address any underutilization.
2. As we continue to build a more equitable workforce, diversity has played a significant role in various promotional decisions at OATH. In FY 2023, these initiatives will continue with a focus on equity, inclusion, and diversity. Currently, OATH is conducting a pay parity analysis of particular titles in an effort to address pay equity. This analysis will continue into FY 2023.

❖ **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?**

-CEEDS reports are reviewed quarterly. In this quarter, we did not report any underutilizations.

-As part of its targeted recruitment for Hearing Officer positions, OATH has increased its partnership with bar associations (including minority/affinity bar associations), law school career services offices. The Commissioner has personally reached out to his contacts to disseminate our newly created recruitment flyers. In the coming quarters, we will assess the effectiveness of these measures.

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

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

-During Q3 FY 2023, the agency promoted 12 internal employees. Out of these 12 employees, 8 were minorities and females. We will continue to seek talent within the Agency with a focus of equity and inclusion.

-During Q3 FY 2023, the agency hired 27 employees. Out of these 27 employees, 21 were minorities and females. We will continue to seek a diversified workforce that is reflective of the community we serve.

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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 2021, former Mayor Bill de Blasio signed Executive Order 63, officially establishing the Center for Creative Conflict Resolution (CCCR) as the City government's central dispute resolution resource. The Executive Order also directs all

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agencies to consult with CCCR to incorporate restorative justice principles into their workplaces and missions. In FY 2023 the CCCR will continue to expand and be a resource to all city agencies.

❖ **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?**

- OATH remains the leading center for Restorative Practices serving all City Agencies. Additionally, OATH serves all New Yorkers by providing free mediation and conflict resolution services to address Neighborhood disputes.
- In Q3 FY 2023, the Center provided 98 services to City employees and outside members of the public. These services included mediations, restorative circles, coaching sessions, and consultations. Surveys conducted after these sessions showed an overall 88% participant satisfaction rate with the services provided.

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

❖ **Please describe 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.**

- OATH did not report any underutilizations in this current quarter.

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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. The Agency will continue to promote a safe and inclusive work environment and will continue to provide leadership training using valuable resources we already have such as the Center for Creative Conflict Resolution (CCCR). In FY 2022, OATH's ADR coordinator made approximately 10 internal referrals to the CCCR which the majority resulting in a positive resolution.
- During this Quarter, OATH appointed a Domestic & Gender-Based Violence (DV/GBV) Liaison to provide useful resources to any employee seeking assistance.

❖ 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?

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Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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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 Agency will continue to use our Employee Newsletter to engage with our workforce and solicit feedback.

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❖ 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?

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- During this quarter, OATH has continued to promote a safe and inclusive work environment. Through our employee newsletter, we encourage employees to submit their favorite restaurants/foods, participate in surveys to know their favorite sports teams, encourage picture submissions of their families and or/ events that they participate in outside of the office. We believe that by engaging our employees, we value their differences, and everyone gets to appreciate those differences amongst colleagues.
- For the January 2023 Employee Newsletter, employees were encouraged to share pictures of their holiday family traditions. We received great pictures and feedback. Employees got a chance to see the many different family traditions of their co-workers.
- During Q3 FY 2023, our Employee Newsletter showcased several of our Help Center employees who received accolades for their service from members of the public. The constituents reached out directly to the Commissioner to express their gratitude for the excellent customer service they received. By publicizing these positive experiences, the Agency hopes to motivate other employees to go above and beyond when helping others.

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

❖ Please 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.

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In January 2023, through our employee Newsletter, we highlighted Chinese New Year which was the Year of the Rabbit. We also included links for additional information and events around the city such as the Chinese New Year Parade and the Lunar New Year Firecracker Ceremony and Cultural Festival.

Also in January 2023, through our employee Newsletter, we highlighted Black History Month and shared links with events and activities throughout the City.

In February 2023, through our employee Newsletter, we highlighted National Women's History Month (March). We included information on Equal Pay Day (3/14/23) and what that means for women in the workplace.

In March 2023, through our employee Newsletter, we highlighted Ramadan Mubarak and the need to be mindful with some staff that may need to excuse themselves for prayer or other religious obligations. Employees were also encouraged to reach out to the Officer with any questions.

Also in the March 2023 Newsletter, we highlighted Immigrant Heritage Week (April 17-23, 2023).

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C. Community:

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).

1. In FY 2021, former Mayor Bill de Blasio signed Executive Order 63, officially establishing the Center for Creative Conflict Resolution (CCCR) as the City government's central dispute resolution resource. The Executive Order also directs all agencies to consult with CCCR to incorporate restorative justice principles into their workplaces and missions. In FY 2023 the CCCR will continue to expand and be a resource to all city agencies.
2. In FY 2022, OATH announced a new Domestic Worker Mediation Program which was created to help the city's approximately 18,000 domestic workers and their employers resolve workplace issues in a respectful, confidential, and free way without going to court.

❖ **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?**

- Through its Center for Conflict Resolution, OATH continues to serve all NYC agencies by providing restorative practices. Through our MEND initiative, we provide services to all New Yorkers in various communities.
- The Domestic Worker Mediation Program is now under OATH.
- The Center for Conflict Resolution maintains metrics data on the number of services they provide to City employees and outside consultants. To evaluate the effectiveness of the Center's services, OATH added a new indicator in the Mayor's Management Report which now includes "Participants who reported satisfaction with conflict resolution services (% of total participants).

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

3. In FY 2023, OATH will continue to use our Pro Bono Attorney Program which connects volunteer attorneys with nonprofit legal assistance organizations to provide free legal representation to low-income residents who appear before OATH to contest summonses issued by city agencies. OATH currently has six pro bono programs in the Hearings Division and one in the Trials Division that have all been initiated at various times within the last four years. Our programs cover pro bono attorneys for respondents with DOB summonses and/or with TLC summonses. While we don't track how many low-income residents were served by the various nonprofits that do the pro bono work, we track the penalty liability that residents have avoided because of the advocacy of the pro bono attorneys. Tracking it in this way helps us better gauge the financial impact it has on the residents served. In total, we are approaching a figure near \$100,000.

- ❖ 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?
- OATH continues to track its Pro-Bono program and the success is measured with the penalty liability that low-income residents have avoided. This tracking is ongoing.

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

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4. OATH's Help Center employs a diverse group of 18 full-time Procedural Justice Coordinators, many of them are bilingual, whose mission is to assist unrepresented members of the community navigate the summons process and assist them in whatever their native language is. In FY 2022, OATH Help Center staff conducted 40,637 help sessions with an average of 3,386 sessions a month. For FY 2023, the Help Center plans to establish a sub-unit within the Help Center to assist unrepresented non-profits organizations.

❖ **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?**

- Our Procedural Justice Coordinators ensure that all respondents who come into our OATH offices are treated fairly regardless of their background or socio-economic status.
- For the first time, OATH is tracking the average days it takes to initiate Help Sessions once a self-represented respondent contacts the Help Center. In the first 4 months of FY 2023, the average response time of the Help Center was under one calendar day, at 0.27 days. Using these metrics, the Help Center can track completed customer service requests for interpretation, letters responded to in 14 days, E-mails responded to in 14 days, as well as a CORE customer experience training.

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- ❖ **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.**

In January 2023, OATH participated in several community outreach events including F.A.I.T.H (Fairness in Trials and Hearings) at the Sikh Cultural Society, OATH Small Business Walk n' Talk in Fresh Meadows with Assembly Member David Welprin, and OATH @Office with Council Member Julie Won.

In February 2023, OATH participated in several community outreach events including COURTESy with Council Member Sandra Ung, OATH Resource with the Brooklyn Public Library, Council Member Carmen De La Rosa, Council Member Kamillah Hanks & New York Public Library, and Council Member Nantasha Williams & Queens Public Library.

In March 2023, several OATH Executive staff worked with Director Hassan Naveed and the Office to Prevent Hate Crimes in supporting Mayor Adams' Breaking Bread, Building Bonds initiative. This is a citywide initiative which aims to end hate by bringing people together to see common bonds.

Also in March 2023, OATH participated in several community outreach events including an online presentation of OATH to Yemeni American Merchants Association, Borough Hall on your Block Job Fair with Queens Brough President Donovan Richards, and OATH Resource with Council Member Crystal Hudson.

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5. Equity, Inclusion and Race Relations Initiatives:

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.

1. In FY 2023, OATH plans to proactively seek out organizations/publications that focus on diverse communities, including, older employees, non-traditional minorities to post job vacancy notices for mid/high-level positions.

❖ **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?**

-OATH continues to recruit through diverse sources and has recently began participating in job fairs in diverse neighborhoods.

-OATH will explore the idea of adding a “how did you hear about us” question during the recruitment process. The idea is to be able to evaluate if we get candidates from our recruitment sources or during job fairs.

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2. In FY 2023, OATH will continue to be visible in the communities we serve by visiting underserved and working-class neighborhoods. OATH is committed to inclusion and all our materials are available in Spanish, Arabic, Bengali, Chinese, Haitian, Creole, Korean, French, Polish, Russian, and Urdu. Within the Special Educations Hearings Division, we also include Yiddish.

- ❖ **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?**

-During this quarter, OATH has remained visible in the community we serve. We are present in diverse neighborhoods with the strong message that we are an impartial and independent administrative court. By participating in job fairs like the Borough Hall on your Block Job Fair, OATH hopes to attract a diverse applicant pool.

- ❖ **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.**

-In FY 2023, OATH will strive to develop a DEI council with the goal of enhancing the agency's current diversity and EEO Strategy.

-If feasible, OATH will explore the possibility of DEI Seminars, during the work day, lunch hours, and possible after hours with invited guests for open discussions.

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V. Recruitment

A. Recruitment Efforts

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).

1. In FY 2023, OATH will continue to circulate its newly created recruitment flyers via Twitter, LinkedIn, directly to Minority and Affinity Bar Association Leaders and other recruitment sources. OATH's HR office will send reminders about upcoming civil service exams, and internal promotional opportunities. Together with the EEO Officer, the HR office will monitor underutilization reports to assess recruitment efforts. In FY 2023, OATH will continue to encourage Structured Interview Training and Unconscious Bias Training for Hiring Managers. In addition, OATH will also:
 - Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
 - Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
 - Share job vacancy notices with the Mayor's Office for People with Disabilities

❖ **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 agency has participated in job fairs and hired employees directly from these events.
-

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

Q2 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.

-During this quarter, OATH's Public Affairs team designed newly created flyers to specifically recruit for our Per-Diem Hearing Officer positions and a separate flyer to recruit for other positions within the Agency. These flyers were circulated to various affinity groups, law schools, and bar associations.

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: 0

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

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

4. Summer Graduate Interns Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___2_ Native American___ White___ Two or more Races___; U

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

5. SYEP (including Ladders for Leaders) Total: 0

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

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

Additional comments:

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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): _____2____ Q2 (12/31/2022): _____1_ Q3 (3/31/2023): _____1_____ Q4 (6/30/2023): _____

During the 1st Quarter, a total of ____0_ [number] new applications for the program were received.

During the 1st Quarter ____1_ participants left the program due to [state reasons] Picked up from PAA List.

During the 2nd Quarter, a total of ____0__ [number] new applications for the program were received.

During the 2nd Quarter ____1__ participants left the program due to [state reasons] _Picked up Civil Service list_____.

During the 3rd Quarter, a total of ____0__ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

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

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☐ Yes ☐ No

on the agency website: ☐ Yes ☐ No

through an agency newsletter: ☒ Yes ☐ No Included in the November 2022 Newsletter

Other: _____

2. _____

3. _____

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V. 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?

-OATH currently does not have an appointed Career Counselor. Subject to staffing capacity, in FY 2023, OATH will appoint a Career Counselor.

-During this Quarter, the EEO Officer discussed the need for a Career Counselor to be appointed.

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?

-OATH will continue to monitor vacancy posting protocols and commit to hiring a diverse workforce. The Commissioner is involved in

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promotions within the agency and high-level discretionary positions.

-During the next quarter, OATH will identify supervisors and hiring managers that will attend Structured Interview training at the DCAS training center.

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 ensures that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement

-The EEO Officer assists the hiring manager if a Reasonable Accommodation is requested during the interview.

-The EEO Officer advises HR to use candidate evaluation forms and structured interview questions.

-The EEO Officer reviews vacancy postings to ensure that gender neutral terms, pronouns, and language is used.

-The EEO Officer may observe interviews

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

-The Agency will follow DCAS's Layoff Procedures as guidance

-The Agency will document targeted titles or programs to ensure that layoffs or terminations do not have a disproportionate impact on any protected groups.

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During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# __90__	# __23__	# __23__
Q2	# __63__	# __15__	# __18__
Q3	# __70__	# __27__	# __12__
Q4	# _____	# _____	# _____

VI. Training

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

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://mispwva-dcslnx01.csc.nycnet/Login.aspx>

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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.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-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).

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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?**

-Employees are reminded of any changes in the EEO Policy via Agency Wide Bulletins. To evaluate the effectiveness of these reminders, the EEO Officer is readily available to all staff who request additional information and/clarity.

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?**

-Employees are reminded of the EEO Officer's contact information via Agency Wide Bulletins, employee newsletters, and internal bulletin boards. To evaluate the effectiveness of these reminders, the EEO Officer is readily available to all staff who request additional information and/clarity.

The EEO Office is located in a visible area within the Agency and employees are periodically reminded of the EEO Officer's location and

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contact information.

2. **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?**

-The updated EEO Policy was disseminated to all staff via an Agency Wide bulletin along with the EEO Complaint Process at a Glance document from DCAS. To evaluate the effectiveness of these reminders, the EEO Officer is readily available to all staff who request additional information and/clarity.

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

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

-The updated EEO Policy was disseminated to all staff via an Agency Wide bulletin along with the EEO Complaint Process at a Glance document from DCAS. All active Employees were required to complete the mandatory Sexual Harassment CBT.

-The progress of employees completing mandated trainings are tracked and completion reports are used to determine completion percentages. Before deadlines, employees are reminded to complete the required trainings on a weekly basis. If necessary, Deputy Commissioners will also be advised of employees who have not completed training in an effort to achieve compliance.

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4. **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?**

-The updated EEO Policy was disseminated to all staff via an Agency Wide bulletin along with the EEO Complaint Process at a Glance document from DCAS. Included in the language of the bulletin, was a reminder of the responsibilities managers and supervisors have in reporting any EEO violations they become aware of and notifying the EEO Office without delay. To evaluate the effectiveness of these reminders, the EEO Officer is readily available to all staff who request additional information and/clarity

5. **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 updated EEO Policy was disseminated to all staff via an Agency Wide bulletin along with the EEO Complaint Process at a Glance document from DCAS. Included in the language of the bulletin, was a reminder of the responsibilities managers and supervisors have in reporting any EEO violations they become aware of and notifying the EEO Office without delay. Also included in the email was the contact information for the EEO Officer, including name, location, email address, and phone number. To evaluate the effectiveness of these reminders, the EEO Officer is readily available to all staff who request additional information and/clarity

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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: _____.

☐ 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.

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Appendix A: EEO Personnel Details

EEO Personnel For ___3_ Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.			2.			3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:			Start Date or Termination Date:		Start Date or Termination Date:	
Employee's Name & Title							
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:	
For New EEO Professionals:							
Name & Title	4.			5.		6.	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)			<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	
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)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Sharina DeRoberts, EEO Officer	2. Migdalia Nieves, EEO Counselor	3. Lorna Mondesir, EEO Counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	. Das Arnab		.		.	
Completed EEO Trainings:	<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
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input 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

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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:

Diversity and EEO Staffing as of __2__Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Sharina DeRoberts	Administrative Labor Relations Analyst	100%	sderoberts@oath.nyc.gov	212-436-0524
Deputy EEO Officer OR Co-EEO Officer	n/a				
Chief Diversity & Inclusion Officer	n/a				
Diversity & Inclusion Officer	n/a				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Arnab Das	Administrative Staff Analyst	20%	Adas2@oath.nyc.gov	212-933-3030
ADA Coordinator	Sharina DeRoberts				

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Disability Rights Coordinator	Sharina DeRoberts				
Disability Services Facilitator	Sharina DeRoberts				
55-a Coordinator	Sharina DeRoberts				
Career Counselor	n/a				
EEO Counselor	Migdalia Nieves Lorna Mondesir	Associate Public Information Specialist Community Associate		Mnieves-02@oath.nyc.gov lmondesir@oath.nyc.gov	212-436-0826 718-503-5831
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify)					
Other (specify)					

* 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

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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.